

Northwest Arctic Borough  
163 Lagoon St.  
P. O. Box 1110  
Kotzebue, AK 99752

BOROUGH CLERK'S OFFICE

Fax: (907) 442- 3740  
Phone: (907) 442-2500



# 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.

	Name of Person or Department	Date and Time
1. Request received	_____	_____
2. Request reviewed	_____	_____
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.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_