



Mecklenburg County Public Records Request Form

(Internal use only)

Received date: _____

Projected Completion Date: _____

Fees associated: _____ fee documentation attached

Date of this request: _____

Requestor's name: _____

Street: _____

City: _____

State: _____ Zip Code: _____

Telephone number _____

Email Address _____

Complete description of the record requested (attach additional pages as required):

Title of record requested (if known): _____

Date of record requested (if known): _____

Location of record requested (if known): _____

Indicate the format in which you wish to receive the requested record:

- I want to inspect the record (no fee).
- I want record emailed to the address above (no fee).
- I want a photocopy of the records (Fee required - see Terms).
- I want an electronic copy of the records (Fee required - see Terms).

Mail or Deliver this completed form to:

Mecklenburg County
Public Information
3205 Freedom Drive, Suite 107
Charlotte, NC 28208
FAX: (704) 353-1440



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TERMS

(6) Duplication and transmission fees:

Prior to the release of any public record, the County will collect duplication fees. The County will update and post duplication fees as appropriate.

Fee schedule for copies is listed below:

- 8 1/2" X 11" single-sided hardcopy \$0.03
- 8 1/2" X 11" double-sided hardcopy \$0.05
- Compact Disk Read-Only Memory (CD-ROM) \$0.49
- Duplicated site plans, architectural drawings, etc. \$5 per printed sheet
- DVD Duplication of City Council meeting \$3.00
- E-mail attachment (of ten megabytes or less) or link: No Cost

Copies of public records that are not otherwise collected or available in pre-printed form and that require an extensive use of clerical or information technology resources may be considered a special service and subject to an additional labor charge. The special service charge, if applicable, shall be \$18.00/hour. This rate approximates the hourly rate of pay plus fringe benefits for the position of Administrative Secretary in the County's pay schedule (effective July 1, 1997). Charges under this provision shall be imposed for every 6 minute increment or fraction thereof, but shall not relate back to the first 10 minutes (i.e.: \$2.15/6 minutes).

A fee of \$1.25 shall be charged for mailing copies of public records to any person, firm or corporation, unless the cost of postage exceeds \$1.00 in which case the fee for mailing shall be the actual postage plus \$1.22. The mailing fee shall be in addition to any other copying fee provided for herein.

Mecklenburg County acquires, develops, maintains, and uses Geospatial Information System (GIS) databases in support of its internal business functions and the public services it provides. All GIS databases are provided "as is" with no warranty. All available GIS databases will be listed on the County's GIS website. GIS data is treated as a qualified exception under the Public Records law in Chapter 132-10. The County will provide GIS data at reasonable cost, and may require the entity obtaining a copy of the data to agree in writing that the copy will not be resold or otherwise used for trade or commercial purposes. GIS data is provided in either ESRI shapefile or geodatabase format.

Distribution Media of GIS Databases Unit Cost:

- 11" X 17" map, Black & White \$4.00
- 11" X 17" map, Color \$10.00
- 18" X 24" map, Black & White \$5.00
- 18" X 24" map, Color \$20.00
- 36" X 48" map, Black & White \$6.00
- 36" X 48" map, Color \$25.00
- Custom maps (with data analysis) same price as above plus \$25 per hour for labor
- Compact Disk Read-Only Memory (CD-ROM) \$25.00

In providing a response to a records request, the County will provide all audio tapes, DVDs, computer diskettes or other media requested.



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(7) Deposit for duplication:

In the event that it is estimated that the duplication or transmission fees applicable to a particular records request exceed \$25.00, the County, at its discretion, may require the requestor to deposit a sum equal to 75 percent of the estimated cost prior to duplication of the records.

In the event that a deposit is required, the County will notify the requestor of the necessity of the deposit. In the event that the actual duplication and deposit fees are less than the amount deposited by the requestor, the County will return the sum in excess of the actual amount to the requestor.

(8) Payment of required fees:

Payment of duplication and delivery fees will be made prior to the release of public records. When required, the payment of a deposit will be made prior to the duplication of any records (see 7 above). All payments will be made by cash, money order, or check payable to Mecklenburg County.

Payment will be made in person at the Public Service and Information Office on the second floor of the Charlotte-Mecklenburg Government Center. A copy of the public records request must be submitted with payment.

(9) Failure to pay required fees:

In the event a requestor fails to pay a bill for fees incurred within 30 calendar days, the County will require the requestor to pay in full the past due amount owed before it will begin processing a new request or a pending request from the delinquent requestor.

In addition, the County may require advance payment for any future requests of the full amount of the estimated fee before the agency begins to process a new request or a pending request from that requestor.

If the County is unable to collect the duplication fees from the requestor, the County may, upon providing thirty (30) calendar days prior written notice to the requestor, destroy the duplication set of records made available for the requestor in order to avoid storage concerns. Although the records are destroyed, the requestor will still be made responsible for the costs the County incurred in duplicating the records originally requested by the requestor.