



# REQUEST for PUBLIC RECORDS

**REQUESTOR:** *Please identify yourself and tell us how to notify you regarding this request.*

Name \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_ E-mail \_\_\_\_\_

**DOCUMENTS REQUESTED:** *Identify and describe the documents you seek. Be specific. Indicate if you want copies to be made; there may be a charge.*

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**ADMINISTRATION:** *For CBJ staff use only. Provide photocopy of this form to requestor after completing line 1.*

|                     | <u>Name of Person</u> | <u>Date and Time</u> |
|---------------------|-----------------------|----------------------|
| Request received    | _____                 | _____                |
| Request reviewed    | _____                 | _____                |
| Document located    | _____                 | _____                |
| Fee calculated      | _____                 | _____                |
| Requestor notified  | _____                 | _____                |
| Documents picked up | _____                 | _____                |
|                     |                       | Amount \$ _____      |

**OPEN RECORDS ACT:** *This is the State law on public records. Exceptions are listed in AS 40.25.120.*

AS 40.25.110. Public records open to inspection and copying; fees.

(a) Unless specifically provided otherwise, the public records of all public agencies are open to inspection by the public under reasonable rules during regular office hours. The public officer having the custody of public records shall give on request and payment of the fee established under this section or AS 40.25.115 a certified copy of the public record.

(b) Except as otherwise provided in this section, the fee for copying public records may not exceed the standard unit cost of duplication established by the public agency.

(c) If the production of records for one requestor in a calendar month exceeds five person-hours, the public agency shall require the requestor to pay the personnel costs required during the month to complete the search and copying tasks. The personnel costs may not exceed the actual salary and benefit costs for the personnel time required to perform and the search and copying tasks. The requestor shall pay the fee before the records are disclosed, and the public agency may require payment in advance for the search.

(d) A public agency may reduce or waive a fee when the public agency determines that the reduction or waiver is in the public interest. Fee reductions and waivers shall be uniformly applied among persons who are similarly situated. A public agency may waive a fee of \$5 or less if the fee is less than the cost to the public agency to arrange for payment.