



City of Homer

www.cityofhomer-ak.gov

Office of the City Clerk

491 East Pioneer Avenue
Homer, Alaska 99603

clerk@cityofhomer-ak.gov

(p) 907-235-3130

(f) 907-235-3143

Memorandum 21-051

TO: MAYOR CASTNER AND HOMER CITY COUNCIL
FROM: MELISSA JACOBSEN, MMC, CITY CLERK
DATE: MARCH 16, 2021
SUBJECT: CITY OF HOMER REGULATIONS CONCERNING RECORDS INSPECTION

The City is taking steps to improve the records request process for citizens and also for staff by updating our records request form and creating a webform citizens can fill out and submit through the City website.

In this process we've also looked at the existing Regulations Concern Records Inspection. The policy was last updated in 2011 a few areas needing minor amendments were identified, specifically:

- Media for providing records is out of date (regulation line 10)
- Outdated code citations (regulation lines 57, 84, and 192)

Another amendment being proposed is on line 185 of the regulation where it refers to five working days to respond to requests. Typically we can accommodate that timeline when there are routine requests. However, there are times when records requests have to be routed through multiple departments and can take longer than five days to compile and review the records being requested.

We'd like to amend the policy to read 10 working days to allow adequate time for multiple department processing and review. This timeframe is consistent with Alaska Administrative Code 2 AAC 96.325. Response to request: time limits, and a standard that other municipalities use as well.

Recommendation: Adopt the resolution approving the Regulations Concerning Records Inspection.