



685 Monroe Street, P.O. Box 255,
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Phone 402-782-3300 – Fax 402.782.3320
www.cityofbennet.com

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 Bennet 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 Bennet must provide specific reasons for denial, and the requester has right to receive such response in writing.

Date Requested (mm/dd/yyyy): _____ Submitted to: _____

I am Submitting this Request: ☐ In Person ☐ Telephone ☐ Fax ☐ Mail ☐ Email

Name: _____

Mailing Address: _____

Phone Number: (____) _____ Fax Number: (____) _____

Email: _____

Please identify the records requested as specifically as possible, or describe the information you want:

I request to (please check all that apply):

- ☐ 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 of the records named / described
- ☐ Estimate of costs for processing available records \$ _____

If the Requested records are not immediately available how o you wish to receive a response to your request?

- ☐ Call me to discuss
- ☐ Fax to me at the telephone number I provided
- ☐ Email me at the email address I provided
- ☐ Send by mail to the address I provided
- ☐ I will return in person

Requester Signature

Print Name

Date

Office Use Only

Received By

Date Received

ID Assigned