

TOWN OF CAPE CARTERET
PUBLIC RECORDS REQUEST

Pursuant to N.C.G.S. Chapter 132, the Town of Cape Carteret makes all records in its custody and control that are defined as "public records" under N.C.G.S. §132-1 available to the public. Persons making the request should provide the following information to the Town Clerk who will assist in gathering, providing for inspection, or copying the information requested. Please provide the Town with sufficient information to describe the requested records.

Inspection

Electronic Copy (no charge)

Copying

Records will be available for inspection or pick-up as promptly as reasonably possible. If the documents being requested are small in nature (minutes, agendas, resolutions, etc.) they will be provided within five (5) business days. If the documents being requested are archived or extensive in nature the time frame could be as long as fifteen (15) business days.

The Town requires payment in accordance with the adopted Fee Schedule and the signature or initials of the requestor prior to releasing any documents. Requests that require legal review may exceed stated time frames.

Request was made verbally and completed by staff member taking the request. YES ____ NO ____

Name (optional): _____

Address: _____

Email Address: _____

Phone Number: _____ Date of Request: _____

Requested Public Records: _____

Total # of Copies: _____ Amount Due (10¢ per page): \$ _____

Payment Received (method): Check: _____ Cash: _____ Money Order: _____

Signature or Initials of Requesting Party (please do not sign or initial until you have received the items requested above):

X _____ Date: _____

Person Filling Request: _____ Date Completed: _____