

Municipality of Anchorage

Public Records Request



Submit an electronic request by using the online portal at:
<https://anchorageak.justfoia.com/publicportal/home/newrequest>.

Municipal agency holding legal custody of records: _____

Name

Business

Address

City

State

Zip

Phone

Email

What are you requesting:

Records related to pending/ongoing litigation

Copy of municipal record(s)

Inspect a municipal record

Describe the public records and select medium:

Email (provide employee name(s) & email, date range, keywords, etc.)

Phone/Text Log (include employee name(s), phone number, date range, etc.)

Texts Messages (add employee name(s), phone number(s), data range, etc.)

Document (record's title, date or origin, subject matter, etc.)

Other (please specify below)

I understand that certain municipal records are exempt from disclosure. See [AMC 3.90.040](#) for more information. I also understand there may be an associated cost to furnish the record(s) request. An estimate will be provided to me to include employee time and materials cost, as stated in [AMCR 3.90](#). Upon my acceptance of the estimate, I may receive all, partial, or no copies of the record(s). It is through the review process, which begins only after payment has been successfully processed, that the receiving agency may identify exemptions as listed in AMC 3.90.040 or as otherwise set forth in law. I acknowledge if I do not respond within 30 days, my request will be closed, and a new request should be submitted.

Requestor's Signature

Date

Please send your public records request to the agency with custody of the records. For agency contact information visit: <https://www.muni.org/Departments/Pages/default.aspx>.