



Nebraska Department of Agriculture (NDA) Public Records Request Form

1. Specifically identify which documents/records you are requesting (including the time frame).
2. For what purpose will the documents be used? (Optional – but assists our staff when gathering documents.)
3. Is there any other information that will assist NDA in expediting your request?
4. Please indicate your preference:
 - ☐ View files at the NDA office.
 - ☐ I will copy or reproduce files (using personal equipment) at the NDA office.
 - ☐ Would like copies of files to be mailed by NDA*.
 - ☐ Would like files e-mailed by NDA*. Email address: _____

Files will only be able to be emailed if the file size is small enough. If too large to be emailed, a link to download files will be provided.

*In accordance with Neb. Rev. Stat. §84-712, a fee for electronic data may be charged for computer run time, analysis, and programming. In addition, there will be a fee for making the copies available, such as supply expenses incurred. There may also be an added cost for time to prepare the requested information depending on the specific circumstances of your request.

Signature: _____ Date: _____
Name: _____ Phone: _____
Organization: _____
Address: _____
City, State, Zip: _____

**All fields are required to process request*

Return form: christin.kamm@nebraska.gov

OR mail to the address below:
Nebraska Department of Agriculture
Attn: Records Request
P.O. Box 94947
Lincoln, NE 68509-4947
Phone: (402) 471-2341

For Internal Use Only – If payment is required.

Payment by credit card: ☐ Mastercard ☐ Visa
Card #: _____
Expiration Date: _____ CVV: _____
Name on card: _____
Date request received in office: _____

1/25