



City of Lexington, North Carolina

PUBLIC RECORDS REQUEST

Pursuant to North Carolina General Statute (NCGS) Chapter 132, the City of Lexington makes available to the public all records in its custody and control that are defined as “public records” under NCGS §132-1. Persons making the request must provide the following information, and the City Manager’s Office staff will gather and provide copies of the information requested. Please provide sufficient information to describe the public record(s) you desire. The City requests signature of the requester prior to collecting and releasing documents.

Requests are handled in the order in which they are received. Records will be available as promptly as reasonably possible. Requests requiring legal review may necessitate additional time. The City requires payment in accordance with the adopted Fee Schedule prior to releasing documents.

REQUESTER INFORMATION:

Name (or other manner of identification): _____

Contact information _____

Date of Request: _____

Specific Public Records Requested: _____

Signature of Requesting Party: _____

=====

STAFF INFORMATION:

Total Copies Provided: _____ Amount Due (if any): _____

Date Request Fulfilled: _____

Completed by: _____