

# Public Records

The N.C. Wildlife Resources Commission (NCWRC) believes strongly in transparency and providing access to public documents for citizens, members of the media and other organizations.

Anyone can submit a records request by emailing [publicrecords@ncwildlife.org](mailto:publicrecords@ncwildlife.org) or by mailing a public records request letter to:

N.C. Wildlife Resources Commission  
Patricia Barnes, Public Records Manager  
1701 Mail Service Center  
Raleigh, NC 27699-1701

For more information, please see the state of North Carolina's [policy on public records requests](#).

## Submitting Requests

You will receive an email acknowledging that your request was received.

If the request is unclear or does not sufficiently identify the requested information, NCWRC's public records manager will contact you for clarification. If clarification is not received, the request could be denied.

The public records manager will then review the request to ensure the information requested is available and not restricted from public access. (For a list of records that are considered confidential, see [N.C. General Statute 132](#).)

After reviewing the request, the public records manager will begin identifying the requested documents. Once the process is completed, the requester will be notified of document availability as well as any associated charges.

NCWRC makes every effort to provide records in the requested format and strives to respond as quickly as possible. However, actual delivery times will vary and depend on several factors which include:

- The size and volume of the request
- Whether the request spans multiple divisions
- Whether the request requires additional preparation or review

NCWRC's public records manager will notify the requester if a substantial amount of time may be needed to process the request.

<b>Service</b>	<b>Price</b>
Physical review of requested records	No charge
Email delivery of requested records	No charge
Photocopy/Print Color	\$0.05 per page
Photocopy/Print Black and White	\$0.02 per page
Electronic data on USB Flash Drive	Actual cost of digital media
Certified mail	Actual cost of supplies and postage