



# TOWN OF STEM

## Public Records Request

The Town of Stem has adopted reasonable measures to ensure the integrity of its records and the effectiveness of its office operations. The Town will respond to written requests as soon as practicable and without undue delay. If any material contained in this request is exempt from disclosure, the Town of Stem will provide the name of the document and the reason for the exemption or redaction. The Clerk's office will notify me of any costs related to this request.

Please neatly print or type to complete all information in the fields provided.

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone and Email \_\_\_\_\_

An initial response/confirmation of receipt will be sent to the email address provided above. Please check it for accuracy and add, [townofstem@stem.org](mailto:townofstem@stem.org), to your address book to ensure receipt of incoming email from us, otherwise you may not receive confirmation.

### **I. I request the following (select all that apply):**

To inspect the public records of the Town of Stem, as specified below. I agree that, through the course of my inspection & review, I will not cause harm or damage to any record. I further acknowledge that these records may not be removed from Town premises at any time and review is subject to limitations as described in NC G.S. Chapter 132.

Printed copies of the public records of the Town of Stem, as specified below. I understand that I will be responsible for any and all applicable fees.

Electronic files (if available) of the public records of the Town of Stem, as specified below. I understand that electronic files in PDF format may be sent via email to the email address supplied above, with the stipulation that my email service provider must be capable of accepting the file size. If additional media use (CD, DVD, etc.) is warranted, I understand that I will be responsible for any and all applicable fees.

### **II. Document(s) Requested**

Provide a detailed description of document(s) requested. Please be as specific as possible including type of document, estimated date of document, specific project to which the document relates (if known), etc.

**III. Reason for request (Optional)** \_\_\_\_\_

Signature of Requestor \_\_\_\_\_ Date \_\_\_\_\_

**INTERNAL USE ONLY**

**Upon Receipt of Request**

Date Received \_\_\_\_\_ Staff Receiving \_\_\_\_\_

Request is  Approved

Denied (Explain Reason) \_\_\_\_\_

\_\_\_\_\_

Originating Department(s) \_\_\_\_\_

Estimated Cost \_\_\_\_\_ Requestor Notified of Cost \_\_\_\_\_

Estimated Time to Complete \_\_\_\_\_ Actual Time to Complete \_\_\_\_\_

Estimated Completion Date \_\_\_\_\_ Actual Completion Date \_\_\_\_\_

Is this a time-sensitive request?

\_\_\_\_\_

Notes

**Upon Completion of Request**

Total Page Count/Media Used \_\_\_\_\_ Cost \$ \_\_\_\_\_ Receipt Provided to

\_\_\_\_\_

Description of Documents Provided:

Additional Information:

\_\_\_\_\_

Records Custodian Signature Date