



Village of Manley

PUBLIC RECORDS REQUEST FORM

Pursuant to the Nebraska Public Records Statutes (Neb. Rev. Stat. §§ 84-712 to 84-712.09)

REQUESTOR INFORMATION

Full Name: _____

Mailing Address: _____

City State ZIP

Email Address: _____ Phone Number (optional): _____

Date of Request: _____

DESCRIPTION OF THE PUBLIC RECORDS REQUESTED

(Please be as specific as possible.)

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 \$ _____.

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 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