

# FOIA Request Form

Name/Company Requesting Information \_\_\_\_\_

Date Requested \_\_\_\_\_

Telephone Number \_\_\_\_\_

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

Email Address \_\_\_\_\_

**Record Being Requested.** \*Please be as specific as possible so the Town of Pineville can identify the information you are requesting. Email any additional files or information to [rgeorge@pinevillenc.gov](mailto:rgeorge@pinevillenc.gov). \*

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Do you want electronic copies or paper copies of documents?

- Electronic  
 Paper/Hard Copies

What format if electronic copies? \_\_\_\_\_

**We will contact you as promptly as possible with any fees incurred for this request, as per Subsection (b) of NCGS 132-6.2 which includes the following: “shall be based on the actual cost incurred for such extensive use of information technology resources or the labor costs of the personnel providing the services, or for a greater use of information technology resources that is actually incurred by the agency or attributable to the agency.”**