



REQUEST FOR PUBLIC RECORDS

Under municipal and state regulations, you have the right to submit a request to this municipal government agency for public records.

The City of Craig's records will be disclosed to the requestor in a timely manner provided the requested records are not:

1. Covered under a valid Alaska or Federal statute or regulation, or by privilege, exemption, or principle recognized by the courts, or by any agency protective order authorized by law.
2. Infringing on the rights of any other person or entity.
3. Impairing the functions of this agency.
4. In accordance with AS 40.25.122, the requestor is not a party to litigation or representing a party to litigation against the City of Craig.

Your request must reasonably describe the records sought and must be filed at the City of Craig.

1. Copies of the records are provided at the requester's expense.
2. Tape or digital duplication requires payment in advance; cost is \$10.00 per tape or C.D.
3. All public records requests that exceed two hours of staff time will be billed at \$10.00 per hour.

Name: _____ Phone Number: _____

Address: _____

I am requesting the following public information:

Signature: _____ Date: _____