REQUEST FOR INFORMATION

Anchorage Animal Care & Control (AACC) responds to requests for information (RFI) as required by AMC 3.90. You will be charged a minimum of $15.00. In addition, you may be charged according to the attached fee scale. You will be contacted by the administrative 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. Requests will be completed as staffing and time allows, generally within seven business days, unless otherwise notified. Please complete the following:

Date of Request: ___________________________  Animal ID: ________________________________
Activity Number: ___________________________  NOV/Violation No.: __________________________
Your Name/firm: ____________________________  Your Address: ______________________________
Phone Number: _____________________________  ________________________________

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

Why do you need this information? (This will help the AACC prioritize requests):
________________________________________________________________________________________
________________________________________________________________________________________

RECEIPT FOR DOCUMENTS

I acknowledge receipt of the following documents from AACC on the _____ day of ____________, 20__: _____ pages (front and back counted separately).

Name (printed):_____________________________  Fee Charged $: __________________________
Signature: __________________________________
Firm or Organization: _________________________
Address: ____________________________________
Telephone Number: __________________________

Acknowledged by (AACC employee): ______________

Revised: 11/23/2016
3.90.002 - Copying charges.

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

<table>
<thead>
<tr>
<th>A.</th>
<th>Xerographic copies of paper records in standardized size or format</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Requests resulting in more than 5 pages or more than 15 minutes of employee time to search for, redact as necessary, and retrieve:</td>
</tr>
<tr>
<td>P.</td>
<td>Audio tape, duplicate copy</td>
</tr>
<tr>
<td>Q.</td>
<td>Video tape, duplicate copy</td>
</tr>
</tbody>
</table>

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. (Anchorage Animal Control charges $22.00 per hour.)