



For Official Use Only

PUBLIC RECORDS REQUEST FORM

Office of the City Clerk
PO Box 940027
Houston, Alaska 99694

Phone: (907) 892-6869
Fax: (907) 892-7677
clerk@houston-ak.gov

Name: _____ Phone: _____ Cell: _____

Name of Organization or Company: _____

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

E-mail: _____ Fax: _____

I hereby certify that: I am not involved in litigation with the City of Houston or another public agency to which the requested record is relevant and I am not acting on behalf of or otherwise representing any person who is involved in litigation with the City of Houston or another public agency to which the requested record is relevant. I certify under penalty of perjury, that the foregoing statements are true; and

The requested public record is strictly for:

My own personal use. On behalf of: _____
Date: _____

Requestor's Signature

Records Requested

Identify and describe the records 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 for each page that I request to be copied. I further understand that, should it require more than five (5) hours for the City to comply, I am required to pay, upon notification, the personnel costs necessary to complete my records request. Applicable fees are in the city's fee schedule.

Initial: _____

Public Records and the Law: Information on Alaska's Public Records Laws can be found in Alaska Statutes 9.25.100 – .220, and at Houston Municipal Code Chapter 2.50. City records exempted from disclosure are listed at Alaska Statutes 9.25.120 and Houston Municipal Code Section 2.50.050.