

## PUBLIC RECORDS REQUEST KENAI PENINSULA BOROUGH SCHOOL DISTRICT

148 N. Binkley Street  
Soldotna, AK 99669

Telephone: 907-714-8888  
Fax: 907-262-9645

Name:

Address:

City/State/Zip:  Email:

Telephone No.:  FAX:

### DOCUMENTS REQUESTED

I hereby request to inspect the following documents:

Title of Record:

Date of Record:

Description of Record - Please provide any additional information that will assist us in locating the record for you as quickly as possible:

I understand that I will be charged a fee of .25 plus sales tax for each page that I request to be copied. I further understand that if it is determined that my request(s) will require more than five hours of staff time per calendar month that I will pay, upon notification, the total actual personnel costs required to complete the search and/or copying tasks, per AS 40.25.110(c).

#### CERTIFICATE OF NONLITIGATION AFFILIATION

I hereby certify that:

(1) 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 Kenai Peninsula Borough or Kenai Peninsula Borough School District to which the requested record is relevant; and

(2) The requested public record is strictly for:  my own personal use  
 use on behalf of   
(Name of business, organization)

I certify under penalty of perjury, that the foregoing statements are true.

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  
**Print Name** **Signature** **Date**

Please submit your completed request to [recordsrequest@kpbsd.k12.ak.us](mailto:recordsrequest@kpbsd.k12.ak.us).

#### FOR OFFICE USE ONLY

	Staff Member	Research Time (minutes)	Date
Request Received	_____	_____	_____
Request Reviewed	_____	_____	_____
Record(s) Located	_____	_____	_____
Fee Calculated	_____	_____	_____
Requestor Notified	_____	_____	_____
Documents Sent	_____	_____	_____