

Public Records Requests

Anchorage Police Dept.

Requesting Records

Communication

Processing Basics

Incident/Nature of Call

Involvement of Individuals/Businesses

Requestor

Volume of Requests and Staffing

Requesting Records

- Anchoragepolice.com
 - Click on the icon Request Records
 - Create an account in the APD Records Center (portal)
 - My Records Center to Request records
- Communication is sent via the portal to email
 - Notice that the request cannot be provided in two days
- Consent forms are available for Adults and Juveniles

Processing Basics

- We are guided by strict procedures that are in turn guided by
 - Incident type/Nature of call
 - Involvement type of individuals, businesses
 - Juveniles
 - Case Status at APD, Courts
 - Cross referenced incidents and their status
 - Requestor (PRI, Subpoenas)

These factors determine if a record is releasable to the requestor, and the level of redaction that needs to be completed. This holds true for all records requests: documents, A/V, photos, 911 calls, etc. Our procedures manual is extensive, and our processes require the utmost focus and attention to detail. Gathering the records and redacting are time-consuming processes.

Volume of Requests and Staffing

- High volume of requests
- January 2024 we received 3672 requests
 - 98% of which were document requests
- January 2024 we completed 1520 requests
 - 96% of which were document requests
- To address the large volume of requests
 - We focused our last bid cycle on training the majority of our Records Clerks on redaction.
 - Training requires time away from other citizen-focused responsibilities
 - Training requires a trainer to split their normal redaction responsibilities with training.
 - At the beginning of this bid cycle, we added a full-time clerk to our Records Redaction team which focuses on document requests
 - In February, we also added a full-time clerk to our Redaction Specialist team which focuses on AV requests to include photos, 911 calls, etc.

Questions?

APD Records Department

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