



**EDGECOMBE COUNTY PUBLIC RECORDS REQUEST FORM**

*North Carolina General Statute Chapter 132*

**PLEASE PRINT AND EMAIL COMPLETED FORM TO [publicrecords@edgecombeco.com](mailto:publicrecords@edgecombeco.com)**

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.