**State of Alaska, Department of Environmental Conservation (DEC)**

**Public Records Request Form**

**Directions**: Please provide the information below, being as specific as possible. Using this form is not required, but will speed DEC’s response. \*Items with an asterisk are required.

**To submit your request**: For contaminated sites, including EPA Phase I assessments, email CS.Submittals@alaska.gov. If you know the appropriate division, locate the best contact at <https://dec.alaska.gov/contact>. For assistance directing your request, contact DEC’s records coordinator at Jessalynn.Rintala@alaska.gov.

**About the records request process**: DEC will provide an initial response within ten working days of receiving your request. If there are any costs to search for or copy records, DEC will provide a cost estimate that must be paid before the work begins.

**More information**: DEC follows the Alaska Public Records Act (APRA). APRA does not require an agency to answer questions, create records (except where records can reasonably be generated from information in a database), conduct research, analyze information, or adopt or form opinions. For more information, see the Alaska Department of Law’s APRA page: [*https://law.alaska.gov/doclibrary/APRA.html.*](https://law.alaska.gov/doclibrary/APRA.html.)

1. \*Name:
2. Organization:
3. Mailing address:
4. \*Email address:
5. \*Date of Request:
6. \*Records Requested: *Please be as specific as possible. Broad requests delay our ability to respond.*
7. \*Date range:
8. Division or records custodian, if known:

*DEC’s divisions include Spill Prevention & Response (including Contaminated Sites), Water, Air Quality, Environmental Health, and Administrative Services.*

1. \*Are you in litigation (in a court or an administrative proceeding) with the State of Alaska or asking for the records for someone in litigation with the state? *If yes, provide the case name and number, and please indicate if any requested records are relevant to the investigation.*