Village of Bartley
101 West Walnut Street

P.O. Box 99
Bartley, Ne 69020
308-692-3222
Fax 308-692-3500
villageofbartley@swnebr.net

Public Records Request

TO BE COMPLETED BY REQUESTER:

Name *and/or* Company: _____

Phone Number: _____ **Fax Number:** _____

Address: _____

I HEREBY REQUEST A COPY OF THE FOLLOWING PUBLIC RECORDS
(Please provide a specific description of the record(s) you desire.)

_____

_____

_____

_____

REQUESTOR SIGNATURE: _____**Date:** _____

YOUR COPY OF THIS FORM SHALL SERVE AS YOUR RECEIPT

CHARGES: Copy charges are set at a level to compensate the village for costs incurred in honoring your request. Black ink copies will be $.25 per page for letter size copies and $.45 per page for legal size copies, due before receiving requested items. If mailed; standard envelope first class mail $1.00, 9 X 12 envelope $1.00 plus actual postage. Larger requests filled and mailed at rate set by United States Postal Service. Fees estimated to be over $20 will require a deposit consisting of 50% of the estimated cost up front.

Total Letter size copies _____ $ _____

Total Legal size copies _____ $_____

Other _____ $_____

Total Amount Due $ _____