

Public Records Request Form

Town of Townsville â Public Records Request

Use this form to request copies of public records maintained by the Town of Townsville, in accordance with North Carolina General Statute Chapter 132.

HOW TO SUBMIT

Complete this form and email it to the Town Clerk at clerk@townsvillenc.gov, or deliver it in person to Town Hall, 100 Town Hall Drive.

INFORMATION REQUESTED

Name, contact information, and a description of the records requested (be as specific as possible: department, date range, and subject matter help us respond faster).

The Town will acknowledge your request within 3 business days and provide records as promptly as possible. There is no charge for most requests; extensive reproduction may carry a small per-page fee.