



## ALASKA OIL & GAS CONSERVATION COMMISSION

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### PROCEDURE

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AOGCC requests that all public records requests under AS 40.25.100 – 40.25.295 be submitted in writing to the AOGCC.

#### **Records Viewing and Copying Procedures**

- Requestor completes the Request for AOGCC's Records form. (No one is authorized to view AOGCC records without completing this form – NO EXCEPTIONS.)
- Employee receiving request logs the initial request into the Public Records Log for the appropriate year: G:\AOGCC\Common\Public Records\Log
- Control numbers are automatically generated. Employee uses the next available number in the log.
- The AOGCC has ten (10) working days to provide an initial response to a public records request. The employee will complete the request as soon as possible.
- Employee gathers requested information.
- Requestor reviews information.
- If requestor wants electronic or hard copies, employee completes the request, abiding by the AOGCC's Public Request Fee Schedule. Payment is normally due at time of pickup. Other payment arrangements can be made through the Special Assistant. (If employee has questions regarding these fees or procedures see the Special Assistant.)
- If requestor wants copies or scans of any oversized logs, i.e., that require an outside vendor to complete, the request must then be routed to the Natural Resource Technician.
  - Vendor picks up the originals from the AOGCC and signs the AOGCC's Records form.
  - Vendor makes copies, notifies Requestor that copies are available, and directly bills Requestor.
  - Vendor returns originals to AOGCC and employee signs acknowledging receipt of files.
- Once the Records Request is completed, the employee finishes the Public Records Log and saves scanned copies (pdf only) of all information provided to the Requestor with the completed Request for AOGCC Records form as the first page. The employee titles scanned copies with the control number only. In the event of multiple scans, employee creates a folder titled with the control number only and saves all pertinent documents into that folder. G:\AOGCC\Common\Public Records\Scanned Docs by Control Number
- Once all steps have been completed, original Record Request form and any relevant emails go to the Special Assistant's box located on her desk.