



PUBLIC RECORDS REQUEST POLICY

How to make a Public Records Request: 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. Any person may request public records by completing the Public Records Request Form and submitting it to the Town Manager, or his/her designee. These requests shall be processed, recorded, and filed by the Town Manager or his/her designee.

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

1. Producing the record after the payment of any applicable fees (see Town fee schedule);
2. Requesting a deposit where it is estimated that the production of the record will exceed \$100 in accordance with the fee schedule;
3. Requesting clarification of the request. A request shall not be deemed complete until such clarification has been made so as to inform the Town as to which specific records are being requested; and
4. Denying the request accompanied by an explanation of the statutory basis for the denial.

Upon completion of the Public Records Request Form, the Town 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 Town’s hours of operations, staffing, scope and breadth of the request, form of retention, and necessity for consultant or contractor retention.

Requests for Inspection: In the event a requester requests to inspect records, the Town will notify the requestor once the records are available for inspection. If the requestor fails to make an appointment with the Town to inspect the records within fourteen (14) calendar days of being notified that the records are available for inspection: (1) the records will be returned to the originating department; and (2) the requestor will need to submit a new Public Records Request Form. To protect the confidentiality and integrity of the records stored on the Town’s computer system, in lieu of an inspection of the original electronic record, the Town reserves the right to provide a copy of any electronically-stored data. Such copy shall be either hard copy

or electronic. If the requestor requests a hard copy, the requestor shall be responsible for payment in accordance with the Town Fee Schedule.

Fee Schedule: The law permits the Town to charge a fee for an uncertified copy of a record that recovers the actual cost of duplicating the record. If the Town has to use an outside consultant for processing this request, the Town will charge a fee to cover the incurred expenses. If the Town needs to have an informational technology consultant to process these requests, an estimated time and cost will be given to the requestor. The associated cost will be based on the hourly rate charged for services. The requestor shall pay for the full cost of these services before the Town produces these documents. If the costs look like they may exceed the estimate, then the requestor shall be notified of the increase in costs. All fees and charges should be collected before producing the records or at the time the records are delivered.

BLACK & WHITE COPIES PER PAGE- letter or legal \$.05

COLOR COPIES PER PAGE- letter or legal \$.50

COPIES OF COMPACT DISCS- \$2 per CD.

(If the charge is less than \$1.99, the Town will not assess a charge.)



The Town of Indian Trail requires payment in accordance with the adopted Public Records Request Fee Schedule and the signature of the requestor prior to releasing any documents. Persons making a Public Records Request may obtain a copy of the adopted Public Records Request Fee Schedule from the Town Clerk or on the Town website.

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 the requested records (including title, date and location, if known):

Form of request: _____ Inspection _____ Electronic Copy _____ Copying

Signature of requesting party _____
(do not sign unless you have received the items requested above) *Date*

For office use only

Total number of copies provided: _____

Amount due in accordance with fee schedule: \$ _____

Payment received (method) Check _____ Cash _____ Money Order _____

Staff filling request: _____ Date request filled: _____