



UPPER BIG BLUE

Natural Resources District

Protecting Lives, Protecting Property,
Protecting the Future

Public Information Request Form

Pursuant to Nebraska Law, written requests for information or photocopies are processed within four business days. If a request is extensive or difficult to process within the four-day period, we will provide a written explanation, a good faith estimated completion date, and an estimated charge for requested records. You will then have an opportunity to modify or prioritize your request.

The Upper Big Blue NRD can charge a fee for records requested once the research time exceeds four hours. The agency may require a deposit before the request is fulfilled if the expected amount of time to complete the request exceeds four hours.

Your request must be sufficiently detailed so as to enable a government entity to identify the specific records sought. Please keep in mind that no State of Nebraska agency is required to create records or documents to fulfill a Public Records Request. If there is a required monetary deposit for your request, you will be notified accordingly.

Requestor Information

Date					
Name of Requestor					
Address					
Email Address					
Phone Number					
Category of Requestor (if "other", please specify)	Nebraska Citizen ☐	Government ☐	Media ☐	Commercial ☐	Law Firm ☐
	Other: _____				

If this request is being made on behalf of another individual or agency, please provide additional contact information.

Name of Individual or Agency	
Address	
Email Address	
Phone Number	

Description of public records requested			
Delivery Preference	Email ☐	Regular mail ☐	Pick up at NRD office ☐

If you have questions, please contact the NRD office at (402) 362-6601.

Upper Big Blue Natural Resources District, 319 E 25th St, York, NE 68467

Print and mail this form to the office, or submit the form electronically to info@upperbigblue.org.