



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

Public records are compiled by the agencies of North Carolina government or its departments and 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 free or for a minimal cost unless otherwise specified by law.

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.

Tips for Submitting a Clear and Specific Record Request:

To help us process your request efficiently and accurately, please provide as much detail as possible. Consider including:

- **Date Range:** Specify the time period you are interested in (e.g., January 2022 – March 2023).
- **Keywords or Phrases in Emails:** If requesting emails, include terms that may appear in the emails you're looking for (e.g., Efird Park picnic areas).
- **Subject Matter:** Clearly describe the topic or issue you're requesting records about (e.g., improvements to picnic areas in Efird Park).
- **Document Types:** Let us know if you are seeking emails, meeting minutes, reports, permits, etc.
- **Departments or Individuals:** Identify specific departments, boards, board members and/or staff members that may be involved.
- **Format Preference:** If applicable, indicate whether you'd prefer electronic records, printed copies, or in-person inspection.

Vague or overly broad requests (e.g., “all documents about a project” or “everything from the last year”) may result in the inability to locate all desired records, delays, require clarification, and/or the use of the Village’s IT consultant. IT charges incurred by the Village while fulfilling a record request are then charged to the requester. Being specific helps us help you.

Additionally, please note the following:

- The Village of Marvin is not required to create a new record to fulfill a Public Records Request.
- The Village of Marvin is not required to provide records in a format not currently utilized by the Village.
- Should clarification be requested of any request submitted, the requester must provide clarification within two weeks of notification. If clarification is not provided within two weeks of notification, the request shall be closed.
- The Village will notify the requester of any estimated charges for the reproduction and compilation of any public record (including printing and information technology special service charges) and will require them to pay a 50-percent deposit, should the total estimated costs exceed \$25 in accordance.
- Failure to pay the deposit or failure to pay the remaining balance for a request within two weeks of notification will result in the closure of the request.
- All public record request documents will be released when all invoices have been paid in full.

Please see the Village's current Public Record Request Policy for more information, located on the Village's website alongside this form and instructions.