

**TOWN OF SOUTHERN SHORES**

**PUBLIC RECORDS REQUEST**

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

Inspection (no charge)

Copying

Records will be available for inspection or pick-up as promptly as reasonably possible, but in any event within five (5) business days if the documents being requested are small in nature (minutes, agendas, resolutions, current personnel policy etc). If the documents being requested are archived or extensive in nature the time frame could be as long as fifteen (15) business days, but hopefully would not exceed that time frame. Requests requiring legal review may exceed stated time frames. Requestor will be notified by mail when the records request has been completed and available.

The Town requires payment in accordance with the adopted Fee Schedule and the signature or initials of the requester prior to releasing any documents.

Name of Person Making Request: \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Number to Contact Person Making Request: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Public Records Being Requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total Copies provided: \_\_\_\_\_ Amount Due (25¢/copy B/W- 30¢ Color):\$ \_\_\_\_\_

Payment Received (method): Check \_\_\_\_\_ Cash \_\_\_\_\_ Money Order \_\_\_\_\_

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

\_\_\_\_\_ Date: \_\_\_\_\_

Town Staff Filling Request: \_\_\_\_\_ Date Request Fulfilled: \_\_\_\_\_

5375 N Virginia Dare Trail, ATTN Town Clerk

Southern Shores NC 27949 (252) 261-2394

**Complete and email: [skane@southernshores-nc.gov](mailto:skane@southernshores-nc.gov)**