

## REQUEST FOR PUBLIC RECORDS

Procedure for obtaining records:

1. Make your request orally or in writing (your choice) to the Records Custodian. If you choose not to put your request in writing below, a staff person will do so in order to process your request.
  2. The Custodian will decide whether to approve your request by applying the standards set by State Law, since not all records are open to public inspections under the law.
  3. If your request is approved, we will locate the records and provide a place (and time) for you to review them. If you know in advance that you want copies of the records, please specify.
  4. If your request is denied, the Records Custodian will explain why your request can not be granted or granted exactly as you requested. You may also ask that the reasons for denial be written and given to you.
  5. Records are available for inspection and copying during regular business hours.
  6. If no other copy fee is set by law, the standard cost for each copy is \$.15. The actual cost of any transcription, photographic work, or postage will be charged. A locations fee will be charged if set by law or if the actual cost of locating the record is \$50.00 or more.
  7. Lincoln County employees seeking access to records for personal use will be expected to follow this procedure.
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\*Name of Requestor: \_\_\_\_\_

\*Address: \_\_\_\_\_

\*Phone #: \_\_\_\_\_

Specific description of record(s) requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### FOR OFFICE USE ONLY

Employee taking request \_\_\_\_\_ Date/Time \_\_\_\_\_

How requested: \_\_\_ Phone \_\_\_ In Person \_\_\_ E-mail \_\_\_ Other

This request is to be submitted to the Records Custodian as soon as possible.

Date/Time approved by Records Custodian \_\_\_\_\_

Signature of Records Custodian \_\_\_\_\_

\*This information is not required under law.