



www.cityofseldovia.com

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**PUBLIC RECORDS REQUEST FORM**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Business, Law Firm and/or Company: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

I would like the documents delivered to me by:

- Mail (address listed above)  Fax (listed above)  Email (listed above)  Will Pick Up  For Review Only

The requested public record is strictly for:

- My own personal use.  On behalf of: \_\_\_\_\_

Are you involved in litigation or appeal with the City of Seldovia?  Yes  No

If so, which case(s)? \_\_\_\_\_

Does this request pertain to the above litigation(s)?  Yes  No

I understand that I will be charged a fee of \$0.50 for each page that I request to be copied. I further understand that if it is determined that my request(s) will require more than five hours of staff time per calendar month that I will pay, upon notification, the total actual personnel costs required to complete the search and/or copying tasks per AS 40.25.110(c)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Documents Requested**

Identify and describe the documents you seek. Be specific.

Title of Record: \_\_\_\_\_

Date of Record: \_\_\_\_\_

Description of Record: \_\_\_\_\_

Department/City Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Approved  Denied Reason for denial: \_\_\_\_\_

**Public Records and the Law**

Information on Alaska’s Public Records Laws can be found in Alaska Statutes 40.25, and in the Seldovia Municipal code 2.56. Exceptions to the policy that a city document should be released to the public when there is a request can be found in Alaska Statutes 40.25.120 and Seldovia Municipal Code 2.56.040.