



City of Edna Bay

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PUBLIC RECORDS REQUEST FORM

Name: _____ Phone: _____ Cell: _____

Name of Business, Law Firm and/or Company: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Fax: _____

The requested public record is strictly for:

My own personal use. On behalf of: _____

I would like the documents delivered to me by:

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

I certify that I am not involved in litigation, in a judicial or administrative forum, nor am I acting on behalf of or otherwise representing any party who is involved in litigation with the City of Edna Bay to which the requested record is relevant.

Initial _____

I understand that I will be charged a fee of .25 cents for each page that I request to be copied or provided by electronic transmission. 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)

Initial _____

Date: _____

Requestor's Signature

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 Statues 9.25-100-220, and in City of Edna Bay Code Title 2. 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 9.25.120 and City of Edna Bay Code Title 2.