



COUNTY PUBLIC RECORDS REQUEST FORM

North Carolina General Statute Chapter 132 (§1-10)

Please return this form to pio@hydecountync.gov / Fax: 252-926-3701 /
USPS: PO Box 188 Swan Quarter, NC 27885

Date of Request: _____

Name: (Optional): _____

Address: (Optional): _____

Email: (Required for PDF): _____

Records Requested (Please be as specific as possible): _____

Inclusive Dates of Records Requested: _____

The County shall deliver the records at no charge by email in Adobe PDF format, unless otherwise requested. The County may charge a reasonable fee for disks/hard copies, postage, labor (for extraordinary large orders), and certified copies. Please see fee schedule below. Fees shall be paid prior to delivery.

You may also review Public Records on-site during business hours by appointment only, unless the records are readily available to review, such as documents located within the Office of the Register of Deeds. The County will process all requests in a timely manner.

FEES:

Adobe PDF Disk

Hard Copies Certified Copies

No Charge

\$5.00 each

Black & White and Color .10¢ per page

\$5 for the first page, \$2 per page for each additional page

POSTAGE:

Postage will be charged at rates set by the United States Postal Service.

EXTRAORDINARY REQUESTS: The County reserves the right (under NCGS 132-6.2) to charge a service fee based on the actual cost incurred for extensive use of information technology resources or labor costs of personnel providing the services.

This box is for County Staff to Complete:

Total Copies Provided: _____ Amount Due (____¢/copy):\$_____

Payment Received (method): Check ____ Cash ____ Money Order ____

Staff Filling Request: _____ Date Request Fulfilled:_____

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