

**CITY HALL**

400 Ella Street | Beatrice, NE 68310
Phone: 402.228.5200 Fax: 402.228.2312

SERVICE CENTER

500 North Commerce Street | Beatrice, NE 68310
Phone: 402.228.5211 Fax: 402.223.5181

REQUEST FOR PUBLIC RECORDS

DATE: _____

NAME: _____

ADDRESS: _____

TELEPHONE: _____

RECORDS REQUESTED: _____

DEPOSIT: _____

For Administrative Purposes:

Request: APPROVED / DENIED

BY: _____

Date: _____

Inspection Fee: _____

Copying Fee: _____

Total: _____

Records Delivered: PICKED-UP / MAILED / EMAILED / OTHER _____

By: _____

Date: _____

If Request Denied; Denial Letter Sent:

By: _____

Date: _____