

# City of Beatrice

*www.ci.beatrice.ne.us*

*402-228-5200*

*400 Ella Street*

*Beatrice, Nebraska 68310*

## **REQUEST FOR PUBLIC RECORDS**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**PHONE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**RECORDS REQUESTED:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DEPOSIT:** \_\_\_\_\_

**REQUEST: APPROVED / DENIED**

**BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**INSPECTION FEE:** \_\_\_\_\_ **COPYING FEE:** \_\_\_\_\_ **TOTAL:** \_\_\_\_\_

**RECORDS DELIVERED: PICK-UP / MAILED / EMAILED / OTHER** \_\_\_\_\_

**BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**IF REQUEST DENIED; DENIAL LETTER SENT:**

**DATE:** \_\_\_\_\_

**BY:** \_\_\_\_\_