



Administrative Offices
P.O. Box 276
100 E. 4th Street
York, NE 68467

REQUEST FOR OPEN RECORDS

The Nebraska Public Records Access guarantees citizens the right to obtain copies of public records that are not exempt from disclosure by specific provision of law. Citizens have a right to obtain a copy of any City Agency's procedures for access to records, and to request assistance from any City of York department head, or designated representative. The City may require that requests be submitted in writing; this form is provided for convenience. If a request is denied, the City of York must provide specific reasons for denial, and the requester has a right to receive such response in writing:

Date Requested: _____ Submitted to: _____

I am submitting this request: in person mail email

Name: _____

Mailing Address: _____

Phone Number: (____) _____ Fax Number: (____) _____

Email: _____

Please identify the records requested as specifically as possible, or describe the information you want:

I request to:

Inspect the records named / described

Obtain copies of all of the records named / described

Requestor Signature

Print Name

Date