



Settled 1752  
**JAMESTOWN**  
NORTH CAROLINA

### REQUEST FOR PUBLIC RECORDS

As required by North Carolina General Statute Chapter 132, every custodian of public records shall permit any record in the custodian's custody to be inspected and examined at reasonable times and under reasonable supervision by any person, and shall, as promptly as possible, furnish copies thereof upon payment of any fees as may be prescribed by law.

The purpose of this form is not to require the requesting party's information or purpose but solely so the Town may have adequate time to compile the requested records and to be sure that each request is fulfilled in a timely fashion.

REQUEST NO. \_\_\_\_\_

Name of requesting party (optional): \_\_\_\_\_

Phone number of requesting party (optional): \_\_\_\_\_

NOTE: If no name or phone number is given, it will be the responsibility of the requesting party to contact the Town to receive the requested information.

Please describe the records requested: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Completed by Town Staff*

Estimated date for pick up: \_\_\_\_\_

Staff acknowledgement of pick up: Initials \_\_\_\_\_ Date \_\_\_\_\_

Fees: \_\_\_\_\_ Fees will be charged in accordance with established rates.

**No fees are charged for inspection of public records**

Adopted by Town Council March 15, 2011