



MEMO

TO: Mayor and Town Council

FROM: Joseph A. Fivas

DATE: November 4, 2010

SUBJECT: Public Records Request Policy

Pursuant to N.C.G.S. Chapter 132, the Town of Indian Trail 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. However, the Town does not have a written policy on how to process these requests.

This proposed written policy that is submitted for the Town Council’s consideration gives Town staff and others a clear policy, within the state law, to process these kinds of requests. This will reduce the number of subjective decisions that could be made in processing these requests, and gives certainty to the public requesting information.

The state law does give local governments the ability to charge for copy costs and to charge for 3rd party consultant costs in processing these requests. This policy does allow for the Town to recoup its costs. However, we will not charge requesters for any cost less than \$2.00. This would allow the Town to print up to 40-pages for requestors with no charge required.

jf