

§ 10-102. Public Records.

- (A) Records as defined by Neb. Rev. Stat. § 84-712 and otherwise exempt records that are the subject of or are disclosed in connection with the Board of Parole’s public hearings and meetings are available for public inspection and copying in accordance with Neb. Rev. Stat. § 84-712.05.
- (B) Requests for information contained within files under the control and custody of the Department of Correctional Services will not be entertained by the Board. The Board will refer such requests to the Department.
- (C) Upon receipt of a written request for access to or copies of a public record, the Board will provide to the requester within four business days after actual receipt of the request, an estimate of the expected cost of the copies and either (a) access to or, if copying equipment is reasonably available, copies of the public record, (b) if there is a legal basis for denial of access or copies, a written denial of the request together with the information specified in section 84-712.04, or (c) if the entire request cannot with reasonable good faith efforts be fulfilled within four business days after actual receipt of the request due to the significant difficulty or the extensiveness of the request, a written explanation, including the earliest practicable date for fulfilling the request, an estimate of the expected cost of any copies, and an opportunity for the requester to modify or prioritize the items within the request. The requester shall have ten business days to review the estimated costs, including any special service charge, and request the Board to fulfill the original request, negotiate with the Board to narrow or simplify the request, or withdraw the request. If the requester does not respond to the Board within ten business days, the Board shall not proceed to fulfill the request. The four business days shall be computed by excluding the day the request is received, after which the designated period of time begins to run. Business day does not include a Saturday, a Sunday, or a day during which the Board of Parole offices are closed.
- (D) Current costs for public records from the Board of Parole files are as follows:
 - 1. Electronic (emailed) certified Photocopies ~~sd pages~~..... \$1.00 per ~~page~~request
 - 2. Electronic (emailed) certified Audio files..... \$10.00 per ~~CD~~request
 - 3. Mailed certified Photocopies~~Shipping and handling~~ \$.25 per page ~~\$5.00 per package~~
 - ~~3.4.~~ Mailed certified Audio files (CD and shipping) \$15.00 per package
 - ~~4.5.~~ Certification Statement Included in costs
- (E) Copies will be provided at no cost to the requester when ordered by the court. Copies may be provided at no cost to criminal justice agencies or other government agencies, including Members of the Board of Parole.

STATUTORY REFERENCE: NEB. REV. STAT. §§ 84-712 AND 84-712.05

History: Adopted September 22, 2016