



# City of Beatrice, Nebraska

400 ELLA STREET – BEATRICE, NE 68310  
PHONE (402) 228-5200 – FAX (402) 228-2312

## **REQUEST FOR PUBLIC RECORDS**

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

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

\_\_\_\_\_

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

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

**RECORDS REQUESTED:**

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

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

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

