

From: [Jones, Barbara A.](#)
Cc: [Duerre, Ralph E](#); [Ennis, Deitra L.](#); [Heinz, Jamie L.](#)
Bcc:



Subject: Response to Procedures Manual Complaint filed April 23, 2022
Date: Saturday, April 23, 2022 3:15:00 PM

Dear Daniel: Please know that there must have been a misunderstanding regarding your request for access to the Election Center procedures. First, the Election Center procedures are a public record and the public may submit a public records request, not a FOIA, for any records, and the Clerk's Office produces any records that take less than 1 hour to produce without a records request because we consider that a key function of the Clerk's Office. You do not need to do a formal public records request since we understand the records you are seeking and the other Observer Liaison has in fact provided a copy of certain procedures to another Observer.

Second, to address this request, the Elections Team is unfortunately too busy on Monday and Tuesday with two Commission meetings and certification of the election to complete this request this coming week. The following week, beginning on Monday, May 2, you have two options:

1. you may review the notebooks with the procedures and flag the procedures for which you want copies.
 - a. If you flag and want copies of more than 20 pages, you will need to pay the per page cost of \$0.30 per page; I estimate there are about 100 pages in the binders, so if you wanted all of the pages, the estimate of the per page cost is \$30.00. OR
2. the MOA Elections Team can start making the copies of all of the procedures for you on or after Monday, May 2.
 - a. If you wish the Elections staff to make copies of the records, the Municipal code allows the Municipality to charge \$40.00 hour and \$0.30/page, as noted above. I estimate that the time for staff to produce copies of these procedures will be 2 hours. Thus, the charges will be \$80.00, plus the per page cost of \$0.30 per page, and again I estimate there about 100 pages, so the total cost is of \$110.00. The MOA requires payment in advance.

Please let us know how you would like to proceed and if you need any additional information to complete your request. Barbara

From: Daniel [REDACTED]
Sent: Saturday, April 23, 2022 8:28 AM
To: Jones, Barbara A. <barbara.jones@anchorageak.gov>; Heinz, Jamie L. <jamie.heinz@anchorageak.gov>; Duerre, Ralph E <ralph.duerre@anchorageak.gov>; Ennis, Deitra L. <deitra.ennis@anchorageak.gov>; [REDACTED]; 'Carol Ashlock' <[REDACTED]>
Subject: FW: Procedures Manual Complaint

[EXTERNAL EMAIL]

Barbara and Jamie,

Please find the attached complaint regarding lack of access to the policy and procedure manual for the Election Center.

Thank you,
Daniel Smith
Observer

From: [Daniel Smith](#)
To: [Jones, Barbara A.](#); [Heinz, Jamie L.](#); [Duerre, Ralph E.](#); [Ennis, Deitra L.](#); [REDACTED] [rol.Ashlock"](#)
Subject: FW: Procedures Manual Complaint
Date: Saturday, April 23, 2022 8:28:28 AM

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Barbara and Jamie,

Please find the attached complaint regarding lack of access to the policy and procedure manual for the Election Center.

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