



STATE OF ALASKA
DEPARTMENT OF NATURAL RESOURCES
Division of Mining, Land and Water

PUBLIC RECORDS REQUEST FORM

According to AS 40.25.122 and 2 AAC 96.220, the Division of Mining, Land and Water (the Division) may inquire whether a requester is a party, or represents a party, involved in litigation with the state or a public agency to which the requested record is relevant. If so, the requester must make the request in accordance with applicable court or administrative adjudication rules.

I, _____, certify that I am not a party and do not represent a party in litigation, in a judicial or administrative forum, with the State of Alaska or a public agency in which the documents requested below are relevant.

Dated: _____

Requestor Information:

Full Name: _____ Mailing Address: _____

Phone: _____ Email: _____

I request the following records:

Send the completed form to DMLW staff or DMLWprogramsupport@alaska.gov

If the request is for an in-person review or for readily available documents, Division staff must notify the requestor if any documents or portions of documents were withheld by checking the box below:

Information has been removed from the file prior to your review. The removed information is confidential under (1) AS 38.05.035(a)(8); (2) Personal Information as defined under AS 45.48, (3) the "attorney-client privilege;" or (4) the "deliberative process privilege," which protects pre-decisional documents (AS 40.25.120).

Name of staff member responding to the request: _____

Date files reviewed: _____

This information is made a part of the state public land records and becomes public information under AS 40.25.110 and 40.25.120 (unless the information qualifies for confidentiality under AS 38.05.035(a)(8) and confidentiality is requested, AS 43.05.230, or AS 45.48). Public information is open to inspection by you or any member of the public. A person who is the subject of the information may challenge its accuracy or completeness under AS 40.25.310, by giving a written description of the challenged information, the changes needed to correct it, and a name and address where the person can be reached. False statements made in an application for a benefit are punishable under AS 11.56.210. In submitting this form, the applicant agrees with the Department to use "electronic" means to conduct "transactions" (as those terms are used in the Uniform Electronic Transactions Act, AS 09.80.010 – AS 09.80.195) that relate to this form and that the Department need not retain the original paper form of this record: the department may retain this record as an electronic record and destroy the original. In submitting this form, the applicant certifies that he or she has not changed the original text of the form or any attached documents provided by the Division.

RECORDS REQUEST INFORMATION

The Division of Mining, Land and Water (the Division) is committed to responding to requests for public records in full compliance with the requirements of the Alaska Public Records Act and its implementing regulations (the APRA). The APRA can be found in the Alaska Statutes at AS 40.25.100 – 40.25.295. Public records regulations can be found in the Alaska Administrative Code at 2 AAC 96.100 – 2 AAC 96.370. Statutes and regulations are available for review on the Alaska State Legislature’s website at: <http://www.legis.state.ak.us/basis/folio.asp>

If the requested files are readily available for review during business hours (see 2 AAC 96.100(b)), your request will be considered a file review request and APRA deadlines do not apply. File review requests are a type of public records request, usually involving an oral or written request for a case file or other readily available records that the requester can easily review, either in person or electronically. Staff will contact you to schedule a time to review the files in person, or if paper or electronic copies are preferred, staff will contact you to discuss copying, scanning, and/or personnel costs.

If the request is not for readily available documents, the Division may require payment of an estimate of any reimbursable costs before it begins or continues any search or copying. The requester must pay all reimbursable costs before records are provided. If there is a cost associated with the request, Division staff will notify you before completing the request. The Division charges \$0.25 per standard-sized page for paper copies, and \$0.03 per page for electronic copies of scanned documents. Copy costs will be waived if they are \$5.00 or less. Additionally, the Division may charge for reimbursable costs such as SD cards, postage, retrieval of records from archives, and personnel costs (if the time required for searching, copying, and/or scanning records exceeds five person-hours in a calendar month per requestor). See 11 AAC 05.030 for more information on the Division’s fees.

The Division has 10 working days to provide an initial response to your request. An initial response may include one of the following:

- A request for clarification to narrow the scope of your request to lessen the cost and administrative burden of responding to a vague or overly-broad request (see 2 AAC 96.315);
- A notification that the requested records are readily-available under 2 AAC 96.100(b) and not subject to the timing requirements of the APRA;
- A notification that the Division has identified your requests records as electronic services and products, as described in AS 40.25.110;
- A cost estimate for copy costs and/or staff time, and a request for payment;
- A notification that the Division is invoking a 10 working day extension of time under 2 AAC 96.325, or a written confirmation that you have agreed to a longer extension of time;
- Disclosure of the responsive records;
- A denial of all or part of your request under 2 AAC 96.335 (you may appeal a denial of a request by following the procedures in 2 AAC 96.340).

According to 2 AAC 96.310(a), file review request forms may be provided by an agency, but a request may not be denied solely because it is not on that form. In the alternative, the requestor can provide a written statement that they are not a party and/or do not represent a party involved in litigation with the state related to the topic of their request.

Contact the Division’s Program Support Section with any questions regarding records requests:

Program Support Section
550 West 7th Avenue, Suite 1070
Anchorage, AK 99501-3579
Phone: (907) 269-8600
Fax: (907) 269-8904
Email: DMLWprogramsupport@alaska.gov
Statewide TTY – 771 for Alaska Relay or 1-800-770-8973