



Town of Stanley

Public Records Request Form

Date of Request: 9/19/2025

Requester's Name: Sunshine Request

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone number: _____

Email Address: records@sunshinerequest.com

Title of Record (if known): _____

Date of Record (if known): _____

Description of Record (include as much detail as possible): _____

Copy of the employment contract between the Town of Stanley, NC and
Deputy Town Manager Steven Denton

Indicate the format you would like to receive the record:

Inspect record at Town Hall (no fee)

Email record to email address above (no fee)

Photocopy of records (fee required)

Electronic copy of records (fee required)

Other: _____

Mail or deliver completed form to:

Town of Stanley

Town Clerk

416 Hwy 27S, PO Box 279

Stanley, NC 28164

If you have any questions, please contact Town Clerk at 704-263-4779

For Employees only:

Date Received: _____

Date Completed: _____

Fee Amount (if any): _____

Pursuant to N.C.G.S Chapter 132, the Town of Stanley makes available all public records in connection with the transaction of public business. We aim to complete all record requests to your satisfaction within 14 business days after receipt. Town employees are not required to work on requests past normal working hours and will handle requests in the order they are received based on the difficulty of the request. To ensure that your request is completed in a timely manner, please provide as much detail as possible to assist in locating the proper record.

If the time necessary to compile records exceeds 4 hours, you may incur fee and will be notified before processing your request.

Please note per N.C.G. S.132-6.2, if the record requested does not exist the Town is not required to create a new record to fulfill the public record request, if no record exists, you will be notified.

The Town provides copies of records requested in accordance with the NC Public Records Law. To the extent any of the records provided are copyrighted, take notice that these records remain subject to copyright law and you are not authorized to reproduce, download or otherwise reproduce or copy any copyrighted material or work that the Town has provided in accordance with the public records law. The use, reproduction, downloading or distribution of copyrighted materials and works may subject you to applicable penalties and damages under state and federal laws.

Please be aware that all protected information will be redacted from records. A list of protected documents is provided below:

Abridged List of Protected Documents

(***THIS LIST IS NOT EXHAUSTIVE. THERE ARE OTHER PROTECTED RECORDS UNDER VARIOUS NC LAWS, BUT THIS LIST CONTAINS SOME OF THE MORE FREQUENTLY USED EXEMPTIONS.***)

Attorney-Client Communications

Personnel Records [excepting name, age, dates of employment, current position title, and current compensation for applicants as well as current or past employees]

Confidential Communications between legal counsel and Board members

Trial Preparation Materials and Attorney Work Product

Cost Benefit Analyses and Similar Assessment re Economic Development Incentives

Proposed Expansion or Location of Specific Business or Industrial Projects re Economic Development Incentives until Released

Criminal Investigations/Criminal Intelligence

Juvenile Records

Business Trade Secrets and Electronic Payment Account Numbers

Public Security Information/Plans, including Plans and Drawings for Public Buildings and Infrastructure and Anti-Terrorism Plans

Most Medical Records

Minutes of Closed Sessions until Released

Public Enterprise Billing Information

Social Security Numbers and Personal Identifying Information such as EIN, Drivers' License Numbers, Passport Numbers, Checking/Savings Account Numbers, PIN Numbers, Electronic Signatures, Biometric Data, Fingerprints and Passwords, Credit and Debit card numbers and other identifying information

Personal Identifying Information about Minors participating in recreation programs

Fees and Special Service Charges, effective February 1, 2024

Fees:

Email:	No Charge
CD/Disk:	\$1.50 each or actual cost
Flash Drive:	\$10.00 each or actual cost
Hard Copies Black & White (per side):	\$0.10
Hard Copies Color (per side):	\$0.15
Envelope and Postage:	\$1.00 min. or actual cost if higher

Special Service Charges:

(If the request requires extensive use of IT resources or extensive clerical or supervisory assistance, then special services charges may be billed in addition to the actual cost of duplication see NCGS § 132-6.2 (b))