



# Municipality of Anchorage

Municipal Clerk's Office  
632 West 6th Avenue  
Anchorage, Alaska 99501

Mailing Address: P.O. Box 196650 Anchorage, AK 99519-6650

RR: \_\_\_\_\_ - \_\_\_\_\_

## Request for Municipal Documents

For records relating to the Municipal Clerk's Office concerning:

- The Anchorage Assembly
- The Board of Ethics
- The Board of Adjustment
- Municipal Elections
- Business or Alcohol Licenses

or other duties that are functions of the Municipal Clerk's Office,  
you may proceed with this records request.

**Please be aware that your Public Records Request may be delayed if it is not made to the municipal department that has the records you are requesting.** For example, if you want records relating to a matter involving the police; you should send your request directly to the Anchorage Police Department. Or, if you want records concerning a zoning issue; you should direct your request to the Community Development Department.

Contact information for municipal departments can be found on the municipal web site at [www.muni.org](http://www.muni.org).

### Anchorage Municipal Code: Chapter 3.90 ACCESS TO PUBLIC RECORDS

3.90.010 Policy. It is the policy of the municipality to provide the fullest and most rapid public access to municipal records and information so that the right of the people to remain informed is protected. In enacting this measure, the Assembly recognizes the competing interests of personal privacy and the right of the public to have access to information concerning the conduct of the people's business. This chapter shall therefore be liberally construed to require full disclosure of all public records in the possession or control of any municipal agency, except those specifically exempted under [Section 3.90.040](#).

(AO No. 77-50A; AO No. 89-85)

Request:

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Print Name of Requestor: \_\_\_\_\_

Phone Number: (     )                   -                   (     )                   -

e-mail Address: \_\_\_\_\_

Signature of Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:**

- Retrieval: \$40.00 per Hour
- Copies: \$ .30 per Page
- Tapes: \$10/15 per Set
- Disks: \$15/20 per Set

**Response Time:**

AMC 3.90.060.C. All requests for records and information made pursuant to this chapter shall be responded to within a reasonable time period. If the records and information cannot be located in time to make a response within two working days of the request, the requesting party shall be promptly advised, and, if the requesting party still desires the information or records, a reasonable and diligent search shall be made for it. (AO No. 77-50A; AO No. 92-15) Accessed 12/07/2012