

PUBLIC RECORDS REQUEST FORM



AK | DFCS
ALASKA DEPARTMENT OF
FAMILY AND COMMUNITY
SERVICES

PART I: Personal Information

Full Legal Name: _____
Mailing Address: _____
Email Address: _____
Phone Number: _____

PART II: Request Information

Under the Alaska Public Records Act (AS 40.25.100 – 40.25.295), a person may request a public agency's public records. The agency must disclose the requested records unless they are protected from disclosure by a state or federal law, including a court order, or are statutorily excluded from the Act.

Under the Alaska Public Records Act, I am requesting an opportunity to inspect or obtain copies of the following public records:

From which division are you requesting information? _____

PART III: Administrative or Judicial Litigation

Under AS 40.25.122 and 2 AAC 96.220, DFCS may ask if a requester is a party or represents a party in an administrative or judicial litigation with the state in which a requested record is relevant. If the answer is "yes," the requester must seek the records in accordance with the rules of procedure applicable in the administrative or judicial proceeding.

Are you such a requester? (*Currently in litigation with the State of Alaska*) Yes No

PART VI: Signature

I understand the Department of Family and Community Services may require that I pay an estimate of any reimbursable costs before it begins or continues any search or copying and that I must pay all reimbursable costs before it provides any records. For paper copies, the Department charges \$0.25 per page, plus postage. Additionally, the Department may charge handling costs (if the records have been archived) and personnel costs (if the time required to search for and/or copy records exceeds five person-hours in any calendar month). The Department may also charge for other reimbursable costs.

Signature: _____ **Date Signed:** _____