



# NORTH CAROLINA BOARD OF FUNERAL SERVICE

## Request for Review of Public Records

\_\_\_\_\_ Date

**§ 132-1. "Public records" defined.**

(a) "Public record" or "public records" shall mean all documents, papers, letters, maps, books, photographs, films, sound recordings, magnetic or other tapes, electronic data-processing records, artifacts, or other documentary material, regardless of physical form or characteristics, made or received pursuant to law or ordinance in connection with the transaction of public business by any agency of North Carolina government or its subdivisions. Agency of North Carolina government or its subdivisions shall mean and include every public office, public officer or official (State or local, elected or appointed), institution, board, commission, bureau, council, department, authority or other unit of government of the State or of any county, unit, special district or other political subdivision of government.

(b) The public records and public information compiled by the agencies of North Carolina government or its subdivisions are the property of the people. Therefore, it is the policy of this State that the people may obtain copies of their public records and public information free or at minimal cost unless otherwise specifically provided by law. As used herein, "minimal cost" shall mean the actual cost of reproducing the public record or public information.

*The NC Board of Funeral Service is glad to respond to your request for the review of public records. Please complete the following information so that we can assure an accurate, timely response to your request.*

Name of Requester \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State and Zip Code \_\_\_\_\_

Email [Please provide a current email address if you wish records to be emailed. Please note that the Board reserves the right to limit the return of public records by email depending upon the volume of files requested.]  
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I am requesting the following public records:

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The NC Board of Funeral Service will assess a minimal cost for the actual reproduction of public records and/or public information pursuant to NCGS 132-1. The reproduction cost for documents that must be copied is .25 per page.

NCBFS Date Stamp
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