



# Municipality of Anchorage

## Animal Care & Control

4711 Elmore Road  
Anchorage, AK 99507  
Phone: 907-343-8128  
Fax: 907-343-8134



### PUBLIC RECORDS REQUEST/FREEDOM OF INFORMATION ACT (FOIA) REQUESTS

Date of Request: \_\_\_\_\_

Animal ID: \_\_\_\_\_

Activity Number: \_\_\_\_\_

NOV/Violation No.: \_\_\_\_\_

Your Name/firm: \_\_\_\_\_

Your Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

\_\_\_\_\_

**This is a request to:**

- Receive a copy of municipal record(s)
- Inspect a municipal record
- This request relates to pending litigation.
- The Municipality of Anchorage is a named party  
Case Number: \_\_\_\_\_

Information Requested: (names of parties, animals involved, date of incident, type of incident, etc.):

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**By signing below, you acknowledge the following:**

Anchorage Animal Care & Control (AACC) responds to public records requests as required by AMC 3.90. You will be charged a minimum of **\$6.00**. *In addition*, you may be charged according to the attached fee scale, which is set by municipal code. You will be contacted by the Administrative Enforcement Officer and provided with an estimate of the total costs, which must be paid in advance of picking up the RFI. **The confidentiality of complaining parties will be preserved, unless a request for hearing has been filed with the Administrative Hearing Office. Certain municipal records are exempt from disclosure. See AMC 3.90.040 for more information.** Requests will be completed as staffing and time allows, generally within seven business days, unless otherwise notified.

Requestor's Signature	Date
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### AMCR 3.90.002 - Copying charges.

Municipal agencies shall charge the public for copies of municipal records in accordance with the following schedule:

<b>A.</b>	<b>Xerographic copies of paper records in standardized size or format</b>	
	<b>2. Requests resulting in more than 5 pages or more than 15 minutes of employee time to search for, redact as necessary, and retrieve:</b>	<b>\$0.30 per page plus research and retrieval charges per <a href="#">section 3.90.005</a>*</b>
<b>W.</b>	<b>3. CD (photos, PDFs, and small audio files)</b>	<b>\$15.00 each</b>
	<b>4. DVD (videos and larger audio files)</b>	<b>\$20.00 each</b>

\*AMCR 3.90.005 - Record retrieval charges.

In addition to the fee for copying a record, a municipal agency may charge a fee for employee time to search for, retrieve, and redact as necessary, the record at a rate not exceeding \$40.00 per hour.

### **ADMINISTRATION** (*this section for Anchorage Animal Care and Control employee use only*):

<b>FEES</b>	<u>Estimated Fees</u>	<u>Actual Fees</u>
	<i>Copies</i>	<i>Copies</i>
	$\$6 + \text{ \_\_\_\_\_\_ pages } \times \$0.30 = \$ \text{ \_\_\_\_\_\_ }$	$\$6 + \text{ \_\_\_\_\_\_ pages } \times \$0.30 = \$ \text{ \_\_\_\_\_\_ }$
	<i>Employee Time</i>	<i>Employee Time</i>
	$\text{ \_\_\_\_\_\_ hours } \times \$40 = \$ \text{ \_\_\_\_\_\_ }$	$\text{ \_\_\_\_\_\_ hours } \times \$40 = \$ \text{ \_\_\_\_\_\_ }$
	<i>CD/DVD</i>	<i>CD/DVD</i>
	$\text{ \_\_\_\_\_\_ CDs } \times \$15 + \text{ \_\_\_\_\_\_ DVDs } \times \$20 = \$ \text{ \_\_\_\_\_\_ }$	$\text{ \_\_\_\_\_\_ CDs } \times \$15 + \text{ \_\_\_\_\_\_ DVDs } \times \$20 = \$ \text{ \_\_\_\_\_\_ }$
	<b>Total Estimated Fees: \$</b> _____	<b>Total Actual Fees: \$</b> _____
	<i>Fees paid in advance: \$</i> _____	<i>Refund/Additional Due: \$</i> _____
	<i>Amount Due: \$</i> _____	<i>Received Date: _____</i>
	<i>Received Date: _____</i>	
<b>DENIALS</b>		
If request is denied, in whole or in part, please cite to code, statute, or other local, federal, or state law exemption: _____		
Appeal forwarded to Mayor's office per Anchorage Municipal Code <a href="#">3.90.060(B)</a> :		
Employee Name/Title: _____		Date: _____
<b>RECEIPT OF DOCUMENTS</b>		
<i>Please have Requestor fill out the following:</i>		
Name (printed): _____	Date: _____	
Signature: _____		
Firm or Organization (if applicable): _____		
Acknowledged by (AACC Employee): _____		