Agenda Abstract
BOARD OF COMMISSIONERS

Meeting Date: Nov. 9, 2026
Department: Administrative Services
Agenda Section: Regular
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Town Clerk Sarah Kimrey

ITEM TO BE CONSIDERED

Subject: Resolution Adopting a Public Records Request Policy

Attachments:

1. Draft policy
2. Fee schedule amendment
3. Resolution

Summary:

Town staff have experienced a steady increase in extensive and overly broad public records requests, highlighting the need for a formal policy to guide how such requests are processed. Staff reviewed policies adopted by other local governments and used those as models in drafting the proposed Public Records Request Policy.

Given the rise in time-consuming requests, many municipalities assess a special service charge when fulfilling requests that require more than a set number of hours of staff time. The threshold for what constitutes an extensive request and the associated fees vary among jurisdictions, as shown in the comparison table below.

Agency	Time threshold	Fee	Adoption date	Other
Village of Marvin	>4 hours	Hourly rate of IT contract	3/17/25	
Morehead City	>4 hours	$40 per hour	7/14/26	
City of Greensboro	>4 hours	Hourly rate of lowest paid employee conducting work	3/19/19	
Davidson County	>1 hour	$28 per hour	12/2022	Retroactive to 4/1/22
Town of Selma	>2 hours	$25 per hour	10/8/26	Retroactive to 7/1/26
Onslow County	>3 hours	Hourly rate of pay + benefits for employees conducting work	10/6/25	
Town of Troutman	>2 hours	Hourly rate of personnel fulfilling request	2021	

Staff recommend establishing a flat special service charge for any request requiring more than four hours of accumulated staff time. While the average mid-point hourly wage for town employees who routinely process these

requests is $57.73, staff recommend setting the charge at $40 per hour to maintain consistency with peer municipalities and ensure a reasonable cost to the public.

Financial impacts:
Adoption of the proposed policy will allow the town to recover a portion of the costs associated with extensive requests. No additional operating expenses are anticipated.

Staff recommendation and comments:
Staff recommend adopting the Public Records Request Policy and associated resolution and fee schedule amendment, with retroactive application to any open request received on or after Nov. 1, 2026.

Action requested:
Adopt the resolution, policy, and fee schedule as presented or provide direction for revisions.