



City of Dillingham

Date Received

PUBLIC RECORDS REQUEST

Office of the City Clerk • PO Box 889 • Dillingham, AK 99576
Phone: 907-842-5212 • 907-8432-5212 • cityclerk@dillinghamak.us

Requester's Name: _____

Organization or Company: _____

Mailing Address: _____

Phone/Cell Number: _____ E-Mail: _____

Request Made: In Person In Writing Fax Email

Preferred Delivery: Pick Up U.S. Mail Fax Email On-Site Inspection

Please describe in detail below the information or documents you are requesting. Please be as specific as possible. Where applicable, specify a date range for the requested records.

I request to inspect or receive copies of the following documents or files:

ACKNOWLEDGMENT OF PAYMENT. I understand I will be charged a fee for each page that I am requesting to be copied, faxed, emailed or mailed and that if it is determined that my request will require more than five hours of staff time to prepare in a calendar month, I will pay, upon notification, personnel costs, in excess of five hours per month per requestor, required to complete the search and copying tasks. I understand the personnel costs may not exceed the actual salary and benefit costs for the personnel time required to perform the search and copying tasks. I further understand that the City must respond to the request within 10-business days after receiving my request, except that the City may take an extension of an additional 10-business days if needed. I further understand that this request is available for public review and will be kept on file in accordance with City records policy. I shall pay the fee in full before the records are provided.

