



Town of Lake Waccamaw

Town Clerk's Office

PO Box 145

Lake Waccamaw, NC 28450

Phone: 910-646-3700

Fax: 910-646-3860

PUBLIC RECORDS REQUEST FORM

Pursuant to N.C.G.S. Chapter 132, the Town of Lake Waccamaw 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 Clerk 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 in a reasonable amount of time. The Town requires payment in accordance with the adopted Fee Schedule and the signature of the requester prior to releasing any documents. Requests requiring legal review may require additional time. All forms must be submitted either in person or via mail.

NAME OF PERSON MAKING REQUEST: _____

ADDRESS: _____

PHONE NUMBER: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

PUBLIC RECORDS BEING REQUESTED:

SIGNATURE OF PERSON MAKING REQUEST: _____

TOWN CLERK OFFICE USE ONLY			
Total Copies Provided:	_____	Amount Due: \$	_____
Payment Received (Method):	Check ☐	Cash ☐	Money Order ☐
Town Staff Handling Request:	_____	Date Completed:	_____