



Graham County 911 Communications

40 Fort Hill Ln.

Robbinsville, NC 28771

(828) 479-7985 fax (828) 479-6599

INFORMATION REQUEST FORM

To Request public records from the Graham County 911 Communications Office, please complete this information request in its entirety. Graham County 911 Communications will make all reasonable efforts to fulfill your request as expeditiously as possible within seven (7) business days being the window of completion. Information will not be released when it potentially jeopardizes victim safety, involves an active investigation or call in progress, or is otherwise required to be withheld in accordance with NC General Statutes.

Requests for audio and CAD records may be emailed or picked up in person with a thumb drive at the Graham County 911 Office. Please note that the Graham County 911 Communications does not transcribe calls.

Audio files are archived for 30 days as allowed by NC G.S. 132-1.4, which states, "Agencies shall not be required to maintain any tape recordings of "911" or other communications for more than 30 days from the time of the call, unless a court of competent jurisdiction orders a portion sealed."

Please provide the specific details of the information requested below:

Incident Information:

Incident Date/Time: _____ Type of Incident: _____

Incident Location: _____

Incident or Reference Numbers: _____

Type of information requested:

___ 911 audio recording ___ CAD Operations record

Requestor Information:

Requestor Name: _____ Department/Agency: _____

Date of Request: _____ Telephone #: _____

Email Address: _____

Reason for Request:

Please return completed form to either the Graham County 911 Communications Office, fax: 828-479-6599 or email to misty.hembree@grahamcounty.org Internal Use Only: Request completed by:

_____ Date/Time: _____