



Public Records Request Form

Office of the City Clerk
120 Freeman Drive
Thorne Bay, Alaska 99919

Phone: (907) 828-3380
Fax: (907) 828-3374
cityclerkcityclerk@thornebay-ak.gov

Name: _____ Phone: _____ Cell: _____

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

Address: _____ City: _____ State: _____ Zip: _____

E-mail: _____ Fax: _____

I certify that I am not involved in litigation, in a judicial or administrative forum, nor am I acting on behalf of or otherwise representing any party who is involved in litigation with the City of Thorne Bay to which the requested record is relevant; and

The requested public record is strictly for:

My own personal use. On behalf of: _____

Date: _____

Requestor's Signature

Documents Requested

Identify and describe the documents you seek. Be specific; indicate if you want copies to be made.

Title of Record: _____

Date of Record: _____

Description of Record: _____

I would like the requested documents to be delivered to me by:

Mail (address listed above) Fax (listed above) E-mail (address listed above)

If requesting documents be sent to another location other than those listed above please provide specific details:

I understand that I will be charged a fee of .25 cents plus tax for each page that I request to be copied. I further understand that if it is determined that my request(s) will require more than five hours of staff time per calendar month that I will pay, upon notification, the total actual personnel costs required to complete the search and/or copying tasks, per AS 40.25.110(c).

Initial: _____

Public Records and the Law: Information on Alaska's Public Records Laws can be found in Alaska Statutes 9.25-100 – 220, Exceptions to the policy that a city document should be released to the public when there is a request can be found in Alaska Statutes 9.25.120.



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INSTRUCTIONS FOR COMPLETING RECORDS REQUEST FORM

- All public records requests must be made in writing to the City Clerk
- Public records requests should be dated and signed
- The City has a public records request form, but any WRITTEN request will be accepted as long as it is LEGIBLE, signed and dated (electronic requests will be accepted if they include name & date).
- Requests for public records will be inspected by the City Clerk
- Requests for public records will be forwarded on to the City Attorney
- The City Clerk will gather the documents for the public records request and provide them to the City Attorney.
- The City Attorney may direct the City Clerk to respond to the public records request or inform the City Clerk that they attorney's office will be responding to the request.