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NCORPE PUBLIC POLICY REGARDING PUBLIC DOCUMENTS REQUESTS

IT SHALL be the policy of NCORPE to respond to all public documents and records requests in full compliance with NEB. REV. STAT. § 84-712.

In accordance with the authorities granted in NEB. REV. STAT. § 84-712, NCORPE shall charge a fee for providing copies of all requested public documents that shall not exceed the actual added cost of making the copies available. The actual added cost shall NOT include any charge for the existing salary or pay obligation of NCORPE officers or employees with respect to the first four (4) cumulative hours of searching, identifying, physically redacting, or copying such requested public documents. NCORPE shall charge for actual salary or pay obligations of NCORPE officers or employees after the first four (4) cumulative hours spent to comply with the request. NCORPE presently estimates the hourly cost to comply with any such public records request to be \$_____ per hour.

Also in accordance with the authorities granted in NEB. REV. STAT. § 84-712, NCORPE staff shall, within four (4) business days after an actual request for public documents is received, either: (1) Grant access to the requested documents or provide copies of the requested documents; or (2) Notify the requester that access is denied because such documents are protected pursuant to NEB. REV. STAT. §§ 84-712.04 - 84-712.05; or (3) If the entire request cannot, with reasonable good faith efforts, be fulfilled within four (4) business days after actual receipt of the request due to the significant difficulty or the extensiveness of the request, shall in writing notify the requester of the earliest practicable date for fulfilling the request, an estimate of the expected cost of any copies, and an opportunity to modify or prioritize the items within the request. The requester shall have ten (10) business days to review that notification and may request to narrow, simplify, or withdraw the request. NCORPE staff shall not fulfill the request if the requester fails to respond to such notification with ten (10) business days.