

**Office of the City Clerk**  
City of Wasilla, Alaska

www.cityofwasilla.gov

290 E Herning Avenue  
Wasilla, AK 99654  
Phone: (907) 373-9090  
Fax: (907) 373-9092  
E-mail: clerk@cityofwasilla.gov

Date Received

**Public Records Request Form for General Administrative Records**

Pursuant to WMC 2.48.120, some records are exempt from public disclosure. If a records request is denied, in whole or in part, the code, statute, or other local, state, or federal law exemption will be cited. Under the law, the City of Wasilla must respond to the request within 10-business days after receiving the request, except that the City may take an extension of an additional 10-business days, if needed. This document is available for public inspection/disclosure and will be kept on file in accordance with the City's records policy.

This is a request to:  Receive a copy of a record(s), or  Inspect a record(s)

Name of Requestor: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Organization or Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone/Cell Number: \_\_\_\_\_ Email: \_\_\_\_\_

Below, identify and describe in detail the documents you seek. Be specific, and if possible, include the document title, date, parties, and the like. Vague descriptions will delay response.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How do you wish to receive the records?  Pick-up from the Clerk's Office  Mail (address listed above)  
 E-mail (address listed above)  
 Other: \_\_\_\_\_

**Certification Statement: Non-Litigation Affiliation.** I certify that I am not involved in litigation, in a judicial or administrative forum, nor am I acting on behalf of or otherwise representing any party who is involved in litigation with the City of Wasilla to which the requested record is relevant. **Acknowledgement of Fees.** I understand that I may be charged a fee for the records I am requesting, and if personnel time required to produce records for one requester in a calendar month exceeds five person-hours, the requester shall pay for the personnel costs required during the month to complete the search and copying tasks. Charges will be based on the fully benefited cost of the employee performing the work. The requester shall pay a deposit determined by the City to the City before the search is performed and shall pay the fee in full before the records are disclosed (WMC 2.48.150).

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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|--|
| Office Use Only: Date Due: _____   Date Emailed to Mayor's Office: _____   Extension: ___ Yes ___ No<br>5-hours or less? ___ Yes ___ No   Date Received from Admin.: _____   # of pages received: _____<br>Date Requestor Notified for Pick-Up: _____   Date Filled: _____   Initial: _____<br>Request Distributed By: Pick-Up: ___ Mail: ___ Email: ___ Note: _____ |
| <b>PRR No.</b> _____   |

Information on access to public records can be found in Wasilla Municipal Code Chapter 2.48.