

Town of North Topsail Beach



Police Department

PUBLIC RECORDS REQUEST

Pursuant to N.C.G.S. Chapter 132, the Town of North Topsail Beach Police Department 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. The person making the request must personally provide sufficient information to describe the public records being requested. The Police Department will gather, provide for inspection, or copy the information requested.

☐

Inspection

☐

Electronic Copy

☐

Copying

Records will be available for inspection or pick-up within ten (10) business days for most requests. If the request has more than ten different documents or the records are archived, the records will be available no later than thirty (30) business days. **Requests requiring legal review may exceed stated time frames.**

Person Making Request:

Print Name: _____ Signature: _____

Phone Number: _____ Email: _____ Date: _____

Public Record being Requested: _____

----- (Section below for Department Staff Only) -----

Total Copies Provided _____

Signature of Requesting Party (Do not sign until you have received your requested documents):

_____ Date: _____

Department Staff Filling Request: _____ Date Completed: _____

2008 Loggerhead Court
North Topsail Beach, NC 28460

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