

Anchorage Animal Care and Control
4711 Elmore Road
Anchorage, AK 99507
Phone: (907) 343-8128
Facsimile: (907) 343-8134

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 \$: _____
Date Paid: _____

Signature: _____

Firm or Organization: _____

Address: _____

Telephone Number: _____

Acknowledged by (AACC employee): _____

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3.90.002 - Copying charges.

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

A.	Xerographic copies of paper records in standardized size or format	
	2. Requests resulting in more than 5 pages or more than 15 minutes of employee time to search for, redact as necessary, and retrieve:	\$0.30 per page plus research and retrieval charges per section 3.90.005
P.	Audio tape, duplicate copy	2.00
Q.	Video tape, duplicate copy	5.00

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.**)