

# **PUBLIC RECORDS REQUESTS GUIDANCE**

Prepared by:

Office of the Vice President and General Counsel  
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## **1. Introduction**

State statutes (Neb. Rev. Stat. § 84-712, et seq.) provide the right to examine public records “of and belonging to” the University. The University is committed to complying with the law and supports the underlying philosophy of public sector transparency. This guidance is provided to assist in timely and consistent responses to public records requests.

## **2. What is a public record?**

Public records “include *all* records and documents, regardless of physical form, of or belonging to” a state agency, a county, city or other governmental bodies listed in the statute (Neb. Rev. Stat. § 84-712.01, et seq.). Commonly requested public records are contracts, financial records, letters,

## 5. What should you do if you receive a public records request?

University employees should forward a copy of the request in its entirety immediately to their Campus Records Officer or Erin Busch, Associate General Counsel and Director University Records ([ebusch@nebraska.edu](mailto:ebusch@nebraska.edu) or 402-472-1232). As a University official, you may be asked to assist with collection, coordination, and compilation of records responsive to the public records request.

### Campus Records Officers

Renee Hagerman, Business Manager & Executive Assistant, University of Nebraska-Lincoln ([rhagerman1@unl.edu](mailto:rhagerman1@unl.edu))

Amy Lamer, Risk Management Specialist, University of Nebraska Medical Center ([alamer@unmc.edu](mailto:alamer@unmc.edu))

Drew Nielsen, Compliance Officer, University of Nebraska Omaha ([drewnielsen@unomaha.edu](mailto:drewnielsen@unomaha.edu))

Jane Sheldon, Associate Vice Chancellor, University of Nebraska at Kearney ([sheldonj@unk.edu](mailto:sheldonj@unk.edu))

## 6. How long does the University have to respond to a public records request?

A reply must be made within four business days. If the request is submitted electronically, the date of receipt shall be the date that the University official opens the electronic file. The four business days are

The University is allowed to charge for the actual cost of making photocopies as well as for the actual cost of the staff time reasonably needed to search for, identify, physically redact and copy records responsive to the request. This may be particularly relevant in cases of voluminous requests. Where the nature or volume of a request requires extensive use of information technology resources, the University is allowed to charge a reasonable service charge based on the cost actually incurred for the extensive use of information technology resources. Charges shall be determined by the Office of the Vice President and General Counsel in order to ensure the charge is consistent with the law. If the cost of fulfilling a request exceeds \$50.00, the University is permitted to require a deposit prior to beginning the work associated with the request.

**10. Can anyone, including the news medi so1(5b)165(7ep(w)ub(4)4(c(7e)2BTc(7ord(w(7e)2BTqu16)T&E**