



**HARNETT COUNTY  
PUBLIC RECORDS REQUEST**

1. Date of Record Request: \_\_\_\_\_
  
2. Name of Requesting Party: \_\_\_\_\_  
  
Mailing Address: \_\_\_\_\_  
  
Telephone Number: \_\_\_\_\_  
  
Email: \_\_\_\_\_
  
3. Description of Records Requested (to include subject matter, office, author, dates, if known): \_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_
  
4. Harnett County Department to which the request is being made: \_\_\_\_\_

\_\_\_\_\_  
Printed Name of Requestor

\_\_\_\_\_  
Signature