



TOWN OF RURAL HALL

Request for Public Records

Please complete and return to the Town Clerk at
The Main Entrance to Town Hall or email to
townclerk@ruralhall.com.

For Office Use Only

Date Requested: _____

Time: _____

Request No: _____

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Email: _____

Please provide a written description of the records you are requesting. The more specific you are, the easier it will be to determine if such records exist in the town files. If applicable, please include a date range for the records you are requesting. The town will provide those documents to you, unless they are exempt from disclosure under the Public Records Act or other legal reasons prevent the documents from being disclosed to the public. Your request will be responded to pursuant to N.C.G.S. §132 *et. seq.*

How would you like to receive your request? _____

(If sent by mail, postage will be charged.)

Signature

Date of Request

Town of Rural Hall Schedule of Fees

8.5" x 11" - Black and White copies \$.10/Per Page

FOR OFFICE USE ONLY

APPROVED

DENIED

EXPLANATION:

Signed: _____

Date: _____