

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