

# CITY OF DELTA JUNCTION - PUBLIC RECORDS REQUEST FORM

**Name + Organization/Business:**

**Address:**

**City, State, Zip:**

**Phone(s):**

**Email:**



Alaska Statutes  
Title 40, Public Records  
and Recorders  
Chapter 25, Public  
Records Disclosures

**Name of Record(s):**

**Date of Record(s):**

**Description - any information that will assist in locating record(s):**

**Date Record(s) Needed:**

**Requestor's Signature:**

**Date of Request:**

**Due to security risks, emailed attachments will not be opened. This form must be delivered to City Hall (2288 Deborah Street), mailed (City of Delta Junction, PO Box 229, Delta Junction, AK 99737), or faxed (907-895-4375).**

↓ **OFFICE USE ONLY** ↓

*The City of Delta Junction (the "City") reserves the right to decline to produce records that are readily available in a public library, on the Internet, or from third parties at a cost lower than the fees imposed by the City. Alaska Administrative Code 2 AAC 96.100(b)*

**Date Request Received:**

**Response Date (10 working days):**

**Deposit (50% of estimated cost for requests over \$100) to be paid prior to initiation of records research:**

Photocopies (B+W only)	\$ .25/page		
Fax	\$2.00/page		
Scan	\$ .25/page		
Maps	\$40.00 for map off plotter or \$ .25/page off printer		
Council Packets	\$5.00		
Digital Media Storage Devices (flash drives - \$10.00 or CD-R - \$5.00)			
Additional Fee for Expedited Service	\$100.00		
Postage, Other			
Salary of Employee(s)	\$ labor x hours		

Employee salary (hourly-rate-plus-benefits) will be charged when documents generate labor in excess of five hours in a calendar month

**Total Charges**

**Date referred to (Name/Department):**

Circle - City Administrator    Admin. Asst.    City Clerk    Finance    Fire Dept.    Library    Public Works    Other \_\_\_\_\_

**Date notified if request is denied:**

Circle - Records cannot be located                      Records are available elsewhere                      Other \_\_\_\_\_

**Date fees paid in full, less deposit:**

**Date completed:**

12-18-19