

**Clerk/Treasurer**  
Tawney Cooper  
**Utilities Superintendent**  
Shannon Luetkenhaus  
**Police**  
City of Yutan  
**Library Director**  
Ashley Mixer

**Village of Mead**  
312 South Vine Street  
Post Office Box 46  
Mead, Nebraska 68041-0046  
Phone (402) 624-2495

**Board of Trustees**  
William Thorson, Chairman  
Jason Felty, Trustee  
Jason Lee, Trustee  
Daniel Simon, Trustee  
Richard Wielage, Trustee

## REQUEST OF PUBLIC RECORDS

Please complete the following form and return to the Village Office or email to [meadclerk1@hotmail.com](mailto:meadclerk1@hotmail.com).  
If you have any questions regarding your record request, please contact the Village Clerk.

Name and/or Company

Address

Phone Number

E-mail Address

Records Requested

Requestor Signature

Date

**CHARGES:** Copy charges are set at a level to compensate the Village for costs incurred in honoring your request. Copies will be \$0.25 per page for black and white copies and \$0.50 per page for colored copies, due before receiving requested items. An administrative fee of \$15.00 per half hour will be charged as set by Neb. Rev. Stat. §84-712. Fees estimated to be over \$50.00 will require an up-front deposit of 50% of the estimated cost.

Inspection Fee: \$ \_\_\_\_\_

Copying Fee: \$ \_\_\_\_\_

TOTAL FEE for access to requested records: \$ \_\_\_\_\_

### ***Village Office Use Only***

Date and Time of Request \_\_\_\_\_

The request for the above-named document(s) was granted an / or allowed to be examined

Pickup Date \_\_\_\_\_

The request was denied, and the requesting party was issued a letter of denial in accordance with the provisions of Neb. Rev. Stat. §84-712

Village Clerk

Date