CITY OF ALMA- 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 provisions 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 Alma City Clerk, or Designated Representative. The City may require that requests be submitted in writing; this form is provided for convenience, but is not required. If a request is denied, the City of Alma must provide specific reasons for denial, and the requester has a right to receive such response in writing.

INFORMATION PROVIDED BY REQUESTER

Date of Request (mm/dd/yyyy)	Submitted to (name)	I am Submitting This Request by: ☐ In person ☐ Telephone ☐ Fax ☐ Mail
Name (required)		Mailing Address (required)
Telephone (optional)	Fax (optional)	Email Address (optional)

PLEASE IDENTIFY THE RECORDS REQUESTED AS SPECIFICALLY AS POSSIBLE, OR DESCRIBE THE INFORMATION YOU WANT (REQUIRED).

I request to (please check all that apply)…	If the requested records are not immediately available, how do you wish to receive a response to your request?
☐ Inspect the records named/described. ☐ Make notes from the records named/described. ☐ Obtain copies of some of the records named/described. ☐ Obtain copies of all records named/described. ☐ Estimate of Costs For Processing Available Records $_____	☐ Call me to discuss. ☐ Fax to me at number provided. ☐ Email me at the email address provided. ☐ Send by mail to the address provided. ☐ I will return in person.

Requester Signature x_____ Printed Name_____

FOR CITY USE ONLY

Date received (mm/dd/yyyy)	Received by	ID Assigned (optional)