



Alaska Public Records Act Request

AS 40.25.110 – AS 40.25.350

Under the Alaska Public Records Act, any person or entity may submit requests for copies of public records that are available for public inspection. The agency's records must be disclosed to the requester in a timely manner provided the requested records are not:

1. Protected under an Alaska or federal statute or regulation or by privilege, exemption, or principle recognized by the courts or by an agency protective order authorized by law.
2. Infringing on the rights of any other person or entity.
3. Impairing the functions of any agency.

Please complete the following

Name: _____
 Company: _____
 Mailing Address: _____ Suite/Apt #: _____
 City: _____ State: _____ ZIP: _____
 Phone #: _____
 Email: _____

Per AS 40.25.122, the Department may ask if a requester is a party or represents a party in an administrative or judicial litigation with the state in which a requested record is relevant. If the answer is yes, the requester must seek the records in accordance with the rules of procedure applicable in the administrative or judicial proceeding.

Are you currently in litigation with the State of Alaska? _____

I am requesting the following information (Please provide enough information so a reasonable search can be conducted):

If request is for records or reports, please provide the following information:

Incident/Case #: _____ Location of incident: _____ Date of incident: _____

Do you want photos? _____ Do you want audio? _____ Do you want video? _____

Copies of records, photos, audio, and/or video are provided at the requester's expense.

How would you like to receive this information? Mail: _____ Email: _____ Pickup: _____

If for pickup, where? _____

Signature: _____ Date: _____