

Town of Chapel Hill Public Records Request Form



Today's Date _____

Contact Information of Requestor

First Name _____

Last Name _____

Street Address Line 1 _____

Street Address Line 2 _____

City _____

State _____

Postal/Zip Code _____

Phone Number _____

Fax Number _____

Email Address _____

Company Name _____

Record Description

Title (if known) _____

Date (if known) _____

Location (if known) _____

Description of Record

Please be as specific as possible. Any additional information such as dates, locations, buildings, premises, topics, departments, associated people etc. will help us locate your requested record.

Fees List

Personal copies may be made in the CaPA Office at a cost of \$0.18 per page (black & white) and \$0.24 per page (color). Additional charges may be assessed pursuant to N.C. Public Records Law.

Some departments may charge fees associated with staff time required for researching public records depending on the scope and type of request. That information will be provided before the request is completed.

Email this request to publicaffairs@townofchapelhill.org, fax to (919)-967-8406 or send by mail to:

Department of Communications and Public Affairs
Town Hall, 2nd Floor
405 Martin Luther King Jr. Blvd
Chapel Hill, NC 27514

To Whom It May Concern:

Pursuant to the North Carolina Public Records Law, I hereby request the following records:

Materials related to and sufficient to show all instances of alleged or actual inappropriate or illegal behavior or actions resulting in compensation or expenditures involving this agency.

Responsive materials include records of all settlements (formal and informal) and payments to which this agency was or is a party for the period from January 1, 2010 through the date this request is processed. Responsive materials include those for matters and legal claims resolved prior to the initiation of any litigation.

In particular, materials responsive to this request include all reports, lists, databases, spreadsheets, and other documentation detailing incidents of legal claims or other allegations requiring compensation for claimants, attorneys, or any other party.

If spreadsheets or similar documents are available in response to this request, please provide all segregable data, including but not limited to:

- The nature of the claim or legal matter
- The claimant and other parties involved
- The relevant case and tracking numbers for court and internal systems
- The date the lawsuit was served or litigation commenced
- The final disposition or current status of the case, including whether a case is still pending
- The amount spent to date as a result of the legal engagement
- The amount paid to any parties related to the legal claim, including any city payout and any non-monetary compensation

If you have any questions about this request, please contact the email address associated with this request or leave a message at 617-299-1832.

The requested documents will be made available to the general public, and this request is not being made for commercial purposes.

In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 10 business days.

Sincerely,

Beryl Lipton