



TOWN OF MONTREAT

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www.townofmontreat.org

PUBLIC RECORDS REQUEST FORM

Pursuant to N.C.G.S. Chapter 132, the Town of Montreat 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 are encouraged to provide the following information and the Town Clerk will assist in gathering, providing for inspection, or copying the information requested. Please provide the Town with sufficient information to describe those public records being requested, and a means of contacting the requesting party when the request has been fulfilled.

Records will be available for inspection or pick-up as promptly as reasonably possible, depending on the scope of the request, the number of related records to be provided, and whether legal review is required prior to the release of any records.

The Town requires payment in accordance with the adopted Fee Schedule prior to releasing any documents.

Name of Requester: _____ Date of Request: _____

Requester's Mailing Address: _____

City: _____ State: _____ ZIP: _____

Requester's Phone: _____ E-mail: _____

Description of Record(s) Requested: _____

Preferred Presentation Format: Inspection Electronic Copy Print

Signature of Requester: _____ Date: _____

* Note: Please do not sign until you have received the requested item(s) above.

FOR OFFICE USE ONLY

Total # of Printed Copies: _____ If provided in CD format, # of discs used: _____

Total Fees: \$ _____ Cash: \$ _____ Check #: _____ Date Paid: _____

Town Clerk's Signature

Date Request Fulfilled