



PUBLIC INFORMATION/RECORDS REQUEST

Date of Request _____

Public Information/Records Requests shall be submitted to the Foxfire Village Clerk, Foxfire Village Administration Office, 3 Town Hall Drive, Foxfire Village, NC 27281.

Requests for public information will be granted as soon as reasonably possible.

NCGS §132-6.2(e) "Nothing in this section shall be construed to require a public agency to respond to a request for a copy of a public record by **creating and compiling a record that does not exist.**"

I, _____ do hereby request the following public records:
Name / Organization

NCGS §132.6.2. – Provisions for copies of public records; fees

I understand there is a .25¢ per copy charge for each document. All copies will be in Black & White print only and no larger than 8x11. Foxfire Village does not have the capability to produce maps or GIS Data.

Requestor Name (print) / Signature

Address

Phone