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 A/V requests to include photos, 911 calls, etc.
Questions?

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