



**PUBLIC RECORDS INFORMATION REQUEST**  
 City of Hoonah PO Box 360 Hoonah, Alaska 99829  
 (907) 945-3663 phone (907) 945-3445 fax

**REQUESTOR'S CONTACT INFORMATION:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

(Please Print)

Name of Business, Law Firm and/or Company: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

FAX: \_\_\_\_\_ Email: \_\_\_\_\_

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 Hoonah to which the requested record is relevant; and

the requested public record is strictly for:  My own personal use  On behalf of: \_\_\_\_\_

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

**DOCUMENTS REQUESTED**

Title of Record Requested: \_\_\_\_\_

Date of Record: \_\_\_\_\_

Description of the record(s) you are requesting and any additional information that will help to identify the correct record:

I understand that there will be charged a fee of .25 cents plus tax for each page that I request to be copied, and \$20.00 for each requested audio disk. Please note that multiple recordings may not fit on a single disk. I further understand that if it is determined that my request(s) will require more than one hour of staff time per calendar month that I will pay, upon notification, the total personnel costs required to complete the search and/or copying tasks.

I certify that the lists of individuals obtained through this request for public records will not be used for commercial purposes.

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

**INTERNAL USE ONLY – INFORMATION TO BE COMPLETED BY CITY STAFF**

Request received by: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Request for Record Copy total \$ \_\_\_\_\_ was received on \_\_\_\_\_ and provided by mail on \_\_\_\_\_

Record is exempt from disclosure and public access is denied and the requestor was notified on \_\_\_\_\_

Record cannot be located and the requestor was notified on \_\_\_\_\_

Record is available online at [www.cityofhoonah.org](http://www.cityofhoonah.org)

The following departments have been copied to assist in filling this records request.

Administration  Finance  Harbor  Public Works  Planning  Clerk