

**REQUEST FOR RECORDS**  
**INFORMATION PROVIDED BY REQUESTOR**

Date of Request: \_\_\_\_\_ Submitted to: \_\_\_\_\_

Request submitted by:  In Person  Telephone  Fax  Mail

First & Last Name (Required): \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address (Required): \_\_\_\_\_

Fax Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**PLEASE IDENTIFY THE RECORDS AS SPECIFIC AS POSSIBLE OR DESCRIBE THE INFORMATION YOU WANT (REQUIRED):**

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

**I request to (check all that apply):**

- Inspect the records named/described
- Make notes from the records named/described
- Obtain copies of some of the records named/ described
- Obtain copies of all records named/described

**If the requested records are not immediately available, how do you wish to receive a response to your request?**

- Call me to discuss
- Fax to me at the telephone number I provided (\$1.00 per page)
- Email to me at the email address I provided (\$1.00 per page)
- Send by mail to the address I provided (Copies are \$0.25 per page)
- I will return to the office in person (fees apply)

Requester Signature

Date

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*For Office Use Only*

<b>Date Received:</b>	<b>Received By:</b>	<input type="checkbox"/> <b>Approved By:</b>	<input type="checkbox"/> <b>Denied By:</b>

**The basic rule for open public records in Nebraska is found at Neb. Rev. Stat. Section 84-712. The County of Loup may require that request for records be in writing; this form is provided for convenience but is not required.**

\*\* Please allow up to 4 business days for a response to your request. If additional time is needed you will receive written correspondence from the Loup County Clerk's Office requesting additional time to process. \*\*