

Please neatly print or type to complete all information in the fields provided.

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

An initial response/confirmation of receipt will be sent to the email address provided above. Please check it for accuracy and add kmccorkle@cityofcreedmoor.org to your address book to ensure receipt of incoming email from us, otherwise you may not receive confirmation.

**I. I request the following (select all that apply):**

- To inspect the public records of the City of Creedmoor, as specified below. I agree that, through the course of my inspection & review, I will not cause harm or damage to any record. I further acknowledge that these records may not be removed from City premises at any time and review is subject to limitations as described in NC G.S. Chp 132.
- Printed copies of the public records of the City of Creedmoor, as specified below. I understand that I will be responsible for any and all applicable fees as outlined in the City’s current Fee & Rate Schedule.
- Electronic files (if available) of the public records of the City of Creedmoor, as specified below. I understand that electronic files in PDF format may be sent via email to the email address supplied above, with the stipulation that my email service provider must be capable of accepting the file size. If additional media use (CD, DVD, etc.) is warranted, I understand that I will be responsible for any and all applicable fees as outlined in the City’s current Fee & Rate Schedule.

*Note: Prior to any request being satisfied, City staff reserves the right to inspect requested documents in order to redact non-public information.*

**II. Document(s) Requested**

Provide a detailed description of document(s) requested. Please be as specific as possible including type of document, estimated date of document, specific project to which the document relates (if known), etc.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**III. Reason for request (Optional)** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Requestor \_\_\_\_\_

Date \_\_\_\_\_

Submit form either by email to kmccorkle@cityofcreedmoor.org; by regular mail to Clerk’s Office, City Hall, P.O. Box 765, Creedmoor, NC 27522; or in person at City Hall, 111 Masonic Street, Creedmoor.

The City of Creedmoor has adopted reasonable measures to ensure the integrity of its records and the effectiveness of its office operations. The City will respond to written requests as soon as practicable and without undue delay. If any material contained in this request is exempt from disclosure, the City of Creedmoor will provide the name of the document and the reason for the exemption or redaction. The Clerk’s office will notify me of any costs related to this request based on fees outlined in the current Fee & Rate Schedule.

**INTERNAL USE ONLY**

**Upon Receipt of Request**

Date Received \_\_\_\_\_ Staff Receiving \_\_\_\_\_

Request is  Approved  
 Denied (Explain Reason) \_\_\_\_\_  
\_\_\_\_\_

Originating Department(s) \_\_\_\_\_

Estimated Cost \_\_\_\_\_ Requestor Notified of Cost \_\_\_\_\_

Estimated Time to Complete \_\_\_\_\_ Actual Time to Complete \_\_\_\_\_

Estimated Completion Date \_\_\_\_\_ Actual Completion Date \_\_\_\_\_

Is this a time-sensitive request? \_\_\_\_\_

Notes \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

**Upon Completion of Request**

Total Page Count/Media Used \_\_\_\_\_ Cost \$ \_\_\_\_\_ Receipt Provided to \_\_\_\_\_

Description of Documents Provided:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Information:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Records Custodian Signature

\_\_\_\_\_  
Date