

*As part of our commitment to open and accountable government, the City of North Platte wants you to understand how we handle requests for public records under the Nebraska Public Records Law (§ 84-712).*

### **What Records Are Available to the Public?**

Existing records prepared by or in the possession of a public body or its officers or employers in the ordinary transaction of public business. All public records are presumed to be open and are withheld only if a specific exemption applies. You will be notified pursuant to Nebraska Revised Statutes, Section §84-712.04, if any requested records are being withheld and the reason for the withholding of any records, including the appropriate authority (law or code section) which permits the City to withhold such records. Although the City strives to assist you as much as possible, the Nebraska Public Records Act does not require the City to create records that do not already exist or answer general questions. Requests are processed for records that are in existence as of the date of the request.

### **How Do I Request a Public Record?**

You may submit your request in person at:

**North Platte City Hall**  
**Attn: City Clerk**  
**211 West 3<sup>rd</sup> Street**  
**North Platte, Nebraska 69101**

To make a request by email: [info@ci.north-platte.ne.us](mailto:info@ci.north-platte.ne.us)

To make a request via telephone, please call: **308-535-6724 Ext. 3213**

### **What Information Do I Need to Provide in Order to Make a Public Records Request?**

The City asks that the name and address of the requestor be provided so that it can be determined to whom to send the information, but also so the City can determine whether the person requesting the information is entitled to request the records under the law. Your request must also be reasonably specific so that the records you are seeking can be identified and located. Please be advised that these requests are public requests.

### **When Can I Expect My Request to be Processed?**

Within four days after receiving your request (not including weekends, or City holidays, or other days when the City is closed). In accordance to Nebraska Revised Statutes, Section §84-712.04, it is not practically possible to respond to your request within four working days. You will be

promptly notified and the City will inform you of the fastest possible time estimate for fulfilling your request.

### **How Will I Receive the Records I Request?**

You may request records in any format used by the City, such as paper, e-mail, or electronic means. The City can provide the records requested to you by mail or electronic mail, or you can arrange to personally retrieve copies of the records.

### **Will I Have to Pay for the Records?**

The City may charge for any requested records. The City is permitted to charge only for the actual costs of responding to your request. You may request the City tell you in advance what the anticipated costs will be for supplying the records. By making a records request, the requester shall be considered to have agreed to pay up to \$10 for the processing of their records request. If the estimated costs exceed \$50.00, you may be required to pay a deposit (not to exceed the amount of the estimate) before processing your request. Additionally, if you owe the City payment for a previous request that has remained unpaid for more than 30 days, the City will require you to pay the past-due bill before processing any subsequent records requests.

### **When Can a Request Be Denied?**

Records requests can be denied based upon the law which exempts the disclosure of records to the public. Examples of some records which would be withheld by a public body: records subject to attorney/client privilege; vendor proprietary information; personnel records; and records relating to the negotiation and award of a contract. Criminal history records and offense/incident reports and supplemental reports are withheld to the extent permitted under the law.

### **What Are Some Commonly Requested Documents That Are Not Available by Filing a Public Records Request with the City?**

**Birth and Death Certificates** – The City of North Platte does not maintain birth and death certificates. These records can be obtained at the Nebraska Department of Health, Division of Vital Records. <http://dhhs.ne.gov/Pages/vital-records.aspx><http://dhhs.ne.gov/Pages/vital-records.aspx>

**Marriage Certificates and Divorce Decrees** – The City of North Platte does not maintain marriage and divorce records. You will need to contact the Lincoln County District Court Clerk's office at (308) 534-4350 ext. 4300 for such records. The Nebraska Department of Health, Division of Vital Records also maintains some marriage and divorce records. <http://dhhs.ne.gov/Pages/vital-records.aspx><http://dhhs.ne.gov/Pages/vital-records.aspx>

**Deeds and Certain Land Records** – The City of North Platte does not maintain deeds, deeds of trust, notes, and other land records recorded at the Courts. You will need to contact the Register

of Deeds at (308) 534-4350 ext. 4190 for such records. The City does maintain permits, site plans, building plans, and other records pertaining to property.

**Criminal History Information** – Nebraska State Patrol are the keepers of record for Nebraska criminal histories. Only specific entities are entitled to the criminal history of another person. A person can request their own Nebraska criminal record through the Nebraska State Patrol. The contact info is:

Nebraska State Patrol  
1600 Highway 2  
Lincoln, NE 68502  
(402) 471-4545

See also: <https://statepatrol.nebraska.gov/services/criminal-history-record-requests>

**Court Case Information** – The City of North Platte does not maintain court records. You will need to contact the appropriate court in order to obtain those records. The phone number for the Lincoln County Court House is (308) 534-4350 ext. 4240. The Lincoln County District Court's phone number is (308) 534-4350 ext. 4300.