



Municipality of Skagway

GATEWAY TO THE KLONDIKE

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MEMO

TO: Mayor, Assembly, & Municipal Staff
FROM: Borough Clerk
DATE: December 19, 2023
RE: New Record Request Process Using NextRequest

Requests for Public Records will now be filed using the online platform NextRequest:

- NextRequest is a FOIA management software that will allow the Municipality to receive requests through a modern online portal. This portal will go live by 12:00 p.m. Wednesday, December 20, 2023.
- The Public Records Request Form on the Municipal website will be replaced with the following link: <https://skagwayboroughak.nextrequest.com>.
- People seeking to request a public record should be directed to submit record request through the portal. **Paper forms will no longer be accepted.**
- If someone does not have access to the internet, they should be directed to visit City Hall where someone will help them to file their request through the portal.