Granville County retains public records in accordance with NCGS §132 (Public Records) and the NC Records Schedule for Local Government Agencies. Some records maintained by Granville County government are exempt from the Public Records Act, including but not limited to confidential communications, active criminal investigations, sensitive public security information, records of minors, and many parts of employee personnel files.

To assist with processing public records requests, please fill out this form as completely as possible. The more detailed and specific the request, the more quickly it can be processed and fulfilled by county staff. Costs may be assessed for non-digital copies of records.

1. **requestor contact information***This form is itself a public record and could be disclosed to other parties.*

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Phone Number |  |
| Email |  |

1. **Records Requested**

*Please be as specific as possible. Include date ranges when applicable*

|  |
| --- |
|  |

1. **Reason for request (optional)**

|  |
| --- |
|  |

1. **Format**

|  |
| --- |
| Digital Files (sent by email or fileshare link) |
| Hard Copies (requestor will be notified of fee if applicable) |
| In-person inspection |

**Internal use only**

|  |  |
| --- | --- |
| **Date Received** |  |
| **Department** |  |
| **Cost** |  |
| **Date Completed** |  |

|  |
| --- |
| **Notes (if request was denied or not fully completed, explain below)** |
|  |