

# PUBLIC RECORDS REQUEST FORM

## SGC 1.25 and SGC 1.35.040

Fax Public Records Request Form to (907) 747-7403

<b>Name:</b>		<b>Address:</b>		
		<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Phone No.:</b>	<b>Cell No.:</b>	<b>E-Mail:</b>		

<b>Title of Record(s):</b>	
<b>Date of Record(s):</b>	
<b>Description of Record(s): Please provide any additional information that will assist us in locating the record(s) for you as quickly as possible:</b>	
<b>Requestor's Signature:</b>	<b>Date:</b>

**FOR OFFICE USE ONLY**

Photocopies	\$ .25 per page + tax	\$ _____
Photocopies of Police Reports	\$ .25 per page + tax	\$ _____
Assembly packets	\$10.00 each packet + tax	\$ _____
Audio cassette or CD's	\$10.00 each + tax	\$ _____
Videocassette or DVD's	\$25.00 each + tax	\$ _____
Plats	\$ 5.00 per copy + tax	\$ _____
Mylar copies of plats	\$20.00 per mylar copy + tax	\$ _____
Fax	\$ .50 per page + tax	\$ _____
	\$ .10 each additional page + tax	\$ _____
Certified Copies	\$ 1.25 1 <sup>st</sup> Page; .25 each additional pages	\$ _____
Electronic Service Fees	E-Service Charges	\$ _____
Charge for <b>labor</b> when records request is more than one hour.	\$ _____ <b>labor</b> x _____ hours + tax	\$ _____
<b>TOTAL CHARGES</b>		<b>\$ _____</b>

Referred to (check a box below) Name: _____	Request Completed by: _____		
<input type="checkbox"/> Records request filled on _____	<input type="checkbox"/> Records are ready for pick up _____		
<input type="checkbox"/> Records were mailed _____	<input type="checkbox"/> Records were hand delivered _____		
<input type="checkbox"/> Record(s) or information is exempt from disclosure and public access is denied and the requestor was notified on _____			
<input type="checkbox"/> Record(s) or information cannot be located and the requestor was notified on _____			
Send a copy of this completed request form to the Records Center office. If the request is denied, attach a memo to the completed records request form explaining the reason for the denial.			
<input type="checkbox"/> Administration	<input type="checkbox"/> Finance	<input type="checkbox"/> Information Services	<input type="checkbox"/> Police Department
<input type="checkbox"/> Assessing	<input type="checkbox"/> Fire Department	<input type="checkbox"/> Library	<input type="checkbox"/> Planning <input type="checkbox"/> Public Works
<input type="checkbox"/> Centennial Building	<input type="checkbox"/> Harbor Department	<input type="checkbox"/> Legal	<input type="checkbox"/> Records Center (Fax: 747-4940)
<input type="checkbox"/> Electrical	<input type="checkbox"/> Human Resources	<input type="checkbox"/> Municipal Clerk	<input type="checkbox"/> SCIP <input type="checkbox"/> E-Mail

