



# REQUEST FOR PUBLIC RECORDS

Anyone requesting information pertaining to Town forms/policies/ordinances/public records is asked to fill out this brief form and submit to Lindsey B. Lucas, Town Clerk.

Copies will be furnished at twenty-five cents (25¢) per page and will be collected when documents are picked up.

No information will be furnished until signed Request for Public Records is submitted. Due to nature of request/number of copies requested, it may take a couple of days before information can be made available.

Form can be e-mailed or mailed to the following:

Lindsey B. Lucas, Town Clerk  
Town of Lillington  
PO Box 296  
Lillington, NC 27546  
FAX: 910-893-3693  
lblucas@lillingtonnc.org

Individual Requesting Information: \_\_\_\_\_

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

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

Telephone Number: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Please give a brief description of the form/information you would like: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of requested copies: \_\_\_\_\_

\_\_\_\_\_  
Requestor's Signature

## **FOR OFFICE USE ONLY**

DATE SUBMITTED: \_\_\_\_\_ DATE RECEIVED BY STAFF: \_\_\_\_\_

DATE COMPLETED: \_\_\_\_\_ DATE RETRIEVED BY REQUESTOR: \_\_\_\_\_