

**NEBRASKA BROADCASTERS ASSOCIATION
SAMPLE RECORDS REQUEST TEMPLATE**

Dear (Custodian of Records),

This is a request for (access to) (copies) of the public records described below, made pursuant to the Nebraska public records statutes, Neb. Rev. Stat. §§84-712 et seq. (and, if applicable, the Nebraska Criminal History Information Act, Neb. Rev. Stat. §§29-3520 and 3521).

I desire (access to) (copies) of the following records:

(Describe the records with as much detail as possible.)

I understand that you may charge a fee not exceeding the actual cost of making the copies available, and I agree to pay such fee. If the cost of the copies sought in this request will exceed \$_____, please let me know that before making the copies.

Pursuant to Section 84-712, you are required to provide the copies requested in this letter within four business days from your receipt of this letter, or else provide the written explanation required by that statute.

While I am confident that the records requested are public records under the statutes, if for any reason you deny this request, please provide the information required by Section 84-712.04, specifically:

- (a) A description of the contents of the records withheld and a statement of the specific reasons for this denial, correlating specific portions of the records to specific reasons for the denial, including citations to the particular statute and subsection thereof expressly providing the exception relied on as authority for the denial;
- (b) The name of the public official or employee responsible for the decision to deny the request; and
- (c) Notification to the requester of any administrative or judicial right of review under Section 84-712.03.

You may transmit copies to the address listed above. I am preparing news information for current publication and it is therefore important to me that I receive the requested records in a timely manner. If there is anything I can do to clarify this request for you, or otherwise assist your fulfillment of this request, you can reach me at (telephone number).

Thank you for your attention.