

## **POLICY FOR REQUESTING PUBLIC RECORDS**

The Omaha Land Bank shall comply with all state laws regarding responding to requests for Omaha Land Bank records made by the public. This includes, but is not limited to the Nebraska Public Records Law, Nebraska Revised Statutes §84-712.02, et seq. and the Nebraska Open Meetings Act, Nebraska Statutes §84-1408.08 et seq.

- 1) Your request must be sufficiently detailed so as to enable the OMLB to identify the specific records sought. Please keep in mind that the OMLB is not required to create records or documents to fulfill a Public Records request.
- 2) Pursuant to these statutes, the OMLB may charge a fee for providing copies of records, which shall not exceed the actual cost of making said copy or copies. Upon requestor's receipt of confirmation of their written request for access to or copies of a public record, the OMLB shall provide to the requestor an estimate of the expected cost of the record within four (4) business days or if there is a legal basis for denial of access or copies, a written denial of the request and the reason for denial in accordance with the Nebraska Public Records Act. The requestor shall have ten (10) business days to review the estimated costs and request OMLB to fulfill the request.
- 3) To submit a public records request pursuant to the Nebraska Public Records Act, please complete and submit the form below:

Name:

Address:

City or town:

State or Province:

Zip or Postal Code:

Phone:

Email:

Date:

Requested Information: