



**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. It is our goal that you receive the requested information within 72 hours or 3 business days.

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, mailed or dropped off to the following address:

Paige Green, City Clerk
City of Cherryville
116 South Mountain Street
Cherryville, NC 28021
Phone: 704 435-1709
pgreen@cityofcherryville.com

Name of Individual Requesting Information: _____

Address: _____

Telephone: _____

Email Address: _____

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: Pick up Mail

Number of copies you would like: _____

Signature