



Village of Marvin

PUBLIC RECORDS REQUEST

Public records compiled by the agencies of North Carolina government, or its departments, are the property of the people. It is the policy of the Village of Marvin and the State of North Carolina that the people may obtain copies of their public records for free or at minimal cost unless otherwise specified by law. The purpose of this memorandum is to provide a policy that the Village of Marvin will follow in managing these requests and in levying a reasonable fee or special service charge in qualifying cases.

Name: _____ **Date:** _____

Address: _____

Email: _____ **Phone:** _____

Please provide a description of the record(s) with sufficient detail to enable the Village Clerk to identify the records requested. The following information may include: (1) Custodian of the record; (2) Name or title of the record; and (3) date or date range of the record(s) (Note: The submission date of the request will be considered the end date of the date range, unless an earlier end date is noted in the request.)

Form of Request: Inspection Electronic Copy Copying

Requester Signature

For Office Use	
Total Number of Copies Provided:	
Reproduction Fees: <i>(Based on Fee Schedule)</i>	\$
Method of Payment:	



Village of Marvin

PUBLIC RECORDS REQUEST INSTRUCTIONS

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How to Make a Public Records Request: Pursuant to North Carolina General Statute (NCGS) Chapter 132, the Village of Marvin makes available to the public all records in its custody that are defined as “*Public Records*” under N.C.G.S. §132-1. Any person may request public records by completing the Public Records Request Form and submitting it to the Village Clerk by email at clerk@marvinnc.gov or by mail 10006 Marvin School Road, Marvin, NC 28173.

Response to Public Records Request: The Village Clerk shall respond to all Public Records Requests regardless of its nature by:

1. Acknowledge receipt of the request within five (5) business days of receiving the request, whenever possible, and provide an estimated amount of time needed for research and preparation of the record; and
2. The Village of Marvin is not required to create a new record to fulfill a Public Records Request; and
3. The Village of Marvin is not required to provide records in a format that is not currently utilized by the Village Computer System; and
4. Pursuant to NCGS § 132-6(a), requires governmental agencies to respond to all Public Records Request(s) “*as promptly as possible*” in providing copies or public records. Response time should be determined based on the size and scope of the request; and
5. Request clarification of any request submitted, and records shall not be deemed completed until such clarification has been made; and
6. Notify the Requester of any estimated charges for the reproduction of any Public Record and request them to pay 50-percent of the costs greater than \$25 in accordance with the Village’s Manual Fee Schedule; and
7. Prepare an invoice based on the actual time spent for research and reproduction of the records; and
8. All Public Records Request documents will be released when the invoice has been paid in full; and
9. Provide a statutory explanation for denying any Public Records Request.

The Village Clerk shall make all Public Records Request(s) available for inspection or pick-up within a reasonable time by appointment during the Village of Marvin’s hours of operation, staffing, nature of the request, form of retention, and necessity for consultant or contractor retention.

Requests for Records Inspection: The Village Clerk shall notify the requester when the records are available for inspection. The requester must schedule an appointment with the Village Clerk within 14 business days of the notification. If the requestor fails to make an appointment to inspect the records within 14 business days: (1) the records will be returned to the originating department; (2) the requester may contact the Village Clerk to reschedule the inspection; and (3) the requester must submit a new Public Records Request Form.

Requests for Electronic Inspection: The Village Clerk shall notify the requester when the electronic records are available for inspection. The requester must schedule an appointment with the Village Clerk within 14 calendar days of the notification. The Village of Marvin reserves the right to protect the confidentiality and integrity of all electronic records stored on the Village’s Computer System. In lieu of an electronic record inspection, the Village Clerk shall provide a copy of any electronically stored data either by hard copy or electronic copy. If a hard copy is requested, the requester shall be responsible for payment of the reproduction of the record in accordance with the Village’s Manual Fee Schedule.