



PUBLIC RECORDS REQUEST FORM

Requestor Information (required)

Name:	Address City: State: Zip:
Phone No.	Email:
Organization (if applicable)	

<u>Title of Record(s):</u>
<u>Date of Record(s):</u>
<u>Description of request (Be as specific as possible, including name, dates, contract number, etc.):</u>
<u>Certification of Non-litigation Affiliation (please check one box):</u> I hereby certify that [<input type="checkbox"/> I am / <input type="checkbox"/> I am not] involved in litigation, in a judicial or administrative forum, with the City of Ketchikan or another public agency to which the requested record is relevant; or acting on behalf of or otherwise representing any person who is involved in litigation with the City of Ketchikan or another public agency to which the requested record is relevant. I certify under penalty of perjury that the foregoing statements are true.
Signature of requestor: Date:

This form must be completed and returned to the City Clerk's Office for processing at 334 Front Street or clerk@ketchikan.gov or fax 907.225.5075.

Pursuant to Resolution No. 17-2671, requests for public information are subject to a fee. If it is determined that a request will require more than five hours of staff time, the requestor must pay upon notification the personnel costs required to complete the search and/or copying tasks. The City Clerk will attempt to furnish all record requests in a timely manner consistent with legal restrictions and the City's obligation to the public and employees' right to privacy.

OFFICE USE ONLY

Date Request Received: _____ Received by: _____ Date responded: _____

Copying Charges:

Photocopies: Black and white \$ _____ Color \$ _____

Certified copies per page: \$ _____

Audio USB/CD of Council meeting: \$ _____

Operating and Capital Budget or CAFR \$ _____

Search and copying task time allocation per calendar month per requestor above five staff hours, actual personnel cost \$ _____

CITY OF KETCHIKAN, ALASKA

RESOLUTION NO. 17-2671

**A RESOLUTION OF THE CITY OF KETCHIKAN, ALASKA
ESTABLISHING FEES AND CHARGES FOR COPYING SERVICES OF
THE CITY; AND ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, public records of the City of Ketchikan are open to inspection by the public under reasonable rules during regular office hours; and


WHEREAS, the cost of copy, reproduction and research fees shall be set and may be amended from time to time by resolution of the City Council.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Ketchikan, Alaska as follows:

Section 1: The Council of the City of Ketchikan, Alaska, hereby establishes fees and charges for copying services by the City as attached hereto in Exhibit A.

Section 2: This resolution shall become effective immediately upon passage.

PASSED AND APPROVED by a duly constituted quorum of the City Council for the City of Ketchikan on this 20th day of July, 2017.



Lew Williams III, Mayor

ATTEST:



Katherine M. Suiter, City Clerk

EXHIBIT A

**SCHEDULE OF FEES AND CHARGES FOR
REPRODUCTION OF PUBLIC RECORDS***

Item/Service		Charge
Black and white photocopy per page/per side	8½x11, 11x14	\$0.25
	11x17	\$0.50
Color photocopy per page/per side (includes copies that are scanned and emailed)	8½x11, 11x14	\$0.50
	11x17	\$1.00
Certified copies per page	8½x11, 11x14	\$2.00
Audio USB/CD of Council meeting	Each	\$15.00
Operating and Capital Budget or CAFR	Paper copy	\$20.00
	USB/CD	\$15.00
Search and copying task time allocation per calendar month per requester	Above five staff person hours	Actual personnel costs

*Copy charges of \$5.00 or less may be waived at the discretion of the department.

**Should requested copies require shipping, requestor will be responsible for all shipping costs.