

City of Seward  
410 Adams Street  
P. O. Box 167  
Seward, AK 99664

CITY CLERK'S OFFICE

Fax: 907-224-4038  
Phone: 907-224-4046



# REQUEST for PUBLIC RECORDS

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

Name \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Name of Business, Law Firm and/or Company \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

**DOCUMENT(S) REQUESTED:** Identify and describe the documents you seek. Be specific, indicate if you want copies to be made. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ADMINISTRATION:** Provide a copy of this form to the requestor after completing the first line below.

	Name of Person or Department	Date and Time
1. Request received	_____	_____
2. Request reviewed	_____	_____
3. Documents located	_____	_____
4. Retrieval time	_____	_____
5. Fee calculated	_____	_____
6. Requestor notified	_____	_____
7. Documents picked up	_____	_____

**ADMINISTRATION'S RESPONSE:** Please supply a response to the request in the space below, including identifying any documents that are attached to this response.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PUBLIC RECORDS AND THE LAW:** You will find the information on Alaska's Public Records Law in Alaska Statute 9.25.100 - 220, and in Seward City Code 2.05. Exceptions to the policy that a city document should be released to the public when there is a request can be found in Alaska Statute 9.25.120 and Seward City Code 2.05.030.