

PETERSBURG POLICE DEPT Post Office Box 329 Petersburg, AK 99833 907-772-3838/Fax: 907-772-3504

PETERSBURG BOROUGH

PUBLIC RECORDS REQUEST

	Name of Requester	ID or OL# & State	Date of Request		
	Mailing Address	Email Address			
Home Phone	Cell Phone	Fax			

Documents Requested: Please be specific with dates and your reasons for this request. Some records of the Borough are exempt from public disclosure because they are declared privileged or confidential, per AS 40.25.120. It is the policy of the Department to redact specific information of a personal nature; these would include but are not limited to birth dates and identification numbers. The Chief reserves the right to decline authorization for specific documents release. The Borough is not required to create records, compile, summarize, outline, or in any other way create information from existing public records.

Reason for request:	□ Invo	lved Party	□Parent/Guardian	□Registered Owner	□Insurance Company
□Represent Involved	l Party	\Box Other: _			

Acknowledgement of Payment

I understand I will be charged a pre-paid nonrefundable fee of \$10 per Officer Report, or \$5 per Dispatch Log. If the report or log exceeds 10 pages, there will be an additional fee of \$1.00 per page. If it is determined that my request will require more than five hours of staff time to prepare, I will be notified of the personnel costs required to complete each task and/or copying tasks. I further understand that the Police Department must respond to the request within 10-business days after receiving my request, except the Department may take an extension of an additional 10-business days if needed for review or investigation. I further understand that this request is available for public review and will be kept on file in accordance with Borough records policy. If the record or report from the Petersburg Police Department that I am requesting is not complete at the time of my request, I understand that my request becomes effective on the date the record or report is complete. I also understand that if the report is still within adjudication, it will not be available for release until unrestricted by the District Attorney.

Certificate of Non-Litigation Affiliation

I hereby certify that: I am not involved in litigation with the Petersburg Borough or another public agency to which the requested record is relevant and I am not acting on behalf of or otherwise representing any person who is involved in litigation with the Petersburg Borough or another public agency to which the requested record is relevant. I certify under penalty of perjury that the foregoing statements are true.

Signature:				Date: _					
ADMINISTRATIVE USE ONLY – FINAL DISPOSITION/INFORMATION RELEASED									
Approved by:	Date Done:	□ □Picked Up	□Mailed	□Faxed	□Emailed	□Other:			
REQUEST DENIED Requestor advised Reason:									
Amount Received: Cash or Check Number			Clerk		Date				