

Implementation: 8/14/1990  
Revised: 10/12/10; 5/10/22  
Reviewed: 9/11/2000

---

---

Policy: #3400 – Public Information Requests

SCOPE OF POLICY: General Public

RESPONSIBILITY: Board, Management, Legal Counsel

---

---

**I. Policy**

To describe the policy and the procedure whereby the public may obtain information about Elkhorn Rural Public Power District (ERPPD)..

**II. Procedure**

NEB. REV. STAT. § 84-712 provides that all persons interested in the examination of public records are fully empowered and authorized to examine and make copies of public records. Such inspection and copying shall be completed during normal business hours. In furtherance of this state statute, the district will make available to interested persons public information requested that is not otherwise protected from public access by federal or state law or other reasons including but not limited to those items enumerated in NEB. REV. STAT. § 84-712.05. Such information shall be available at the district headquarters in Battle Creek, Nebraska.

- A. Any request for information shall be made in writing on a Public Information Request Form, which is attached and made a part of this policy.
- B. The Public Information Request Form as executed will be reviewed by the General Manager who, before acting thereon, will consult with the ERPPD's general counsel. If determined that the request is for information which is allowed by law and not otherwise confidential, then the General Manager will provide for the time and manner for making such information available during normal business hours. If there is internal disagreement as to whether to provide the requested information, the matter will be referred to the Board of Directors for determination. In no case may non-routine information be released, except as provided by this policy.
- C. The following principles will be followed when considering a request for information:
  - 1. Board committee and staff committee meeting minutes will not be furnished as a whole; rather, staff (management or designee) will research and furnish copies of excerpts that contain or substantially relate to the information specifically requested.
  - 2. Information concerning Director compensation and expenses will be made available, as well as the record of their attendance at meetings

Implementation: 8/14/1990  
Revised: 10/12/10; 5/10/22  
Reviewed: 9/11/2000

---

---

Policy: #3400 – Public Information Requests

SCOPE OF POLICY: General Public

RESPONSIBILITY: Board, Management, Legal Counsel

---

---

3. Information made available is not required to be in a new or different form or format modified from the original public record.
  - D. Without regard to the action that is or may be taken in response thereto, the General Manager will report to each meeting of the Board of Directors with respect to any member information requests received since the last such report.
  - E. Copies will be made upon written request.
  - F. A reasonable fee may be charged for labor and materials involved with the inspection and copying of records.

---

# Public Information Request Form

## TERMS AND CONDITIONS

No information shall be made available unless the requesting person completes all required sections of this information request.

Persons must submit a completed request form at least 4 business days before the date on which the person desires to inspect and/or copy records.

By completing this form, the person acknowledges that the District may charge a fee for the reasonable cost of labor and material associated with producing or copying the requested records.

Please indicate your preference:

- View files at the PPD office.
- I will copy or reproduce files (using personal equipment) at the PDD office.
- Would like copies of files to be mailed by PDD\*.
- Would like files e-mailed by PDD\*. E-mail address: \_\_\_\_\_

\*Files will only be able to be e-mailed if file size is small enough. If too large to be e-mailed, a link to download files will be provided.

Requesting person's name, address, and telephone number(s): (Required)

---

---

---

---

---

State specifically what documents or records are requested: (Required)

---

---

---

---

---

For what purpose will the documents be used?: (Optional)

---

---

---

---

If this request is being made on behalf of any person or entity, please state the names, addresses, and telephone numbers of the others: (Required)

---

---

---

---

---

---

Date

---

Person Requesting District Information

**ACTION TAKEN**  
(Internal Use Only)

---

---

---

---

---

---

---

---

---

Date

---

District Representative

---

Title