

**ALASKA DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
PUBLIC RECORDS REQUEST
CERTIFICATE OF NONLITIGATION AFFILIATION
AS 40.25.122; 2 AAC 96.220**

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 records requested below are relevant.

DATED: _____ at _____

Requester's Signature

Requester's Name (please print) _____

Mailing Address _____

Telephone Number _____ Facsimile Number: _____

Email Address _____

I request that the State of Alaska Department of Education and Early Development (DEED) provide the public records identified below. I understand that if my request exceeds 20 pages I must pay for each copy, starting from page 1, at \$0.25 per page. I understand that if the time to search for and copy the records exceeds five person-hours in a calendar month (e.g., from February 15 to 11:59 p.m. on March 14 or from March 31 to 11:59 p.m. on April 30), I must pay all of the salary and benefit costs of each employee involved in the search and copying; and before the work begins, I must pay any estimate of the personnel and copying costs unless (in most circumstances) I represent a news organization (AS 40.25.110; 2 AAC 96.360). I understand that if I seek a contractor's records I must pay what the contractor charges DEED. I understand that if my request involves electronic services and products, I must pay any estimate (before the work begins) and the full amount of "the actual incremental costs of providing the electronic services and products, and a reasonable portion of the costs associated with building and maintaining the information system of the public agency" (AS 40.25.115, 2 AAC 96.460).

Subject of records requested: (Please be as specific as possible: an overly broad request can delay the response and result in costs for records you do not want. Please use the back of this sheet if you need more space.)
