

I, _____ request the City of Bayard for the records of

_____. These records are deemed public record by Nebraska State Statues §§84-712 thru 84-713.09 (2008). Upon receipt of a written request for access to or copies of public record, the custodian (City of Bayard) must provide to the requestor as soon as is practicable and without delay, but not more than four (4) business days after actual access to the record or copies of the record. If more time is needed, it will be stated by the City of Bayard employee at the time of the initial request, or a written explanation of the delay if the entire records request cannot, with reasonable good faith efforts, be fulfilled within four (4) business days due to the significant difficulty or the extensiveness of the request.

The cost charged by the City of Bayard for making copies of public records available may include, the actual cost of the staff time of the City of Bayard employees involved in that process, including the time necessary to pull the records, separate out any portions of the records that may be kept confidential, copy the records and return them to the proper files.

Date: _____

Requestor (print)

Requestor (signature)

City of Bayard employee