



City of Homer

PUBLIC RECORDS REQUEST FORM

Office of the City Clerk

491 East Pioneer Avenue

Homer, Alaska 99603

Phone: (907) 235-3130

Fax: (907) 235-3143

clerk@cityofhomer-ak.gov

The City Clerk's Office staff shall respond within ten (10) working days of the request. This timeframe may be extended by written notification of the need for additional time before expiration of the response period. If the request is denied in whole or in part, you will be notified in writing.

Requestor's Name: _____ Phone: _____

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

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Fax: _____

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

If yes, which case(s)? _____

Does this request pertain to the above litigation(s) or any future potential litigation(s)? Yes No

I would like to receive the documents by: Mail Fax Email Will Pick Up For Review Only

Title, Date, & Description of Record:

I certify the information I provided on and in connection with this form is true and correct to the best of my knowledge. I also understand that any false statements or deliberate omissions on this form may subject me to legal actions for fraudulent misrepresentation.

Requestor's Signature: _____

Date: 3/23/2024

FOR OFFICE USE ONLY

Date Request Received: _____ Departments that are check marked below are assisting in filling this records request:

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Administration | <input type="checkbox"/> Finance | <input type="checkbox"/> IT - Email | <input type="checkbox"/> Planning Department |
| <input type="checkbox"/> Fire Department | <input type="checkbox"/> Library | <input type="checkbox"/> Police Department | <input type="checkbox"/> Harbor Department |
| <input type="checkbox"/> Public Works | <input type="checkbox"/> Human Resources | <input type="checkbox"/> City Clerk | <input type="checkbox"/> Other: _____ |

Photocopies (print or electronic)	\$0.25 per page	\$ _____
Audio Copy	\$25.00 per CD/Zip Drive	\$ _____
Police Report Photos (CD)	\$25.00 per CD	\$ _____
Other	\$25.00 each	\$ _____
Salary of staff (hourly rate plus benefits) filling a request when retrieval and duplication of documents requested generated in excess of 5 hours.	\$ _____ labor x _____ hours	\$ _____
	Total Charges	\$ _____

Request for Record(s) Copy(ies) total \$ _____ was received on _____ and provided or mailed/emailed on _____.

Not a City record - Contact the following agency/entity: _____.

Record(s) or information is unavailable due to the following: _____.

Record(s) or Information is exempt from disclosure and public access is denied. Requestor was notified on _____.

Record(s) or Information available online at www.cityofhomer-ak.gov.