



Edgecombe County, North Carolina

PUBLIC RECORDS POLICY

Effective

April 2, 2019

A. PURPOSE AND APPLICATION

The purpose of this Public Records Policy (this “Policy”) is to assist Edgecombe County (“County”) officials and employees in understanding and complying with the public records law, including (1) record retention, (2) record disposition and (3) record inspection, examination and copying (hereafter sometimes jointly “Disclosure”) in response to proper public records requests. This Policy is designed to provide guidance only, and in the event of conflict between this Policy and the law, the law prevails. This Policy does not create any new or additional rights or obligations for any person or entity and is not designed to create a higher standard than the laws pertaining to the public records establishes. For purposes of this Policy, the term “County Officials” or “Officials” means all board and commission members and “Employees” means all County employees, including temporary and part-time employees. Volunteers and persons working for a temporary employment service (“temps”) are also subject to this Policy, but the County employee supervising the volunteer or “temp” is also responsible for the public records of such volunteer or “temp.”

B. PUBLIC RECORDS

1. PUBLIC RECORDS DEFINED

With very few exceptions, all records, including emails, created or received by County Officials and Employees while transacting official County business are public records and must be retained, stored, or disposed of, and made available to the public in accordance with the law. The law is primarily contained in N.C.G.S. 132-1 through N.C.G.S. 132-10 and cases interpreting those statutes (N.C.G.S. 132-1 et seq. can be viewed at the following site:

http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/ByChapter/Chapter_132.html.)

N.C.G.S. 132-1 provides that public records are:

all documents, papers letters, maps, books, photographs, films, sound recordings, magnetic or other tapes, electronic data-processing records, artifacts, or other documentary material, regardless of physical form or characteristics, made or received pursuant to law or ordinance in connection with the transaction of public business

Public records, therefore, include paper and electronic documents, photos, videos, maps, computer files, and computer communications, including emails. (The term “record” used throughout this policy refers to all such “public records” including emails). Unless the purpose and content of a record is personal in nature and not related to the transaction of County business, it is a public record and should be treated, retained and disclosed in accordance with applicable law and this policy.

There are certain records that are exempt from the definition of “public records” and there are certain public records that do not have to be disclosed, however. The record may be a protected or confidential record (“protected record”) if there is a federal or state statute or some other legal authority for exempting it from the definition of public record or protecting it from disclosure. Generally, protected records are those that fall within one of the specific legal exemptions set forth in the General Statutes. (see below and N.C.G.S. 132-1.1, 132-1.2, and 132-1.4 for a list of some protected records.)

2. RETENTION AND DISPOSAL OF PUBLIC RECORDS

The law requires that public records be retained in a manner that allows public access, and not destroyed, for specific periods of time. *Retention* means retaining until obsolete, superseded, or until its administrative value is lost. This means that each County official and employee is responsible for maintaining and managing the public records they create or receive, including their emails in accordance with the County's adopted record retention policy. The person who would normally be responsible for maintaining the project or subject file to which the record(s) relates ("file custodian") likely has the duty to maintain the record(s) as required by law. However, the person who creates a record or is the primary recipient of a record should be responsible for that record unless he or she receives assurance that the file custodian is maintaining that record in the file. (See Section B.6. "RESPONSIBILITY FOR THE RECORD," which designates each department director of the County as the official "custodian" of all records in his or her department for the purposes of records requests but makes clear that every employee and official is responsible for record retention and disclosure of records they create or of which they were the primary recipient).

As to all records, the County follows the information and guidelines provided by the North Carolina Department of Cultural Resources, including the Department's Municipal Records and Retention Schedule. See "Disposition Schedule" at:

<https://archives.ncdcr.gov/government/retention-schedules/local-government-schedules>

County officials and employees are directed to review the Disposition Schedule and refer to it as necessary. All records should be managed to meet all retention requirements set forth in Disposition Schedule and legal requirements.

Public records can and should be destroyed after they have been retained for the correct time period as determined by the Disposition Schedule unless there is some other reason that record should be retained, such as an outstanding record request, threatened or commenced litigation, court subpoena or court order, or some state or federal law or grant requirement. After the retention period set forth in Disposition Schedule is met, records may be purged in accordance with the guidelines set by the North Carolina Cultural Resources Department. A public record that is not properly purged remains a public record and must be disclosed upon proper request or upon receipt of a subpoena. Having a plan for the destruction of records eliminates obsolete records and saves resources by not indefinitely and unnecessarily storing records beyond appropriate retention periods. Any record that is retained electronically should be maintained in a secure system that controls access, storage, retrieval, alteration and deletion.

[NOTE: Remember, if you decide to retain records beyond the retention period set forth in Disposition A, you must disclose them upon proper request, even if you would no longer, by law, be required to have the record. For example, if the Disposition Schedule required that you maintain a document for two (2) years and, when the document is aged three (3) years, you receive a public records request or a court order for this document, you must disclose that record. If litigation is threatened or commenced about a matter to which the record pertains, you may not destroy the record.]

Some records are “transitory” and although they are public records, they do not have to be retained after they serve their immediate administrative value. (See Section B.3. “TRANSITORY RECORDS”.)

3. TRANSITORY RECORDS

Records that are ephemeral, temporary or transient in nature and have only short-term administrative value are considered transitory records. Transitory records are public records, but because of their nature, they do not have to be retained. Transitory records include, without limitation, messages with short-lived or no administrative value similar to voice mails, self-sticking notes, and facsimile cover sheets that do not contain substantive information, and telephone messages. Transitory records are records that are created primarily for the informal communication of information and not to perpetuate or formalize knowledge. Often, Transitory records serve the simple purpose of notifying recipient(s) that information is attached or forthcoming. Transitory messages do not set policy, establish guidelines or procedures, discuss a County business matter, discuss a decision, certify a transaction or act as evidence or receipt. (Certified or registered mail return receipts that contain important information about the names of the sender/recipient and pertinent dates are not transitory.) Transitory records may be treated as having a reference or administrative value that ends when you no longer need the information in the records. Under the law, transitory records may be erased or purged when their reference value has ended. However, if a record request is received for a transitory record before that transitory record has been erased or purged, that transitory record must be disclosed.

4. DRAFT RECORDS

If you are drafting a document and have not yet circulated the document to others for review or comments, it likely is a draft document that has not yet matured to public record status. Such documents would likely not have to be disclosed if there were a public records request. However, once a draft document has been circulated to others it become public record.

To avoid misunderstandings that can sometimes arise from public circulation of discussion drafts, it is recommended to label each page of draft documents that you circulate to others with “DISCUSSION DRAFT ONLY.” This can be done by going to the Format menu, pointing to “Background” and clicking on “Printed Watermark.” Then, click on “Text Watermark”, and type in as the text: “Discussion Draft Only.”

5. PROTECTED RECORDS

There are records that are exempt for the definition of “public records”, and there are public records that are protected by law and do not have to be disclosed upon a public records request. Records that are exempt from the definition of public records and records for which there is statutory authority permitting or requiring that they not be disclosed are referred to in the policy as “protected records”. Some of the statutory provisions that exempt or protect records from disclosure include:

Exempt records (records that are not public records) include:

- Confidential communication within the scope of the attorney-client relationship as defined in N.C.G.S. 132-1.2 (which become public records in three years);
- Public enterprise billing information, as proved in N.C.G.S. 132-1.1;

- Controlled substances reporting system information as provided in N.C.G.S. 132-1.1 (which may be released only in accordance with The Controlled Substances Act);
- Criminal investigation records and records of criminal intelligence information, as provided in N.C.G.S. 132-1.4 (note that certain information pertaining to violations of the law and arrests and indictments, and certain content of "911" calls is public record);
- 911 data base information, if required by agreement with the telephone company as provided in N.C.G.S. 132-1.5.
- Sensitive public security information including specific details of public security plans and arrangements, detailed plans and drawings of public buildings and infrastructure facilities and certain plans to prevent and respond to terrorist activity, as provided in N.C. G. S. 132-1.7, and technology security information;
- Other records for which statutory exemptions apply.

Records protected from disclosure:

- Personnel files of employees which include any information gathered by the County with respect to an employee are protected, except as specifically authorized by N.G.G.S. 153A-98, "Tax Information" pertaining to a taxpayer's income or gross receipts may not be disclosed, as provided in N.C.G.S. 132-1.1.
- Social security numbers and personal "identifying information" is confidential and unlawful to disclose to the public. You must check with Human Resources before collecting any social security number. If a social security number is lawfully collected, it must be segregated on a separate page, or as otherwise appropriate, from the rest of the record, as provided in N.C.G.S. 132-1.10. In addition to social security numbers, "personal identifying information" includes: employer taxpayer identification numbers; drivers' license (except in cases where it appears on a non-protected law enforcement record), state identification cards and passport numbers; checking, savings, credit and debit account numbers; personal identification code (PIN) numbers used to access financial resources; digital signature; any other numbers or information that can be used to access a person's financial resources; biometric data; fingerprints; and passwords; all as provided in N.C.G.S. 132.1.10 and G.S. 14-113.20;
- Trade secrets and electronic payment account numbers (see "identifying information" above for protection of account numbers) as set forth in N.C.G.S. 132-1.2;
- Certain "trial preparation materials" as provided in N.C.G.S. 132-1.9;
- Names and addresses of complaining witnesses to crimes must be temporarily withheld if release of the information is reasonably likely to pose certain threats to the witness or materially compromise the investigation, as provided in N.C.G.S. 132-1.4.
- Certain economic development incentives are temporarily protected, but the County must make certain prior disclosures to applicants, as provided in N.C.G.S. 132-1.11.

All of the above are "protected records". There are other protected records, including records concerning juveniles. Protected records should not be disclosed, and in some cases must not be disclosed. Just as County Officials and Employees have a duty to disclose records, they have a duty to protect the privacy of protected records. In particular, a social security number must never be released as a part of a public record. Make efforts not to commingle protected records with other records. Records, including emails, which contain a mix of public records and protected records, must be disclosed but the protected information must first be removed (if on a separate sheet) or obscured and made illegible ('redacted')

(See Section F of Attachment 1 “REDACTION” for methods of obscuring protected information.) When in doubt as to whether a record is a protected record, employees and officials should consult with the County Attorney’s Office.

6. RESPONSIBILITY FOR THE RECORD

The law provides in N.C.G.S. 132-2 that the “public official in charge of an office having public records shall be the custodian thereof.” For purposes of this Policy, each department director is designated as the official custodian of all records in his or her department and is responsible for seeing that public records access requirements are complied with for records of their department. As to County appointed boards and commission, the County Clerk is responsible for ensuring that Chapter 132, public access requirements are met. However, each board and commission member is responsible for records management and for purposes of this Policy is the record custodian of their records. Although department directors may be designated as the official custodians, every County official or employee who creates or receives a record in any form is responsible for the records management of that record and for purposes of this Policy is the primary record custodian.

County Officials and Employees should not create or maintain multiple copies of any record, regardless of its medium. For example, if 10 photographs are taken for purposes of retaining one or two acceptable photos for business purpose, then the unsatisfactory photos are likely *transient* records and should be purged. Refrain from keeping duplicate records. Maintaining duplicates and other unnecessary documents results in unnecessary expense to the County, creates a burden on the computer network, and the specific example given has the undesired effect of possibly creating 10 new records. As to copies of records received or maintained by more than one person, if you are able to obtain assurances that the file custodian of the main project file, subject file, or case file (jointly “main file”) will include your record in the main file and become the record’s custodian, then you may not need to personally retain that record. In the case of emails, the custodian of the main file about which the email record pertains may keep that email record in the main file. However, you are responsible for assuring that the custodian of the main file has the complete email record. For instance, if you sent an email to the main file custodian on which you also “Blind carbon copy” (“bcc”) another person, the main file custodian would not have the complete email record because the “bcc” would not show up on their electronic copy of the email. Similarly, if you forward an email to someone not on the recipient list of the email version that the main file custodian has, then the main file custodian does not have the complete email record. It is the responsibility of the official or employee who is relying on a main file custodian to retain an email record to see that the main file custodian has the complete record (complete list of all recipients, etc.), or they have the responsibility to maintain the email that reflect the complete record. You may be able to satisfy this obligation by providing a printed copy of the complete email record to the file custodian. (For purposes of illustration, officials who receive a courtesy copy of a record, unless they are the custodian of that main file, probably are not required to keep a copy of the email. However, the sender or blind copy recipient of a blind copy email are deemed to be custodians of that email and must retain it or assure that one of them retains it or that the main file custodian maintains the complete record in the main file.)

7. RECORDS OF DEPARTING EMPLOYEES AND OFFICIALS

Employees who terminate their employment with the County and County Officials who leave elected or appointed office should deliver possession of all records to their successor, or to the County Clerk. Records must not be destroyed simply because the relationship between the records custodian and the County ends.

C. PUBLIC RECORDS REQUESTS

Edgecombe County's procedures for requesting public records and responding to public records requests are provided as Attachment 1 to this Policy.

D. EMAIL RECORDS

1. Emails that transact County business are public records, and this Policy applies to emails that are records. However, there are some retention issues that apply uniquely to emails.

2. PERSONAL EMAILS AND INFORMATION

Limited personal use of County technology resources is permitted in accordance with the Acceptable Use Policy. However, there is no assurance of confidentiality or protection of personal or confidential information related to such use. For instance, the County has the right to review information on its computers as necessary and in addition, in fulfilling a public records request, personal or confidential information may be inadvertently released. County Officials and Employees who use the County's computers for personal matters do so at their own risk.

Protected information should not be placed into or attached to emails and protected records should not be transmitted by email. In cases where such transmission is necessary, the email record should be appropriately marked as containing protected information and stored appropriately.

3. EMAIL RETENTION

If an email pertains to County business, it is a public record. However, many emails are transitory records (see "TRANSITORY RECORDS"), do not need to be retained, and should be disposed of in accordance with this Policy. If an email sets policy, establishes guidelines or procedures, discusses a County business matter, discusses a decision, certifies a transaction or is intended to act as evidence or receipt, then it is a record that must be retained and managed. Emails should be retained in accordance with the County's adopted record retention policy.

4. EMAIL MANAGEMENT

You can comply with the retention and management requirements of the public records law by doing one of the following:

- a. Print the *complete email record*, created or received, and store the printed copy in the main file as you would any other printed record. Printing the email record and retaining in the main file permits you to keep all information on a particular project or subject matter in one location, enhancing its historical and archival value.
- b. Electronically store the complete email record according to the conventions of your email system and retain it electronically in accordance with the County's adopted record retention policy and lawful retention schedules.

E. BEST PRACTICES

- Make thoughtful decisions about the medium you use to convey information. The creation and retention of unnecessary printed and electronic records places burdens on the County's physical and electronic storage systems. Avoid creating records that are not necessary and dispose of duplicate records and transitory records. Recognize that these emails are not secure and should not be used to transmit or convey protected information.
- Try not to mix public and protected records. Treat protected records with a heightened concern for security. Never share protected records with a person who should not have access to that record or information. Segregate protected records from other records, if possible. In some cases, like Social Security numbers, the law requires that the protected information be segregated.
- Time spent creating a records retention and management system that meets the requirement of this Policy and works for the custodian is time well spent. Appropriately label and store records so they can quickly and easily be retrieved in the event a public records request is received. Label those records that are protected records or that contain protected records in a manner that clearly indicates their protected status. If a protected record will become a non-protected record at some time in the future, mark it in some way to identify the date it will lose its protected status. Dispose of transitory records, duplicate records, and records that have exceeded their retention period.
- Consider adding a message within the body of County emails that states that emails are public records. Example: *This email message and any attachment(s), as well as any email message(s) that may be sent in response to it, may be considered public record pursuant to NCGS 132 et seq. and therefore subject to public record requests for review.*

Attachment 1

Edgecombe County Public Records Request Procedures

Edgecombe County is committed to making public records available to members of the public in a timely manner. Therefore, the following public records request procedures are established to help accommodate the public's right to access public County records while setting forth defined and consistent steps for requesting these records. These procedures are balanced by the equally important need to protect records from damage, loss, alteration or disorganization, and to prevent excessive interference with essential functions of County government.

North Carolina public records law is found in G.S. Chapter 132. The definition of a public record is contained in N.C.G.S. 132-1 (see Section B.1 of this Policy). The custodian of the records bears the responsibility of maintaining the records and also permitting the public inspection, or providing copies of the records upon request. In accordance with North Carolina's public records law, the official in charge of an office that holds the public records is the custodian of the records. Some departments/agencies (e.g. Health Department, Register of Deeds Office, and Social Services) may have specific policies for requesting and complying with a public records request and should be contacted directly. The law authorizes a fee to be charged for copying of records. These procedures also include a fee schedule to cover the reasonable cost of responding to public records requests, consistent with the North Carolina's public records laws.

Unless specifically stated otherwise, the process includes the following procedures:

1. How to request copies of public records
2. What to expect after a request is made
3. How to request only inspection of records
4. Duplication and mailing fees
5. Deposit for duplication
6. Payment of required fees
7. Failure to pay required fees

1. How to Request Copies of Public Records

A public records request should be made to the custodian of records at a specific department/agency where they are maintained (See above). The procedure in place, if any, within that department must be followed. To process any other public record requests in a timely, consistent and orderly fashion, the County requests that these requests be submitted, in writing, using Edgecombe County Government Public Records Request Form and mailed, hand-delivered, or emailed to the Edgecombe County Manager's Office. Requests made in person at the Edgecombe County Manager's Office will be considered during normal business hours.

Mailing / Delivery address:

Edgecombe County Public Records Request
Edgecombe County Administration Building
4th Floor, Room 402
201 St. Andrew Street
Tarboro, NC 27886
Email: publicrecords@edgecombeco.com

To streamline and track the receipt and fulfillment of public record requests, requests made by phone will not be accepted. A request is considered filed when the custodian of the public records has confirmed receipt of the request form. If a requestor does not use the form or provide the request to the custodian, the County's consideration of the request may be delayed.

Submitting a Public Records Request:

When making a records request, the written request using the County form should contain the following information:

1. Date of the Request
2. Requestor's name
3. Requestor's full mailing address (name, organization, street address, city, state, ZIP)
4. Requestor's daytime phone number
5. A complete description of the record or records requested;
6. The title and date of the requested record or records, if known; and
7. Whether the requestor intends to inspect the records or obtain a photocopy. A fee is required for photocopies as set forth below.

EDGECOMBE COUNTY PUBLIC RECORDS REQUEST FORM LINK:

[Edgecombe County Document Center](#)

2. What to Expect After a Request is Made

A. If a County Official, Employee, or volunteer other than the custodian of the public records receives a request for public records, that person shall deliver the request to the custodian of the public records within three business days. Upon receipt of a public records request from a requestor or from another party, the custodian of the public records shall review the request with the County Manager and the County Attorney within three business days. The custodian of the public records, County Manager, and County Attorney shall consider the request in accordance with North Carolina public records law and this Policy including, but not necessarily limited to whether a record exists that corresponds to the request (without having to create or compile a record that does not exist), whether the record was made or received in the transaction of public business, whether there is an exception that applies to the record, and whether any exception applies to all or a portion of the record. Within seven business days of receipt of the request, the County will provide an acknowledgement of the request. For requests that do not require extensive research or use of information technology or extensive clerical resources, the County will provide a follow-up response to the request as soon as possible, normally within seven business days of receipt. If the request is received after 5 pm, the request will be considered received on the next business day. The follow-up response may include:

- Providing or making available the record after the payment of applicable fees, if any, (see fee schedule below);
- An estimate of the time necessary for further response;
- Denying the request accompanied by an explanation of the basis for the denial;
- Requesting a deposit; or

- Requesting clarification of the request; and

If the follow-up response asks for clarification on the request, no further response will be made to the requestor until the clarification is received by the custodian of the records.

Where the request for public records is extraordinarily large such that extensive use of information technology resources or extensive clerical or supervisory assistance by personnel is required as set forth in N.C.G.S. 132-6.2(b), then the County shall respond to the requestor to discuss the most appropriate procedure to efficiently meet the request and the cost associated with the request.

- B. Once the County receives a complete request, the custodian of the records will respond either by:
 - Providing or making available the record requested; or
 - Denying the request in writing accompanied by an explanation of the basis for the denial.
- C. All public records requests become public records as soon as they are received by Edgecombe County. Edgecombe County may post online requests it receives along with the response to the request.
- D. A public record request is not continuing in nature. Therefore, it only applies to public records available at the time of the request. If additional records are created after the date of the requestor's original public records request, the requestor must submit a new request of this public record. Any records or portions of records made available by the County will be provided to the requestor in the same format they are maintained by the County

If the requestor specifies a preference for a specific format, records will be produced in the requested format if: (1) it is determined that the records exist and are subject to release; (2) the County is capable of providing the records in the format requested; (3) the format requested is consistent with how the record is maintained or is otherwise reasonable; and (4) the requestor pays all fees associated with fulfilling the request.

The County's response to the request will be considered final upon:

- 1. Requestor's inspection of the records; or
 - 2. Upon notification to the requestor that the photocopies requested are available for payment and pick-up (in the event photocopies were requested); or
 - 3. A denial of the request.
- E. Requests for public records will be addressed and fulfilled according to the order in which they are received. Multiple requests from the same requestor and/or different requestors from the same organization will be addressed and fulfilled according to the order in which they are received, unless otherwise specified by the requestor or the organization.
 - F. REDACTION

If a record subject to a public records request is a protected record, it will not be made available. However, a public record may contain information that is protected, but the entire record is not protected. In those cases, the protected information will be deleted in a manner that shows that a deletion was made. It is the custodian of the record's responsibility to see that protected information is protected.

3. How to Request Inspection Only of Records

If a requestor chooses to only inspect records, the County will notify the requestor once the records are available for inspection. The records will be available for inspection at a date and time mutually agreeable between the requestor and the County. The appointment to inspect the records may need to be broken into intervals, possibly over several days, so as not to interfere with the daily operations of County business.

Any appointment to inspect records is limited to no more than a two (2) hour appointment on any given day, unless otherwise mutually agreed upon between the requestor and the County. Records will be made available to the requestor for up to fourteen (14) calendar days. If the requestor fails to contact the County within fourteen (14) calendar days of being notified that the records are available for inspection, the requestor will need to submit a new request for the records and the process will begin anew.

4. Duplication and Mailing Fees

If the requestor has asked that a copy of the public record be produced, then prior to the release of the copy the County will collect duplication fees. The County will update and post duplication fees as appropriate.

The fee schedule for copies, which is subject to be amended, is listed below:

8 ½ x 11 single-sided hardcopy	\$0.05
8 ½ x 11 double-sided hardcopy	\$0.07
Compact Disk Read-Only Memory (CD-ROM)	\$1.00
CD Duplication of Audio of Board of Commissioners meeting	\$5.00
Email attachment (of five megabytes or less) or link:	No cost

Copies of public records that are not otherwise available in pre-printed form and that require an extensive use of clerical or information technology resources may be considered a special service and subject to an additional labor charge based on the County's current pay schedule for the staff required to fulfill the request. Charges under this provision shall be imposed for every 6-minute increment or fraction thereof, but shall not relate back to the first 10 minutes.

Standard US Postal Service first class mailing fees shall be charged for mailing copies of public records to any person, firm or corporation. The mailing fee shall be in addition to any other copying fee provided for herein.

5. Deposit for Duplication

In providing a response to a records request, the County will provide all requested audio tapes, CDs, computer diskettes, or other media containing public records in accordance with the terms of this Policy.

If it is estimated that the duplication or transmission fees applicable to particular records request exceed \$25.00, the County, at its discretion, may require the requestor to deposit a sum equal to 75 percent of the estimated costs prior to duplication of the records.

If a deposit is required, the County will notify the requestor of the necessity of the deposit. In the event that the actual duplication and deposit of fees are less than the amount deposited by the requestor, the County will return the sum in excess of the actual amount to the requestor.

6. Payment of Required Fees

Payment of duplication and delivery fees must be made prior to the release of public records. When required, the payment of a deposit will be made prior to the duplication of any records (see Section 5 above). All payments must be made by cash, money order, or check payable to Edgecombe County.

7. Failure to Pay Required Fees

If a requestor fails to pay an invoice for fees incurred within 30 calendar days, the County may require the requestor to pay in full any past due amount owed before it will begin processing a new request or a pending request from the delinquent requestor.

In addition, the County may require advance payment for any future requests of the full amount of the estimated fee before the agency begins to process a new request or a pending request from that requestor.

If the County is unable to collect the duplication fees from the requestor, the County, may, upon providing thirty calendar days' prior written notice to the requestor, destroy the duplicated set of records made available for the requestor to avoid storage concerns. Although the records are destroyed, the requestor will still be made responsible for the costs the County incurred in duplicating the records originally requested by the requestor.



EDGECOMBE COUNTY PUBLIC RECORDS REQUEST FORM

North Carolina General Statute Chapter 132

PLEASE PRINT:

Date of Request: _____

Name: _____

Mailing Address: _____

Email: (Required for PDF) _____

Telephone: _____

Records Requested (Please be as specific as possible):

Requesting Copies of Records _____ or Inspection of Records _____ (Mark one)

Edgecombe County shall deliver the records at no charge by email in Adobe PDF format, unless otherwise requested. The County may charge a reasonable fee disks/hard copies, postage, labor (for extraordinary large orders), and certified copies. Please see fee schedule below. All fees shall be paid prior to delivery.

You may also review Public Records on site during business hours by appointment only, unless the records are readily available to review, such as documents located within the Office of the Register of Deeds. Edgecombe County will process all requests in a timely manner.

FEES:

8 ½ x 11 single-sided hardcopy	\$0.05
8 ½ x 11 double-sided hardcopy	\$0.07
Compact Disk Read-Only Memory (CD-ROM)	\$1.00
CD Duplication of Audio of Board of Commissioners meeting	\$5.00
Email attachment (of five megabytes or less) or link:	No cost

POSTAGE: Postage will be charged at rates set by the United States Postal Service.

EXTRAORDINARY REQUESTS: Edgecombe County reserves the right (under N.C.G.S. 132-6.2) to charge a service fee based on the actual cost incurred for extensive use of information technology resources or labor costs of personnel providing the services.