



REQUEST FOR RECORDS

TO BE COMPLETED BY REQUESTER:

Name *and/or* Company: _____

Phone Number: _____ Fax Number: _____

Address: _____

Email Address: _____

The basic rule for open public records in Nebraska is found at Neb. Rev. Stat. §84-712. Most records, or a denial, will be provided within four (4) full business days from the date of request)

I HEREBY REQUEST A COPY OF THE FOLLOWING PUBLIC RECORDS

(Please provide a specific description of the record(s) you desire to inspect.)

REQUESTOR SIGNATURE: _____ Date: _____

YOUR COPY OF THIS FORM SHALL SERVE AS YOUR RECEIPT

CHARGES: Copy charges are set at a level to compensate the city for costs incurred in honoring your request. Copies will be \$.25 per page for black and white copies and \$.50 per page for colored copies, due before receiving requested items. An administrative fee of \$15.00/half hour will be charged as set by Neb. Rev. Stat. §84-712. Fees estimated to be over \$50 will require a deposit consisting of 50% of the estimated cost up front.

The charge to you for access to the record(s) you requested is: \$ _____

For Administrative Records

- The request for the above-named document(s) was granted and/or allowed to be examined.
- This request was denied, and the requesting party was issued a letter of denial in accordance with the provisions of Neb. Rev. Stat. §84-712.04.

Date and Time of Request: _____ Date Picked Up: _____

City Clerk: _____ Date: _____

Signed record requests forms can be returned to the City Clerk's Office located at (107 W State St). Email record requests form to cityclerk@hartel.net or fax record requests form to 402-254-6391. If you have any questions about your record request, please contact the City Clerk's Office at (402)254-6353.

The City of Hartington does not discriminate on the basis of race, color, national origin, age, or handicap in any of our programs or activities.