



REQUEST for PUBLIC RECORDS

City of Fairbanks
Office of the City Clerk
800 Cushman Street
Fairbanks, AK 99701
Phone (907)459-6702
Fax (907)459-6710
cityclerk@ci.fairbanks.ak.us

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

NAME	_____	PHONE NUMBER	_____
ADDRESS	_____	FAX NUMBER	_____
CITY	_____	EMAIL ADDRESS	_____
STATE	_____	ZIP CODE	_____
		REQUESTED FORMAT	_____

RECORDS REQUESTED: *Identify and describe the records you seek. Include the date(s) of the requested records and be as specific as possible. Please note that there may be fees associated, depending on the requested format and the staff time required to fulfill the request.*

ADMINISTRATION: *For City of Fairbanks staff use only. Provide copy of this form to requestor after completing line 1.*

	<u>Name of City Employee</u>	<u>Date and Time</u>
<input type="checkbox"/> Request reviewed:	_____	_____
<input type="checkbox"/> Information located:	_____	_____
<input type="checkbox"/> Fee calculated:	_____	_____
<input type="checkbox"/> Requestor notified:	_____	_____
<input type="checkbox"/> Documents picked up:	_____	_____
<input type="checkbox"/> Amount Due:		\$ _____

OPEN RECORDS ACT: *This is the State law on public records. Exceptions are found 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 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 costs to the public agency to arrange for payment.