

Public Records Request

In accordance with Neb.Rev.Stat. §84-712 et. al., the City of Beatrice has adopted a Public Records Policy.

Any person with an interest in examining a public record may make a request to do so. The request must be in writing, provide a detailed description of the documents being requested, and an address where you can be contacted. The request is submitted to the City Clerk at 400 Ella Street, Beatrice, Nebraska. A deposit may be required when the request is submitted. City Officials must respond to the request within four (4) business days; however, if a request cannot with reasonable good faith efforts be fulfilled within four (4) business days after actual receipt of the request, a written explanation shall be provided to the Requester which shall also include an estimate of the expected cost of the copies. The four (4) business days shall be computed by excluding the day the request is received, after which the designated period of time begins to run.

The Requester shall have ten (10) business days to review the estimated costs, including any special service charge, and request the custodian to fulfill the original request, negotiate with the custodian to narrow or simplify the request, or withdraw the request. If the Requester does not respond to the custodian within ten business days, the custodian shall not proceed to fulfill the request.

If a request is denied, the City Administrator or his/her designee shall provide written denial to the Requester.

Business day does not include a Saturday, a Sunday, or a day during which the offices of the custodian of the public records are closed.

Please review the full City of Beatrice Public Records Policy and Request Forms linked below for complete details and to make a formal request.

[Public Records Request Policy 856.29 KB](#)

[Public Records Request Form 98.3 KB](#)