



**CITY OF NORTH POLE**  
**PUBLIC RECORDS REQUEST**  
*North Pole Municipal Code - Chapter 1 Section 1.7*  
*Alaska Statutes Title 40.25*

Requestor's Information:

|                       |             |
|-----------------------|-------------|
| Name: _____           |             |
| Address: _____        |             |
| Phone: _____          | Cell: _____ |
| Email: _____          |             |
| City/State/Zip: _____ |             |

Records Requested:

|   |
|---|
| Title of Record: _____  |
| Date of Record: _____   |
| Description of Record ( <i>Please be as specific as possible; a very broad request can delay our ability to respond since it is usually necessary to request more information</i> ) |
| _____   |
| _____   |
| _____   |
| _____   |

I understand that I will be required to pay a fee for duplication and that if the time to search and copy these records exceeds five hours, I must pay for staff time in excess of five hours.

**CERTIFICATE OF NON-LITIGATION AFFILIATION**

I, \_\_\_\_\_, hereby certify that I am not, nor is any party I represent, involved in litigation, in a judicial or administrative forum, with the City of North Pole or a public agency to which the requested record is relevant.

\_\_\_\_\_  
Requestor's Signature

\_\_\_\_\_  
Date

**REPLY TO YOUR PUBLIC RECORDS REQUEST**

No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
(Year) (Dept) (Number)

- Inspection only (no copies or scanning required)
- Enclosed are the records you requested and for which you have paid.
  - Hardcopy
  - Electronic copy
  - Emailed copy
- We have located the records you requested and they exceed the number of pages that the City provides at no charge. The cost is \$ \_\_\_\_\_ for \_\_\_\_\_ pages at \$ \_\_\_\_\_ per page. The records will be provided upon receipt of payment. Please make your check or money order payable to City of North. Your check should reference Number \_\_\_\_\_ and should be sent to:

City Clerks Office  
City of North Pole  
125 Snowman Lane  
North Pole, Alaska 99705

- We are unable to provide the records you requested.
  - A search was made, but no records were found.
  - A search was made, but the requested item is not available because it is not a public record for the following reason: \_\_\_\_\_.  
You may appeal this decision to the City Attorney. An appeal shall be filed within 30 days from the date of written notification.
  - We are unable to find the record you requested because the request did not include sufficient information to find it. Please contact the Records Custodian at the phone number listed below.
  - Not within the City's jurisdiction.

\_\_\_\_\_  
Signature of Records Custodian

\_\_\_\_\_  
Printed Name of Records Custodian

\_\_\_\_\_  
Department

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date