



TOWN OF STEM

Public Records Request Policy

I. PURPOSE

To establish a uniform protocol for responses to Public Records Request and to ensure citizens receive responses in a timely manner while recognizing the Town has a limited number of staff members with separate job duties. It is the Policy of the Town of Stem to comply with all applicable federal, State, and local laws governing the disclosure and retention of Public Records.

II. PROCESS

In order to effectively streamline and track requests, all requests for public records must be made in writing (signed by the Requester) and mailed or hand delivered to the Town of Stem, Town Clerk. (NOTE: Public Record Laws provide for the inspection and examination of public records. Written Public Records Requests shall be delivered to the Town Clerk during regular business hours, or mailed to the address provided below:

Mailing Address:

**Town of Stem
Attn: Town Clerk
PO Box 88
Stem, NC 27581**

The Town may elect to charge a reasonable Duplication Fee, covering the actual costs of reproducing or copying any Public Records. These fees will be set by the Board of Commissioners and are subject to change at the Board's discretion, but shall be limited to the reasonable actual costs of reproducing or copying the requested Public Records. If the Town elects to create a new record in response to a Public Records Request, the Town Clerk may negotiate a reasonable fee with the Requester. However, the Town is under no obligation to create records not already in existence at the time of the request.

Duplication Fees shall be paid prior to receipt of the requested Public Records, and shall be paid by cash, money order, or certified check payable to the Town of Stem. The Town shall not release any Public Records to a Requester until all Duplication Fees are paid, including any outstanding fees for previous Public Records Requests.

The Town shall notify the Requester when the requested Public Records are available for pick-up or delivery. If, after thirty (30) days of such notice, the Recipient has not paid any applicable Duplication Fees, the Town may dispose of any duplicates or copies created in response to the Recipient's Public Records Request. The Recipient will remain liable for the outstanding Duplication Fees and must pay any outstanding Duplication Fees prior to receiving any future Public Records Request documents.