



# CITY OF SOUTHPORT

## Public Records Request Application

Pursuant to N.C.G.S. Chapter 132, the City of Southport 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. Persons making the request must personally provide the following information and the City Clerk will assist in gathering, providing for inspection, or copying the information requested. Please provide the City with sufficient information to describe those public records being requested.

Inspection       Electronic Copy       Copying

*Records will be available for inspection or pick-up as promptly as reasonably possible, but in any event **within five (5) to ten (10) business days or less, dependent upon the records requested.***

The City 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Copies Provided: \_\_\_\_\_ Amount Due (20¢ per copy): \$ \_\_\_\_\_

Payment Received (method): Check \_\_\_\_\_ Cash \_\_\_\_\_ Money Order \_\_\_\_\_

Signature of Requesting Party (*please do not sign until you have received the items requested above*):

Date: \_\_\_\_\_

CITY STAFF FILLING REQUEST: \_\_\_\_\_ DATE REQUEST FULFILLED: \_\_\_\_\_