



THE STATE  
of **ALASKA**

Department of Commerce, Community, and Economic Development  
Division of Corporations, Business and Professional Licensing

**ADM**

FOR DIVISION USE ONLY

Department of Commerce, Community, and Economic Development  
Division of Corporations, Business and Professional Licensing  
333 Willoughby Avenue, 9th Floor  
PO Box 110806, Juneau, AK 99811-0806  
Phone: (907) 465-2550  
Email: [CBPLrecordsrequest@Alaska.Gov](mailto:CBPLrecordsrequest@Alaska.Gov)

## Public Records Request

Under the Alaska Public Records Act, AS 40.25.100 – 40.25.295, a person may request a public agency's public records. The agency must disclose the requested records unless they are protected from disclosure by a state or federal law, including a court order, or are statutorily excluded from the Act.

Under the Alaska Public Records Act, I am requesting an opportunity to inspect or obtain copies of the following public records:

Per AS 40.25.122 and 2 AAC 96.220, the Division may ask if a requester is a party or represents a party in an administrative or judicial litigation with the state in which a requested record is relevant. If the answer is yes, the requester must seek the records in accordance with the rules of procedure applicable in the administrative or judicial proceeding.

Are you such a requester?

☐ Yes  
☐ No

*I understand that the Division of Corporations, Business and Professional Licensing (Division) may require that I pay an estimate of any reimbursable costs before it begins or continues any search or copying and that I must pay all reimbursable costs before it provides any records. For paper copies, the Division charges \$0.25 per page, plus postage. Additionally, the Division may charge handling costs (if the records have been archived) and personnel costs (if the time required to search for and/or copy records exceeds five person-hours in any calendar month). The Division may also charge for other reimbursable costs.*

Full Name:	
Mailing Address:	
Contact Phone:	
Email Address:	



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## Public Records Request

The Division of Corporations, Business and Professional Licensing (Division) is committed to complying with its responsibilities under the Alaska Public Records Act to disclose requested non-protected records subject to the Act.

The Division has 10 business days to provide an initial response to your request. The initial response might do the following:

1. ask you to clarify your request to identify the records requested, speed the response, or lessen the administrative burden of processing an overly broad request;
2. notify you that the Division is responding under AS 40.25.115, which governs requests for electronic services and products;
3. provide a cost estimate;
4. take an extension of time;
5. provide responsive records; and/or
6. wholly or partially deny the request for any of the following reasons:
  - a. the record is protected from disclosure,
  - b. the Division does not possess or control the record, or
  - c. the Division believes the record is in its possession or control but has not yet located it.

Here are a few categories of records that the Division may or must withhold:

1. medical and public health records;
2. records required to be kept confidential by a federal law or regulation or by a state law (such as article 1, section 1 of the Alaska Constitution, which protects confidential business information, and the Alaska Uniform Trade Secrets Act, AS 45.50.910 – 45.50.945), including a federal or state court order or a common law privilege or protection (such as the attorney-client privilege, the attorney work-product doctrine, the executive communications privilege, and the deliberative process privilege); this includes records containing information, including in some cases contact information, protected under the right to privacy (e.g., in article 1, section 22 of the Alaska Constitution), the Alaska Personal Information Protection Act, AS 45.48.010 – 45.48.995, and/or the balance-of-interests principle; and
3. Certain law enforcement records, including certain records of Division investigators.

You may appeal a denial of a request for public records subject to the Act to the Division Director by following the requirements of 2 AAC 96.340. You may seek judicial review of such a denial by pursuing an injunction from the superior court under AS 40.25.125.

This is not a comprehensive summary of your rights and the Division's responsibilities under the Alaska Public Records Act. If you have questions, the Division suggests that you review the Act and the regulations, 2 AAC 96.100 – 2 AAC 96.470, and/or contact an attorney.