



Send your request to [info@stpaulak.com](mailto:info@stpaulak.com)

# CITY OF SAINT PAUL

## ALASKA

PUBLIC RECORDS REQUEST					
<b>Requestor Name:</b>					
<b>Address:</b>					
<b>City:</b>		<b>State:</b>		<b>Zip Code:</b>	
<b>Contact Number:</b>			<b>Email:</b>		
<b>This is a request to:</b>					
Receive a copy of municipal record(s)		This request relates to pending litigation			
Inspect municipal record(s)					
<b>Describe the public record(s) request as specifically as possible (include document titles, dates, parties, addresses, etc.):</b>					
I understand that certain municipal records are exempt from disclosure. See AS 40.25.120 for more information. I understand that I may be charged a fee for copying public records. The City will respond with an estimated charge. This is an estimate only. Requests are \$0.30/page plus employee time (\$80/hour). I agree to protect the security and integrity of the information system provided to me and I understand that the City of Saint Paul is not responsible or liable in any manner for the use of such information					
<b>Requestor's Signature:</b>			<b>Date:</b>		

<i>(this section is for City of Saint Paul use only)</i>			
<b>Received By:</b>		<b>Date:</b>	
<i>Communications/Review Log</i>			
<i>Fees</i>			
<b>Estimated Fees</b>		<b>Actual Fees</b>	
<u><i>Copies</i></u> _____ pages x \$0.30 = \$ _____		<u><i>Copies</i></u> _____ pages x \$0.30 = \$ _____	
<u><i>Employee Time</i></u> _____ hours x \$80 = \$ _____		<u><i>Employee Time</i></u> _____ hours x \$80 = \$ _____	
<u><i>Postage</i></u> = \$ _____		<u><i>Postage</i></u> = \$ _____	
<b>Total Estimated Fees = \$ _____</b>		<b>Total Fees = \$ _____</b>	
<i>Fees paid in advance = \$ _____</i>		<i>Refund/ Additional due = \$ _____</i>	
<i>Amount due = \$ _____</i>		<i>Received on: _____</i>	
<i>Received on: _____</i>			
<i>Fulfilled/Completed</i>			
<b>Denied By:</b>		<b>Date:</b>	
<i>Denials</i>			
If request denied, in whole or in part, please cite to code, statute, or other local, federal, or state law exemption:			
<b>Denied By:</b>		<b>Date:</b>	