



YANCEY COUNTY

110 Town Square, Room 11 • Burnsville, North Carolina 28714
PHONE: (828) 682-3971 • FAX: (828) 682-4301

PUBLIC RECORDS REQUEST FORM

How to Make a Public Records Request: Pursuant to N.C.G.S Chapter 132, Yancey County makes available to the public all records in its custody and control that are defined as "public records" as defined 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 County Manager.

Response to Public Records Request: Depending upon the nature of the request, the County may respond by:

1. Producing the record after the payment of applicable fees;
2. Acknowledging the County's receipt of the request accompanied by a reasonable estimate of time necessary to prepare its response;
3. Requesting a deposit where it is estimated that the production of the record will exceed \$100;
4. Requesting clarification of the request. A request shall not be deemed complete until such clarification has been made so as to inform the County as to which specific records are being requested; and
5. Denying the request accompanied by an explanation of the statutory basis for the denial.

Upon completion of the Public Records Request Form, the County will provide the requestor with an estimate of time necessary to compile the requested records. The County commits to responding to each Public Records Request by making the records available for inspection or pick-up within a reasonable time following the request given the County's hours of operations, staffing, scope and breadth of the request, form of retention, and necessity for consultant or contractor retention.

The County requires payment and the signature of the requestor prior to releasing any documents.

Date of Request: _____

Name of Person or Group Making Request: _____

Name of Person Responsible for Payment: _____

Address/Phone Number to Contact Person Making Request: _____

Complete description of requested records (including title, date and location, if known): _____

Form of Request: Inspection Electronic Copy Paper Copy

Signature of Requesting Party

Date

For Office Use

Total Number of Copies Provided: _____

Amount Due (25 cents per page): _____

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

Staff Filling Request: _____ Date Request Fulfilled: _____