

Town of Franklin

PUBLIC RECORDS REQUEST

Pursuant to North Carolina General Statute (NCGS) Chapter 132, the Town of Franklin makes available to the public all records in its custody and control that are defined as “public records” under NCGS §132-1. Persons making the request must provide the following information, and Town of Franklin staff will gather and provide copies of the information requested. Please provide sufficient information to describe the public record(s) you desire.

Requests are handled in the order received. Records will be available as promptly as reasonably possible. Requests requiring legal review may necessitate additional time.

Name (or other manner of identification): _____

Contact information _____

Date of Request: _____

Specific Public Records Requested: _____

Total Copies Provided: _____ Amount Due: _____

Payment Received: _____

Signature of Requesting Party (to be signed upon receipt of requested documents):

Date Request Fulfilled: _____

STAFF INFORMATION:

Completed by: _____

Date Completed: _____