



CITY OF ANCHORAGE

1306 Evergreen Road, P. O. Box 23266, Anchorage, KY 40223

OPEN RECORDS REQUEST

Date: _____ **Time:** _____

Name of Requestor: _____

Address: _____

City

State

Zip Code

Phone Number: _____ **Fax:** _____

Email Address: _____

Detailed Description of Information Requested:

Signature of Requestor

There will be a \$.10 charge per page for copied documents. If mailed, requestor will be asked to cover postage. The City of Anchorage is allowed to take up to three working days to produce the requested information from receipt of the request. If a delay is necessary beyond three working days, the City will provide applicant an explanation of the cause for the delay and notify them of the earliest date information will be available for inspection.