

City of Seward
410 Adams Street
P. O. Box 167
Seward, AK 99664

CITY CLERK'S OFFICE

Fax: 907-224-4038
Phone: 907-224-4046



REQUEST for PUBLIC RECORDS

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 _____

"I certify that this request is not related to litigation or potential litigation involving the City of Seward": _____
Requestor's Signature

DOCUMENT(S) REQUESTED: Identify and describe the documents you seek. 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. Documents located	_____	_____
4. Retrieval time	_____	_____
5. Fee calculated	_____	_____
6. Requestor notified	_____	_____
7. Documents picked up	_____	_____

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

PUBLIC RECORDS AND THE LAW: You will find the information on Alaska's Public Records Law in Alaska Statute 9.25.100 - 220, and in Seward City Code 2.05. Exceptions to the policy that a city document should be released to the public when there is a request can be found in Alaska Statute 9.25.120 and Seward City Code 2.05.030.