



# Request for Camera Footage Release

Print Form

Risk Management  
Mat-Su Borough School District  
501 North Gulkana  
Palmer, Alaska 99645  
P: (907) 746-9213 || F: (907) 761-4091

**Special Instructions:** The person requesting the release of camera footage must also be the person receiving the footage. Requests for camera footage are subject to the restrictions and policies outlined in [AR 5143 Security Camera Settings](#).

Entity Requesting Footage	<input type="text"/>	Request Date	<input type="text"/>
Person Requesting Footage	<input type="text"/>	Contact Number	<input type="text"/>
Location Footage Captured	<input type="text"/>		

### Brief Description of Incident Requiring Release of Footage

### Camera Number

### Footage Date & Time (ex: 5/5/2013; 1:00pm-1:03pm)

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For Office Use Only:

Risk Manager Signature	Date		<input type="checkbox"/> NOT APPROVED	<input type="checkbox"/> APPROVED
Release Camera Footage				
Camera Footage Received by Signature	Date			