RESOLUTION

Adopting a Public Records Request Policy and Amending Hillsborough's Schedule of Fees

WHEREAS, pursuant to Chapter 132 of the North Carolina General Statutes, the public records and public information compiled by the agencies of North Carolina government or its subdivisions are the property of the people; and

WHEREAS, the Hillsborough Board of Commissioners is committed to openness, transparency, and providing prompt access to public records as required by state law; and

WHEREAS, N.C. General Statute § 132-6(a) mandates that custodians of public records permit them to be inspected and examined at reasonable times and under reasonable supervision, and shall, as promptly as possible, furnish copies thereof upon payment of any fees as may be prescribed by law; and

WHEREAS, N.C. General Statute § 132-6.2(b) permits local governments to assess a special service charge if the production of public records requires extensive use of information technology resources or extensive clerical or supervisory assistance by personnel of the agency; and

WHEREAS, the Town of Hillsborough desires to adopt an official administrative policy to establish an orderly internal workflow for tracking, compiling, and delivering public records requests efficiently while ensuring compliance with statutory mandates;

NOW, THEREFORE, be it resolved by the Hillsborough Board of Commissioners that:

1. **Adoption of Policy:** The Public Records Request Policy, attached hereto and incorporated by reference, is hereby formally adopted.

2. **Designation of Custodian:** The town clerk is hereby affirmed as the primary custodian of records responsible for coordinating the intake, routing, and fulfillment of all public records requests.

3. **Establishment of Extensive Request Threshold:** In accordance with state guidelines, an "extensive request" is hereby defined as any request that requires more than four hours of staff time to identify, locate, retrieve, review, or copy.

4. **Amendment to Fee Schedule:** The Town of Hillsborough Schedule of Fees is hereby amended to include a Public Records Special Service Charge of $40 per hour for staff time exceeding the extensive threshold defined above. No fee shall be charged for regular electronic distribution requiring less than the extensive threshold.

5. **Effective Date:** This resolution and the associated policy shall be retroactive to November 1, 2026.

Approved this 9th day of November of the year 2026.

Mark Bell, Mayor
Town of Hillsborough

Attestation:

Sarah Kimrey, Town Clerk