



City of Unalaska, Alaska

PUBLIC RECORDS REQUEST FORM

Submit Completed Form to the Unalaska City Clerk
Estkarlen P. Magdaong, City Clerk emagdaong@ci.unalaska.ak.us
43 Raven Way • P. O. Box 610 • Unalaska, AK 99685
Tel (907) 581-1251 • Fax (907) 581-1417

Name _____ Date _____

Organization or Company _____

Mailing Address _____

Telephone _____ E-Mail _____

Please describe in detail the records requested, being as specific as possible:

Title of Record(s) _____

Date of Record(s) _____

Description (please provide any additional information that will assist in locating records):

☐ **I request copies of these records**

☐ Electronic ☐ Paper

☐ Email ☐ USB Drive ☐ U.S. Mail ☐ Hold for Pickup

☐ **I request to inspect these records**

(i.e., not receive copies)

I understand I will be charged a fee for each page I request. Additionally, if it is determined that my request will require more than four (4) hours of staff time to complete, I will pre-pay, upon notification, the personnel costs required to complete the search and copying tasks.

CERTIFICATE OF NONLITIGATION AFFILIATION: I hereby certify that I am not involved in litigation, in a judicial or administrative forum, with the City of Unalaska or another public agency to which the requested record is relevant and I am not acting on behalf of or otherwise representing any person who is involved in litigation with the City of Unalaska or another public agency to which the requested record is relevant. I certify under penalty of perjury that the foregoing statements are true.

Date

Printed Name

Signature

The City Clerk will make a reasonable effort to respond to requests to inspect or copy public records within seven (7) working days. If a full response cannot be made within seven (7) working days, the City Clerk shall notify the requestor of the reason for the delay and the amount of time needed to fully respond.

The City may reduce or waive a fee when the municipality determines that the reduction or waiver is in the public interest. Fee reductions and waivers shall be uniformly applied among persons who are similarly situated. The municipality may waive a fee of five dollars or less if the fee is less than the cost would be to the municipality to arrange for payment.