



TOWN OF SPRING LAKE

PUBLIC RECORDS REQUEST FORM

Pursuant to N.C.G.S. Chapter 132, the Town of Spring Lake 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. Any person may request public records by completing the Public Records Request Form and submitting it to the Town Clerk. 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.

Records will be available for inspection or pick-up as promptly as reasonably possible, but in any event within fifteen (15) business days if ten (10) or less different records are requested. If over ten (10) documents are requested or records are archived, such records will be available in the Town Hall no later than thirty (30) business days.

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

Name of Person Making Request: _____

Address/Phone Number to Contact Person Making Request: _____

_____ Date of Request: _____

Public Records Being Requested: _____

Inspection Electronic Copy Copying

Total Copies Provided: _____ Amount Due: \$ _____

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

Signature of Requesting Party _____ Date: _____

Town Staff Filling Request: _____ Date Request Fulfilled: _____