



Office: 910-897-5183 Fax: 910-897-2662	P.O. Box 675 25 East Main Street Coats, NC 27521	hrtownclerk@coatsnc.org
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PUBLIC RECORDS REQUEST FORM

Pursuant to North Carolina General Statutes Chapter 132, the Town of Coats 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 available to the public for inspection and/or copying, subject to applicable law. Please provide sufficient information to identify and locate the records you are requesting. The Town Clerk will coordinate the request with the appropriate Town department or official.

How would you like to receive the records? ☐ Inspection ☐ Electronic Copy ☐ Paper Copy

Records will be made available for inspection or provided in the requested format within a reasonable period of time, subject to the nature and scope of the request. Requests that require substantial staff time, compilation, redaction, consultation with legal counsel, or other review may require additional time. Applicable copying or other permitted fees may apply in accordance with the Town's adopted fee schedule and North Carolina law. The Town will communicate any applicable fees before copies are provided when required.

NAME OF PERSON MAKING REQUEST: _____

ADDRESS: _____

PHONE NUMBER: _____

EMAIL: _____

DATE OF REQUEST: _____

PUBLIC RECORDS BEING REQUESTED:

Signature of Person Making Request: _____

Date: _____

*Requests may be submitted via the following methods: In person or
Email – hrtownclerk@coatsnc.org; Mail: P.O. Box 675, Coats, NC 27521; or Fax: (910) 897-2662.*

TOWN CLERK / OFFICE USE ONLY

REQUEST: ☐ Approved ☐ Denied – Explanation: _____

Request Received By:	
Department/Staff Handling Request:	
Date Completed:	
Total Copies/Pages Provided:	
Amount Due / Fee:	\$ _____

Payment Received (if applicable): ☐ Check ☐ Cash ☐ Money Order ☐ Other: _____

Notes / Response:
