



City of Homer

www.cityofhomer-ak.gov

Office of the City Clerk

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Homer, Alaska 99603

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(p) 907-235-3130

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PUBLIC RECORDS REQUEST FORM

Name: _____ Phone: _____ Cell: _____

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

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

Email: _____ Fax: _____

I would like the documents delivered to me by:

Mail (address listed above) Fax (listed above) Email (listed above) Will Pick Up For Review Only

The requested public record is strictly for:

My own personal use. On behalf of: _____

Are you involved in litigation or appeal with the City of Homer? Yes No

If so, which case(s)? _____

Does this request pertain to the above litigation(s)? Yes No

I understand that I will be charged a fee of 25 cents for each page that I request to be copied or provided by electronic transmission. 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)

Signature: _____ Date: _____

Documents Requested

Identify and describe the documents you seek. Be specific.

Title of Record: _____

Date of Record: _____

Description of Record: _____

Department/City Manager Signature: _____ Date: _____

Approved Denied Reason for denial: _____

Public Records and the Law

Information on Alaska's Public Records Laws can be found in Alaska Statutes 40.25, and in Homer City Code 2.84. 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 40.25.120 and Homer City Code 2.84.020