



The Village of Bald Head Island

PUBLIC RECORDS REQUEST

Pursuant to N.C.G.S. Chapter 132, the Village of Bald Head Island 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 Public Information Officer will assist in gathering, providing for inspection, or copying the information requested. Completed forms may be emailed to cfaulkner@villagebhi.org. Please provide the Village with sufficient information to describe those public records being requested.

Inspection Electronic Copy Copying

Records will be available for inspection or pick-up in a reasonable amount of time. If over ten (10) documents are requested or records are archived, such records will be available in the Village Hall no later than thirty (30) business days.

The Village 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 _____ Credit Card _____

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

_____ Date: _____

Village Staff Filling Request: _____ Date Request Fulfilled: _____