



# City of St. Paul, Nebraska

704 6th Street • St. Paul, NE 68873

Phone (308) 754-4483

## PUBLIC RECORDS REQUEST

Pursuant to Neb. Rev. Stat. §84-712 et. seq., citizens have the right to examine, and obtain copies of Public Records that are not exempt from disclosure as set forth in Neb. Rev. Stat. §84-712.05. Citizens have a right to obtain a copy of any public record or document regardless of its physical form by making a request to the City's custodian of that record. A public record request shall be submitted in writing through the City Clerk. If the City Clerk is not the custodian of that record, the City Clerk will notify the requesting party of who the custodian of that record is, and where to make the request. The custodian of the record shall have four (4) business days as defined in Neb. Rev. Stat. §84-712(4) to respond to a request, and to provide the requesting party an estimate of the expected cost of the copies and either (a) access to or, if copying equipment is reasonably available, copies of the public record, (b) if there is a legal basis for denial of access or copies, a written denial of the request together with the information specified in Section 84-712.04, or (c) if the entire request cannot with reasonable good faith efforts be fulfilled within four business days after actual receipt of the request due to the significant difficulty or the extensiveness of the request, a written explanation, including the earliest practicable date for fulfilling the request, an estimate of the expected cost of any copies, and an opportunity for the requestor to modify or prioritize the items within the request.

Information Provided By Requestor		
Date of Request (mm/dd/yyyy)	Submitted to (Department)	I am Submitting This Request <input type="checkbox"/> In Person <input type="checkbox"/> Computer <input type="checkbox"/> Fax <input type="checkbox"/> Mail
Name (Print)	Mailing Address (Required)	
Telephone (Required)	Email Address (Optional)	Fax Number (Optional)
Please clearly identify the records requested as specifically as possible, or fully describe the information you want (required).		
<b>I request to: (please check all that apply)</b> <input type="checkbox"/> Inspect the records named/described. <input type="checkbox"/> Make notes from the records named/described. <input type="checkbox"/> Obtain copies of some of the records named/described. <input type="checkbox"/> Estimate of cost for researching and processing existing & available records \$ _____  Deposit requested by City of St. Paul: \$ _____		<b>If the requested record(s) are not available, how should we respond back to your request?</b> <input type="checkbox"/> Call me to discuss. <input type="checkbox"/> Fax me at the number I provided. <input type="checkbox"/> Email me at the email address I provided. <input type="checkbox"/> Send by mail to the address I provided. <input type="checkbox"/> I will return in person.

\_\_\_\_\_  
Requester Signature

\_\_\_\_\_  
Printed Name

**For City of St. Paul Use Only:**

Date Received: \_\_\_\_\_

Received by: \_\_\_\_\_