



VILLAGE OF MARVIN

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PUBLIC RECORDS REQUEST

How to Make a Public Records Request: Pursuant to N.C.G.S. Chapter 132, the Village of Marvin 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. Any person may request public records by completing the Public Records Request Form and submitting it to the Village Clerk.

Response to Public Records Request: Depending upon the nature of request, the Village may respond by:

1. Producing the record after the payment of applicable fees (See the Village Fee Schedule);
2. Acknowledging the Village’s receipt of the request accompanied by a reasonable estimate of time necessary to prepare its response;
3. Requesting a deposit where it is estimated that the production of the record will exceed \$100 in accordance with the Village Fee Schedule;
4. Requesting clarification of the request. A request shall not be deemed complete until such clarification has been made so as to inform the Village as to which specific records are being requested; and
5. Denying the request accompanied by an explanation of the statutory basis for the denial.

Upon completion of the Public Records Request Form, the Village will provide the requestor with an estimate of time necessary to compile the requested records. The Village commits to responding to each Public Records Request by making the records available for inspection or pick-up within a reasonable time following the request given the Village’s hours of operations, staffing, scope and breadth of the request, form of retention, and necessity for consultant or contractor retention.

Requests for Inspection: In the event a requester requests to inspect records, the Village will notify the requestor once the records are available for inspection. If the requestor fails to make an appointment with the Village to inspect the records within fourteen (14) calendar days of being notified that the records are available for inspection: (1) the records will be returned to the originating department; and (2) the requestor will need to submit a new Public Records Request Form. To protect the confidentiality and integrity of the records stored on the Village’s computer system, in lieu of an inspection of the original electronic record, the Village reserves the right to provide a copy of any electronically-stored data. Such copy shall be either hard copy or electronic. If the requestor requests a hard copy, the requestor shall be responsible for payment in accordance with the Village Fee Schedule.

