



# Request for Seizures or Restricted Access

Mat-Su Borough School District  
501 N. Gulkana  
Palmer, AK 99645  
P: (907) 746-9200 || F: (907) 761-4076

### Request Type

### Action Needed

Investigation #:

- Internal Investigation
- Request from Local Law Enforcement
- Search Warrant

- Seizure of physical property
- Seizure of records
- Restrict access

### Seizure of Physical Property

Effective Date

Item(s):

### Seizure of Records

Effective Date

Record(s):

*For Seizure of E-mail Records Only: Use the query terms below to build your e-mail search request.*

- E-mail Date Sent
- to E-mail From
- E-mail To
- E-mail Text
- E-mail Subject
- Message ID
- E-mail Body
- Attachment Name
- Attachment Type contains one or more of
- Attachment Contents
- Attachment Available contains one or more of Find all e-mails with attachments having searchable content.
- Random Sample percent level (0-100%)

*For Seizure of Camera Footage: Use the boxes below to provide information about the records in need.*

Camera # and Location  Footage Date & Time

*For Seizure of Other Records: Use the boxes below to provide information about the records in need.*

Record Type

### Signature Verification

Full Name   
Position/Title

*Note: This document is confidential. Both this document and the results of requesting this information should only be shared with parties privy to the needs of the investigation.*

*If you have any questions, please contact the Executive Director of Human Resources and Payroll at (907) 746-9241.*

Signature

Date