

Privacy Act Regulations require a signed release from you before any information can be released. Please print out the attached form and legibly complete all entries to include signature, telephone number and E-Mail address, in the event that we should need to contact you concerning your request. Please return the completed Standard Form 180 to this office.

All requests are processed **in the order that they are received**. You should receive copies of your records within 4-5 weeks, once your request has been processed. If you have not received your records within approximately **5 weeks** or so, please feel free to contact this office again to check the status of the request. Please **NOTE:** We have **30 working days** to process requests once they are received and they are processed in the order that they are received. **Additional NOTE:** We are currently short staffed so your patience is greatly appreciated.

If you have any additional questions, please feel free to contact us again. RHA address and Contact numbers are shown below.

THANK YOU

SFC SANDY SIMONIS  
WIJS-J6-AS  
MANAGEMENT ANALYST/FOIA/PRIVACY ACT OFFICER

**RHA INFORMATION/MAILING ADDRESS:**

TAGO  
ATTN: WIJS-J6-AS/RHA OFFICE  
2400 WRIGHT STREET  
MADISON, WI 53708-8111

**TELEPHONE NUMBERS:**

RHA OFFICE: 608-242-3677/POSITION VACANT  
SFC SIMONIS: 608-242-3678/MANAGEMENT ANALYST/FOIA PRIVACY  
ACT OFFICER  
FAX NUMBER: 608-242-3605