



CITY OF THOMASVILLE

10 Salem Street | Thomasville, NC | 27360 | Tel: (336) 475-4214 | Fax: (336) 475-4283

PUBLIC RECORDS REQUEST

Pursuant to N.C.G.S. Chapter 132, the City of Thomasville makes available to the public all records in its custody and control that are defined as “public records”. Persons making a request must provide the following information to describe the public records desired. The City Clerk and/or Departmental Staff will assist you by gathering, providing for inspection, or copying the information requested. Please provide sufficient information to describe those public records being requested.

Please indicate the method/format you would like to receive the public record:

Inspection of records Electronic Copy Paper Copy

Records will be available for inspection or pick-up as promptly as is reasonably possible. Most records will be available within 24 – 48 hours, but in any event within fifteen (15) days if ten (10) or less different records are requested. If over ten (10) different records are requested or if records are archived, such records will be available no later than thirty (30) business days. Payment for copies of records in accordance with the adopted schedule of fees and charges and the signature of the requestor is required PRIOR to the release of any document. Requests requiring legal review may exceed stated time frames. To protect the confidentiality and integrity of the records stored on the City’s computer system, in lieu of an inspection of the original electronic record, the City 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 fee schedule.

Name of Person Making Request (Optional): _____

Phone Number to Contact Person Making Request (Optional): _____

Date of Request: _____

Public Records Requested: _____

Total Copies Provided: _____ Amount Due: _____

Payment Received (method): Check _____ Cash _____

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

City Staff Filling Request: _____ Date Request Fulfilled: _____

PUBLIC RECORDS REQUESTS
Duplication and Transmission Fees

Prior to the release of any public record, the City will collect duplication fees.
The City Clerk will update and post duplication fees as appropriate.

Duplicated/Printed Item	Cost per item
8 ½" x 11" single-sided hardcopy	\$ 0.10
8 ½" x 11" double-sided hardcopy	0.15
11" x 17" black and white hardcopy	4.00
11" x 17" color hardcopy	10.00
18" x 24" black and white hardcopy	5.00
18" x 24" color hardcopy	20.00
36" x 48" black and white hardcopy	6.00
36" x 48" color hardcopy	25.00
Recording on a CD	.49
Recording on a VHS tape	5.00
Recording on a DVD	3.00
Digital documents that are emailed	.00

Any actual mailing fees shall be in addition to the copying fees provided for herein.

Persons requesting copies of public records may elect to obtain them in any and all media in which the public agency is capable of providing them. However, pursuant to N.C.G.S. § 132-6.2(e), "Nothing in this section shall be construed to require a public agency to respond to a request for a copy of a public record by creating or compiling a record that does not exist."