VILLAGE OF PALMER

802 Commercial Street | PO Box 8 | Palmer, NE 68864

P: 308.894.8665 | F: 308.894.9002 | palmer@hamilton.net

REQUEST FOR RECORDS

TO BE COMPLETE BY REQUESTER:

COMPANY: _____

NAME: _____ PHONE NUMBER: _____

ADDRESS: _____

FAX NUMBER: _____ EMAIL ADDRESS: _____

RESPONSE METHOD: _____

REQUESTED VILLAGE DEPARTMENT HOLDING RECORDS: _____

RECORD(S) SOUGHT: Please provide a specific description of the record(s) you desire to inspect, including record titles and dates.

_____

_____

_____

_____

CHARGES: Copy charges of $0.25/page are set to compensate the Village for costs incurred in honoring your request. An administrative fee of $7.88/half-hour may be charged for any request requiring staff time. Depending on the cost of the records requested, there may be a deposit required. Emailing copies of records will not be permitted.

The charge to you for access to the record(s) you requested is: $ _____

_____ _____

Date SIGNATURE (must be signed before processing)

TO BE COMPLETED BY CITY STAFF ONLY

Time of Request: _____ Date Received: _____ Date Completed: _____

Staff Time Involved: _____Hours _____Minutes Charges: _____

Date Requester Received Records: _____ Amount Paid: _____

Signature of Department Head: _____