



# GRAHAM COUNTY PUBLIC RECORDS REQUEST FORM

Date of the Request: \_\_\_\_\_

### Requester Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Description of Requested Records

Please describe the public records you are requesting in detail:

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### Inspection of Records or Copy of Records Requested:

Inspection

Copy

NA

### Preferred Delivery Method (check one):

Email

Mail

Pick Up in Person

### Submission Information

\*If submitting in person, please submit to the County Admin Building at 12 North Main Street, Robbinsville, NC 28771.

\*If submitting electronically, please submit to the [publicrecords@grahamcounty.org](mailto:publicrecords@grahamcounty.org).

### Signature & Acknowledgement - I acknowledge the "Time for Response" as detailed below.

Requester Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Time for Response

North Carolina's public records law requires custodians of records to allow public records to be inspected "at reasonable times and under reasonable supervision" and copies to be provided "as promptly as possible." The law does not set a specific time within which an agency must respond. What constitutes a reasonable or prompt response will depend on the nature of the request and the available personnel and other resources available to the agency that receives the request.

### For Office Use Only

Date Received: \_\_\_\_\_

Fees Paid: \_\_\_\_\_

Staff Member Receiving: \_\_\_\_\_

Date Records Provided: \_\_\_\_\_

Fees Associated with Request: \_\_\_\_\_

Staff Member Providing: \_\_\_\_\_