



**Public Records Request Form**

Please print or type all information in fields provided below.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**I request the following:**

To inspect the public records of the City of Hamlet as specified below. I agree that, through the course of my inspection and review, I will not cause harm or damage to any record. I further acknowledge that these records may not be removed from City premises at any time and review is subject to limitations as directed in NCGS Chap 132.

Printed copies of the public records of the City of Hamlet, as specified below. I understand that I will be responsible for any and all applicable fees as outlined in the City's current fees charged.

Electronic files (if available) of the public records of the City of Hamlet, as specified below. I understand that electronic files in PDF format may be sent via email to the email address supplied above, with the stipulation that my email service provider must be capable of accepting the file size. If additional media use (CD, DVD, cassette, etc.) is warranted, I understand that I will be responsible for any and all applicable fees as noted in the current fees charged.

*Note: Prior to any request being satisfied, City staff reserves the right to inspect requested documents in order to redact non- public information.*

**Document(s) requested**

Provide a detailed description of document(s) requested. Please be as specific as possible including type of document, estimated date of document, specific project to which the document relates: (if known), etc.

**Reason for request (optional)**

**Submit form by either: email: [gstrickland@hamletnc.us](mailto:gstrickland@hamletnc.us); by regular mail to: Clerk's Office, Hamlet City Hall, PO Box 1229, Hamlet, NC 28345; or in person at 201 Main Street, Hamlet, NC 28345.**

*The City of Hamlet has adopted reasonable measures to ensure the integrity of its records and the effectiveness of its office operations. The City will respond to written requests as soon as practicable and without undue delay. If any material contained in this request is exempt from disclosure, the City of Hamlet will provide the name of the document and the reason for the exemption /redaction. The Clerk's office will notify me of any costs related to this request based on fees noted in the current fees charges. As of April 2014: (DVD & Cassette- \$1.50 each; Copy- 0.10 per page). Fees are subject to change.*