CITY OF WHITTIER
REQUEST FOR PUBLIC RECORDS
MUST BE PRESENTED TO THE CITY CLERK

Name/Organization :_____ Requested by:_____

Address City_____

State _____ Zip Code_____

Mailing Address_____

_____

Phone # _____ Cell # _____ Fax #_____

Email: _____

PLEASE NOTE IF YOU REQUEST AUDIO, VIDEO OR PICTURES DEPENDING ON THE FORMAT THESE MAY INCUR ADDITIONAL CHARGES.

Are you involved in litigation or appeal with the City of Whittier? YES ☐ NO ☐

Yes If so, which case(s):_____

Does this request pertain to the above litigation? YES ☐ NO ☐

LIST THE DOCUMENTS REQUESTED. PLEASE BE AS SPECIFIC AS POSSIBLE REGARDING THE DOCUMENTS YOU ARE REQUESTING TO AID IN OUR RESEARCH. When you are finished please review the information you have provided and fax the form to 907-472-2404, or scan and email to cityclerk@whittieralaska.gov, or bring the form to the Clerk's Office.

_____

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How would you like the documents delivered?

Email	Fax	Will Pick-up	US Mail	In Person Review
☐	☐	☐	☐	☐

I acknowledge and agree to pay the following charges for documents requested: $0.25 for each page copied/faxed or sent via email. I understand research is limited and will be charged under Production Fees - each requestor in a calendar month that exceeds 5 hours will be charged the employee's actual salary plus benefit costs. An estimate can be prepared and the requestor must deposit the estimated production and copying fees in advance if the documents requested are numerous. If the actual costs are greater than the estimate, the records will not be released until the difference is paid. If the actual amount is less than the deposit the difference will be refunded. There is no fee for simple inspection unless request exceeds 5 hours in calendar month. Please refer to WMC 2.14 concerning Public Records Inspection for further information governing the release of records. Payment can be in the form of cash or check made payable to the City of Whittier. Use of a credit or debit card for amounts $10.00 and over may be used for payment also.

Signature_____ Date:_____

OFFICE USE ONLY

Approved ☐ Denied ☐

City Clerk's Signature_____ Date:_____

Reason for Denial:_____

_____

_____

APPEAL PROCEDURE: Denial of your request may be appealed to the City Manager. If the Manager upholds the denial of your request you may file an appeal with the City Council. WMC 2.14.060

Information provided to: _____ on _____ by_____

REV 11/15 cm