VILLAGE OF GRESHAM

PUBLIC RECORDS REQUEST

310 Elm Street, P.O. Box 164, Gresham, NE 68367 | 402-735-7385

Use this form to request access to or copies of Village records. Describe the records as specifically as possible. You are not required to explain why you want the records. Fields marked with an asterisk help the Village respond to you.

Requestor Information

Name

Organization, if applicable

Mailing Address

City

State

ZIP Code

Phone Number

Email Address

Records Requested

Identify record types, subjects, names, addresses, account or parcel numbers, and other details that may help locate the records.

Detailed description of records requested *

Date Range - From

Date Range - To

Department or Subject

Submit to: Village Clerk, 310 Elm Street, P.O. Box 164, Gresham, NE 68367 | 402-735-7385 | villageofgresham310@windstream.net

Prepared for use under the Nebraska Public Records Act, Neb. Rev. Stat. Sections 84-712 through 84-712.09.

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Access and Delivery Preference

I prefer to

- ☐ Inspect records in person
- ☐ Receive electronic copies by email
- ☐ Pick up paper copies
- ☐ Receive paper copies by mail
- ☐ Other delivery method _____

Preferred electronic format

- ☐ PDF
- ☐ Native electronic format
- ☐ Other _____

Electronic copies are provided at no charge. Paper copies are $0.60 per copy. Fees are subject to change without notice.

Fees and Cost Authorization

Examination of public records is free. Fees for copies may not exceed the actual added cost. For Nebraska residents, including news media regardless of domicile, the fee does not include existing employee salary for the first eight cumulative hours of searching, identifying, physically redacting, or copying. For nonresidents, fees may include proportionate employee and attorney review time. The Village may require a deposit when estimated copy costs exceed $50.

If an estimate is provided, the requestor has 10 business days to approve, narrow, negotiate, or withdraw the request.

Cost preference

- ☐ Notify me before incurring any charge
- ☐ I authorize charges up to $ _____
- ☐ I request a fee waiver or reduction in the public interest

Attach a brief explanation showing how disclosure would contribute to public understanding of government.

Requestor Acknowledgment

I understand that the Village is not required to create a new record or produce a record in a format different from the format in which it is maintained or produced. Portions of records may be withheld or redacted when authorized by law.

- ☐ I certify that the information provided on this request is accurate.

Typed or Written Signature _____ **Date** _____

Village Use Only

Date Received _____ **Received By** _____ **Four-Business-Day Response Due** _____

Initial response

- ☐ Records provided
- ☐ Cost estimate provided
- ☐ Written explanation / completion date
- ☐ Written denial issued
- ☐ Clarification requested
- ☐ Withdrawn / no response to estimate

Estimated Cost _____ **Date Completed / Closed** _____ **Processed By** _____