

Village of Malcolm

137 East 2nd Street, PO Box 228
Malcolm, Nebraska 68402
(402) 796-2250

Public Records Request

Description of Records Requested:_____

Requested Format (Paper, Electronic):_____

Name of Requesting Party:_____

Mailing Address:_____

Phone:_____

Email address:_____

Signature:_____

Date:_____

Office Use Only

Are the requested records in the possession of the Village? Yes No

How much time will it take to compile the records in the requested form? _____

Date response sent to Requesting Party (w/in 4 business days):_____

Comments:_____
