



TOWN OF HERTFORD  
114 WEST GRUBB STREET  
P.O. BOX 32, HERTFORD, NC 27944  
PHONE (252)426-5311 | FAX (252)426-7060  
ATTN: TOWN CLERK  
[www.townofhertfordnc.com](http://www.townofhertfordnc.com)

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## PUBLIC RECORDS REQUEST FORM

To most efficiently satisfy your public record request, we ask for the following information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Please provide a full description of the information you are requesting to include date(s) or date ranges if applicable:

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We will contact you with an estimated cost, if applicable. Payment must be received before your request is processed. All checks should be made payable to **Town of Hertford**.

Once the information/data has been compiled, we will contact you. Please allow up to ten (10) business days to fulfill your request.

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Signature

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Date

FOR OFFICE USE ONLY | RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ COMPLETED ON: \_\_\_\_\_

The North Carolina Public Records Law is designed to guarantee that the public has access to public records of governmental bodies in North Carolina. The public can inspect or receive a copy of any record unless the record is exempt.

Exempt: Confidential legal communications, criminal investigations, employee matters, and intelligence information.

You may request documents through the Town Clerk via email, U.S. mail, or in person at the Municipal Building.

Attn: Town Clerk

114 West Grubb Street | P.O. Box 32

Hertford, North Carolina 27944

Phone (252) 426-5311 | Fax (252) 426-7060

Email: [townclerk@townofhertfordnc.com](mailto:townclerk@townofhertfordnc.com)

When making your request, please remember:

- Be as specific as possible about the documents you are requesting.
- Provide a start and end date for each search.
- All responses will be electronic unless other arrangements are made.
- The Town of Hertford may charge a reasonable fee in some cases.
- Allow up to ten (10) business days for your request to be fulfilled.

Documents and materials in possession of the Office of the Town Clerk what are available in electronic format will be provided without charge, when feasible. Fees for paper copies are twenty-five (25) cents per page, unless the requested document has a statutory fee.

If a request will take more than two (2) hours, the Town may charge a reasonable fee, up to \$25 per hour (in excess of the initial two hours) to collect, segregate and redact the documents, if necessary. NOTE: Payment is required before fulfilling a request.