



TOWN OF OAK RIDGE

PUBLIC INFORMATION REQUEST

In accordance with North Carolina General Statute 132-6 and in order to allow for continuity in office operations, any documents or other public information may be reviewed in the Town Hall Offices upon appointment. Copies or information requiring research will be delivered/made available in a reasonable time which will be as promptly as staff is able considering research and reproduction times, prior commitments, equipment availability, etc. Fees for materials or reproduction of materials shall be at the cost of or the usual and customary fee for the service.

Black and White Copies (8.5x11)	.10/page
Audio/Information on flash drive	\$5/flash drive

In order to facilitate your request please list the specific information, document, file or database you are requesting and the format you wish to receive it in.

Item(s) Requested:

Please list the format desired (Photo copy, flash drive, email, etc.)

Name

Phone Number

Date & Time