



PUBLIC RECORDS REQUEST FORM

Date of this request: Requestor's name:

Street:

City: State: Zip:

Telephone number: Email address:

Title of the requested (if known):

Date of the record requested (if known): Location of the record requested (if known):

Description of Record (if known):

Indicate the format in which you wish to receive the requested record:

- I want to inspect the record (no fee) I want record emailed to the address above (no fee)
- I want a photocopy of the record (fee required—see terms) I want an electronic copy of the record (fee required—see terms)

Mail, deliver, or email this completed form to:

City of Bessemer City
 ATTN: Joshua Ross, City Clerk
 132 West Virginia Avenue
 Bessemer City, NC 28016
jross@bessemerncity.com



(Internal use only)

Received date: Projected completion date:

Associated fees for record: Fee documentation attached

PUBLIC RECORDS REQUEST TERMS

The City of Bessemer City wishes to provide all persons access to public records as defined in N.C.G.S. Chapter 132. The following provisions may apply for public record requests:

- Payment of duplication and delivery fees will be made prior to the release of public records. When required, the payment of a deposit will be made prior to the duplication of any records.
- Delivery fees for records shall be charges in the amount it costs to deliver the record.
- The following fee schedule applied to photocopies:
 - Black & White copies on 8.5' X 11' or 8.5' X 14' : \$0.10 per page
 - Color copies on 8.5' X 11', 8.5' X 14', or B/W ledger: \$0.15 per page
 - Color Ledger: \$0.20
- Copies of public records that are not otherwise collected or available in pre-printed form and that require an extensive use of clerical or information technology resources may be considered a special service and subject to an additional labor charge. This will be expressed to the requestor prior to producing the requested record.

Requestor Signature (sign or type):