



P.O. Box 504, 314 South 10<sup>th</sup> Avenue  
Broken Bow, NE 68822  
Phone (308) 872-5831 – Fax (308)872-6885  
[www.cityofbrokenbow.org](http://www.cityofbrokenbow.org)

## REQUEST FOR RECORDS INFORMATION PROVIDED BY REQUESTER

Date of Request: \_\_\_\_\_ Submitted to (agency): \_\_\_\_\_

Request submitted by: \_\_\_\_\_ In Person \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Mail \_\_\_\_\_

Name (required): \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing address (required): \_\_\_\_\_

Fax Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

PLEASE IDENTIFY THE RECORDS AS SPECIFICALLY AS POSSIBLE OR DESCRIBE THE  
INFORMATION YOU WANT (required):

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*I request to (please check all that apply)*

- ☐ Inspect the records named/described
- ☐ Make notes from the records name/described
- ☐ Obtain copies of some of the records named/described
- ☐ Obtain copies of all records named/described

*If the requested records are not immediately available, how do you wish to receive a response to your request?*

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

Requester Signature \_\_\_\_\_

Date \_\_\_\_\_

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*For Office Use Only*

<b>Date Received:</b>	<b>Received By:</b>	<b>Approved/Denied By:</b>

**The basic rule for open public records in Nebraska is found at Neb. Rev. Stat. Section 84-712.** The City of Broken Bow may require that request for records be in writing; this form is provided for convenience but is not require.

\*\* Please allow up to 4 business days for a response to your request. If additional time is needed you will receive written correspondence from City Hall requesting additional time to process. \*\*