REQUEST for
PUBLIC RECORDS

PUBLIC RECORDS AND THE LAW: You will find the information on Alaska’s Public Records Law in Alaska Statute 40.25.100 – 220. Exceptions to the policy that a NAB document should be released to the public when there is a request can be found in Alaska Statute 40.25.120. The Borough may charge reasonable fees to comply with this Section.

REQUESTOR: Please identify yourself and tell us how to notify you regarding this request.

Name ____________________________ Telephone ______________ Fax ______________

Name of Business, Law Firm and/or Company ___________________________________________

Address __________________________________________ Email _________________________

The Borough will respond to your request within 10 business days. If the records cannot be provided within 10 days, you will be notified.

Non-litigation Affiliation Certification: - I hereby certify that:
1. I am not involved in litigation, in a judicial or administrative forum, with the Northwest Arctic Borough (NAB).
2. I am not acting on behalf of or representing any person who is involved in litigation with NAB to which the requested record is relevant.

I certify under penalty of perjury that the above statement is true.

Signature: ____________________________ Date: _____________________

DOCUMENT(S) REQUESTED: Identify and describe the documents you seek, including dates, if relevant. Be specific, indicate if you want copies to be made.

________________________________________________________________________

ADMINISTRATION: Provide a copy of this form to the requestor after completing the first line below.

1. Request received ____________________________ Name of Person or Department ___________
2. Request reviewed ____________________________ Date and Time __________________________
3. Fee calculated, if applicable ____________________________ __________________________
4. Requestor notified ____________________________ __________________________

By: ____________________________ Email: __________________ Fax: __________________
                  Pickup: __________________

ADMINISTRATION’S RESPONSE: Please supply a response to the request in the space below, including identifying any documents that are attached to this response.

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NORTHWEST ARCTIC BOROUGH – Public Records Request Form