



Town of Mooresville Public Records Request Form

Date of Request: _____
Requester's Name: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Telephone number: _____
Email Address: _____
Title of Record (if known): _____
Date of Record (if known): _____
Description of Record (include as much detail as possible): _____

Indicate the format you would like to receive the record:

- ☐ Inspect record at Town Hall (no fee)
☐ Email record to email address above (no fee)
☐ Photocopy of records (fee required)
☐ Electronic copy of records (fee required)
☐ Other: _____

Mail or deliver completed form to:

Mooresville Town Hall
Attn: Legal Department/Paralegal
413 N. Main St
Mooresville, NC 28115

If you have any questions, please contact the Paralegal at 704-799-4052

For Employees only:

Date Received: _____
Date Completed: _____
Fee Amount (if any): _____

Pursuant to N.C.G.S Chapter 132, the Town of Mooresville makes available all public records in connection with the transaction of public business. We aim to complete all record requests to your satisfaction within 14 business days after receipt. Town employees are not required to work on requests past normal working hours and will handle requests in the order they are received based on the difficulty of the request. To ensure that your request is completed in a timely manner, please provide as much detail as possible to assist in locating the proper record.

If the time necessary to compile records exceeds 4 hours, you may incur fee and will be notified before processing your request.

Please note per N.C.G. S.132-6.2, if the record requested does not exist the Town is not required to create a new record to fulfill the public record request, if no record exists, you will be notified.

The Town provides copies of records requested in accordance with the NC Public Records Law. To the extent any of the records provided are copyrighted, take notice that these records remain subject to copyright law and you are not authorized to reproduce, download or otherwise reproduce or copy any copyrighted material or work that the Town has provided in accordance with the public records law. The use, reproduction, downloading or distribution of copyrighted materials and works may subject you to applicable penalties and damages under state and federal laws.

Please be aware that all protected information will be redacted from records. A list of protected documents is provided below:

Abridged List of Protected Documents

(***THIS LIST IS NOT EXHAUSTIVE. THERE ARE OTHER PROTECTED RECORDS UNDER VARIOUS NC LAWS, BUT THIS LIST CONTAINS SOME OF THE MORE FREQUENTLY USED EXEMPTIONS.***)

Attorney-Client Communications

Personnel Records [excepting name, age, dates of employment, current position title, and current compensation for applicants as well as current or past employees]

Confidential Communications between legal counsel and Board members

Trial Preparation Materials and Attorney Work Product

Cost Benefit Analyses and Similar Assessment re Economic Development Incentives

Proposed Expansion or Location of Specific Business or Industrial Projects re Economic Development Incentives until Released

Criminal Investigations/Criminal Intelligence

Juvenile Records

Business Trade Secrets and Electronic Payment Account Numbers

Public Security Information/Plans, including Plans and Drawings for Public Buildings and Infrastructure and Anti-Terrorism Plans

Most Medical Records

Minutes of Closed Sessions until Released

Public Enterprise Billing Information

Social Security Numbers and Personal Identifying Information such as EIN, Drivers' License Numbers, Passport Numbers, Checking/Savings Account Numbers, PIN Numbers, Electronic Signatures, Biometric Data, Fingerprints and Passwords, Credit and Debit card numbers and other identifying information

Personal Identifying Information about Minors participating in recreation programs

Fees and Special Service Charges

**** Please note that the fees and charges below were those in effect in December of 2022. Please refer to the Town's official Fee Schedule for updated, current rates.**)**

Fees:

Email:	No Charge
CD/Disk:	\$1.50 each or actual cost
Flash Drive:	\$7.00 each or actual cost
Hard Copies Black & White (per side):	\$0.10
Hard Copies Color (per side):	\$0.10
Envelope and Postage:	\$1.00 min. or actual cost if higher

Special Service Charges:

(These charges only apply for requests requiring extensive use (i.e., more than 4 hours) of clerical or supervisory assistance or use of information technology resources.**)**

Administrative Assistant:	\$38.00/hour currently, but should approximate the max. hourly rate of Administrative Assistant position
Information Technology Labor:	\$46.00/hour currently, but should approximate the max. hourly rate of TI Professional position
Town Attorney:	\$90.00/hour currently, but should approximate the max. hourly rate of Town Attorney position
Outside Contractor:	Rate determined by outside contractor