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REQUEST FOR OPEN RECORDS

The Nebraska Public Records Access guarantees citizens the right to obtain copies of public records that are not exempt from disclosure by specific provision of law. Citizens have a right to obtain a copy of any city agency's procedures for access to records, and to request assistance from the Yutan City Clerk, Yutan City Administrator, or other designated representative. The city may require that requests be submitted in writing, and we will have three days to respond. If a request is denied, the City of Yutan must provide specific reasons for denial and the requester has the right to receive such response in writing. Please specify which records you are requesting on the back of this form.

Date of request: (mm/dd/yy): _____ Submitted to: _____

I am submitting this request: In person Fax Mail Email

Name: _____

Home address: _____

Mailing address: _____

Email address: _____

Phone number: _____

- I request to (select all that apply):
- Inspect the records named/described
 - Make notes from records named/described
 - Obtain copies of some records named/described
 - Obtain copies of all records named/described
 - Estimate cost of processing available records \$ _____

- If requested records are not immediately available:
- Call me
 - Email me
 - Send by mail
 - I would like to meet in person

Requester signature Requester printed name Date

Office use only

Received by Date Case ID

On the back side of this form, please identify the records/information requested as specifically as possible:

