

# Kenai Peninsula Borough

## Clerk's Office

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### MEMORANDUM

**TO:** Members, KPB Assembly

**THRU:** Peter A. Micciche, Mayor *PM*  
Brent Johnson, Assembly President *BJ*

**FROM:** Michele Turner, Borough Clerk *(MT)*  
Sean Kelley, Borough Attorney *SK*

**DATE:** March 7, 2024

**RE:** Ordinance 2024-06, Amending KPB Chapter 2.54 Relating to Access to Public Records and Response to Record Requests (Mayor, Johnson)

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This code amendment updates sections of code relating to public records that have not been amended since enactment of KPB Chapter 2.54 in 1986.

This Ordinance amends code to identify the borough's centralized public records request system, clarify applicable processes and procedures, update exemption language, require requests be in writing and provide the legal name of the requestor. The amendments will also augment provisions related to costs and fees, and establishes a process to appeal record request denials.

This Ordinance adds subsections to KPB 2.54.040, related to exempt records, pertaining to 911 call information, deliberative process, and security or critical infrastructure records. Additionally, this Ordinance establishes a new subsection under KPB 2.54.060 relating to using the record request system for purposes of harassment or for the purposes of interfering with or disrupting the orderly conduct of business operations.

Your consideration is appreciated.