

PUBLIC RECORDS REQUEST FORM



Pursuant to the Nebraska Public Records Statutes (Neb. Rev. Stat. §§ 84-712 to 84-712.09) The village has up to 4 business days to respond to the request, unless the request cannot, with reasonable good faith efforts be fulfilled in such time.

Date of Request: _____

Request # _____

REQUESTOR INFORMATION

Full Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Phone Number (optional): _____

DESCRIPTION OF THE PUBLIC RECORDS REQUESTED

(Please be as specific as possible. The Village is not required to create new or reformat documents not in existence to satisfy request.)

Date(s) of Record(s): _____

Type of Record (i.e. financial records, ordinances, minutes, etc.): _____

RECORD FORMAT

☐ Electronic copies (PDF, Word, Excel, etc.)

☐ Paper copies

☐ Inspection only (no copies requested)

DELIVERY METHOD

☐ Email

☐ U.S. Mail

☐ Pick-up in person

☐ On-site inspection only

FEE ACKNOWLEDGMENT

☐ I acknowledge that I may be responsible for reasonable fees associated with this request, including staff time (if over four hours), pursuant to Neb. Rev. Stat. § 84-712.

☐ Please contact me with an estimate before processing if fees will exceed \$ _____.

- There is no charge for documents sent via email, provided the documents are already in digital format.
- A charge of 25 cents per single side page for copies of documents delivered in paper form. If paper documents are estimated to exceed \$50, the Village may require requestor to furnish a deposit prior to fulfilling the request and the requestor shall have 10 calendar days to review the costs and any additional estimate of service charge set forth below and may narrow or simplify request.
- In the event the time required to fulfill the request from a Nebraska resident will exceed 8 cumulative hours, for any time expended for a non-resident of Nebraska, a special service charge may be included in the fee for time required in excess of 8 hours- Said fee shall be based on the hourly rate for clerk services for the municipality and requestor will be provided an estimate prior to fulfilling request.

SIGNATURE AND CERTIFICATION

By signing below, I certify that the information provided is accurate and that I am requesting access to public records as provided under Nebraska law.

Signature: _____ Date: _____

OFFICE USE ONLY

Request # _____

Request Received On: _____ Due Date for Response: _____

Notes: _____

Clerk Signature: _____

RECORD REQUEST FULFILLMENT

I hereby acknowledge that my record request # _____ has been fulfilled to the extent noted below:

Records Provided:

Fee Paid:

☐ Yes

☐ Yes,

Amount Paid \$ _____

☐ No

☐ No

Amount Due \$ _____

☐ Partial

☐ Not Applicable

Signed this date: _____ Requestor Signature: _____

Attest: _____

Village Clerk