

Town of North Topsail Beach

Daniel Tuman, Mayor
Michael Yawn, Mayor Pro Tem
Aldermen:
Richard Farley
Deborah Lanci
Dick Macartney
Robert Swantek



Steven H. Foster
Town Manager
Carin Z. Faulkner, MPA
Town Clerk

PUBLIC RECORDS REQUEST

Pursuant to N.C.G.S. Chapter 132, the Town of North Topsail Beach 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. Persons making the request must personally provide the following information and the Town Clerk will assist in gathering, providing for inspection, or copying the information requested. Please provide the Town with sufficient information to describe those public records being requested.

Inspection Electronic Copy Copying

Records will be available for inspection or pick-up as promptly as reasonably possible, but in any event within fifteen (15) business days if ten (10) or less different records are requested. If over ten (10) documents are requested or records are archived, such records will be available in the Town Hall no later than thirty (30) business days.

The Town requires payment in accordance with the adopted Fee Schedule and the signature of the requester prior to releasing any documents. Requests requiring legal review may exceed stated time frames.

Name of Person Making Request: _____

Address/Phone Number to Contact Person Making Request: _____

_____ Date of Request: _____

Public Records Being Requested: _____

Total Copies Provided: _____ Amount Due: \$ _____

Payment Received (method): Check _____ Cash _____ Money Order _____

Signature of Requesting Party *(please do not sign until you have received the items requested above)*: _____

_____ Date: _____

Town Staff Filling Request: _____ Date Request Fulfilled: _____