



CITY OF CHERRYVILLE  
REQUEST FOR PUBLIC RECORDS

Anyone wishing information pertaining to the City of Cherryville's public records is asked to fill out this brief form and submit it to the City Clerk. Please note that depending on the nature of the request and/or the numbers of copies requested, it could take several days before the information is made available.

Hard copies will be furnished at ten cents (\$0.10) per page which will be collected at the time the documents are picked up.

The form may be emailed, faxed or mailed to the follow address:

Paige H Green, City Clerk  
City of Cherryville  
116 South Mountain St  
Cherryville, NC 28021  
Phone: 704 435-1709 or Fax: 704 435-9933  
Email: [pgreen@cityofcherryville.com](mailto:pgreen@cityofcherryville.com)

Name of Individual Requesting Information: \_\_\_\_\_

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

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

Date of Request: \_\_\_\_\_

Please provide a written description of the records you are requesting. The more specific you are, the easier it will be to determine if such records exist in city files. If applicable please include a date range for the records you are requesting. The City will provide those documents to you, unless they are exempt from disclosure under the Public Records Act or other legal reason prevents the documents from being disclosed to the public.

Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How would you like to receive the records:  Pickup  Mail  Fax  Email \_\_\_\_\_

Number of copies you would like: \_\_\_\_\_

\_\_\_\_\_  
Signature