



Pursuant to N.C.G.S. Chapter 132, the Town of Biscoe 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. Persons making the request must personally provide the following information and the Town Staff will assist in gathering, providing for inspection, or copying the information requested. Please provide the Town with sufficient information to describe those public records being requested.

- Inspection Electronic Copy Copying

Records will be available for inspection or pick-up as promptly as reasonably possible, but in any event within fifteen (15) business days if ten (10) or less different records are requested. If over ten (10) documents are requested or records are archived, such records will be available in the Town Hall no later than thirty (30) business days. Requests requiring legal review may exceed stated time frames.

Name of Person Making Request: _____

Address/Phone Number to Contact Person Making Request:

_____ Date of Request: _____

Public Records Being Requested:

Signature of Requesting Party

_____ Date: _____

Town Staff Filling Request: _____

Date Request Fulfilled: _____