



JACKSON COUNTY
Human Resources Department
401 Grindstaff Cove Road, Suite A-218, Sylva, NC 28779
Phone 828.631.2212 ▪ Fax 828.631.2266

Memo

TO: Jackson County Board of Commissioners
FROM: Kathleen Breedlove, Human Resources Director
DATE: April 20, 2021
SUBJECT: Public Records Request Process

NCGS 132 – Public Records Law does not outline a specific procedure or form to request a public record. Therefore, Jackson County has developed a Public Records Process, a Public Records Request Form and a Public Records Request Fee Schedule. The process outlines the various entities to which requests may be made, how to submit a request and fees for producing copies of records.

The attached Public Record Request Process is provided for your review and adoption.

Attachments: Public Records Request Process
Public Records Request Form
Public Records Request Fee Schedule



Jackson County

Public Records Request Process

Jackson County is committed to making public records available to the public as promptly as possible depending on the nature and scope of the request and staff resources available pursuant to NCGS 132 – Public Records.

Public Records Request

For records held in offices by independent public officials and boards (Sheriff's Office, Register of Deeds, Board of Elections), requests should be made directly to those public officials. For most records held by departments that report to the County Manager, the point of contact will be the Human Resources Department.

Request Submission

Requests must include the following:

1. Date of request
2. Description of the record(s) requested
3. Title and name of the record requested, if known
4. Delivery method of record to requester

Submit written requests via fax to 828-631-2266, email to publicrecords@jacksonnc.org, in-person or by mail to:

Jackson County Government
Public Records Request
401 Grindstaff Cove Road
Sylva, NC 28779

Fee Schedule

In accordance with 132-6.2 Jackson County may assess fees for different media as prescribed by law. Such fees are limited to direct, chargeable costs (flash drive, paper copies, postage costs) related to the reproduction and delivery of a public record as published on the county's website. Fee estimates greater than \$25 may require a 75 percent deposit prior to the duplication of the record.

If a public records request were to require extensive use information technology resources or extensive clerical or supervisory assistance by personnel involved, a special service charge may be assessed, which shall be reasonable based on the actual cost(s) incurred for the extensive use of information technology resources or the labor costs of personnel providing the services. The requester will have the option of paying the charge or revising the request to narrow the nature or scope of the request.

Payment must be made prior to the release of public documents. If payment has not been made within 30 days of when fees are incurred, the requester may not begin a new request until the amount has been paid in full. Advance payment in full may be required before work begins on a new request.

Jackson County may require a requester to inspect the requested information onsite if deemed appropriate and necessary.

This process may be reviewed annually by the County Attorney and County Manager. The County Manager is given administrative authorization to implement this process to comply with NCGS 132 – Public Records, publish/update a fee schedule and to monitor compliance.

ADOPTED the _____ day of April, 2021.



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Public Records Request

publicrecords@jacksonnc.org

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Submit to ↑

Public Records Request Form

*Required field

Request Date* _____

Requester Name _____

Mailing Address _____
Address City State Zip

Telephone _____

Email Address _____

Request – Description – be specific*

Title of record requested (if known) _____

Date of record requested (if known) _____

Location of record requested (if known) _____

Public Record Delivery Method*

- I want to inspect the record(s) – appointment required
- I want a photocopy of the record(s)
- I want an electronic copy of the record(s)
- I want the record(s) mailed to: _____
- I want the record(s) sent Email to: _____
- Other: _____

Fees →



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Public Records Request Fee Schedule

Photocopies - The actual costs of producing hard copy records and will be generally produced two-sided when practicable. A two-sided copy will be charged as two pages, which includes the cost of the paper.

8 ½ "x 11" single-sided black and white photocopy = \$.05

8 ½ "x 11" single-sided color photocopy = \$.08

Certified Copies

\$5 for first page/ \$2 for each additional page

Electronic Media (provided by Jackson County)

1 GB Flash Drive = \$3.00

2 GB Flash Drive = \$5.00

Adobe pdf files – no charge

Postage

Will be charged at rates set by the US Postal Service

Special Service Charge

If a public records request were to require extensive use information technology resources or extensive clerical or supervisory assistance by personnel involved, a special service charge may be assessed, which shall be reasonable based on the actual cost(s) incurred for the extensive use of information technology resources or the labor costs of personnel providing the services. The requester will have the option of paying the charge or revising the request to narrow the nature or scope of the request.