



CITY OF SALUDA
NORTH CAROLINA
CITIZEN INFORMATION
REQUEST FORM

MAYOR
Fred Baisden
CITY MANAGER
Jonathan Cannon
COMMISSIONERS
Mark Oxtoby
Paul C. Marion
Stan Walker
Leon Morgan

Dear Citizen,

Thank you for your interest in obtaining the records of the City of Saluda. City records are available to the public and city staff are committed to providing you with the records you seek. We want to be accurate as we locate the records you are seeking. To ensure we accomplish accuracy and maintain compliance with open records laws, the city clerk and staff need to gather a little bit of information. Please fill out the following form and your records will be provided as soon as possible. Depending on your request, records may be provided via email (PDF files), a link to our website or printed hardcopies (\$.25 per page).

Once again thank you for your engagement in your local government. If you have any questions please do not hesitate to contact me at city hall.

Sincerely,

Jonathan Cannon

City Manager

Office: (828) 749-2581

Fax: (828) 749-9292

Email: citymanager@cityofsaludanc.com

Website: www.cityofsaludanc.com

Address:

6 E. Main St.

PO Box 248

Saluda NC, 28773

CITIZEN INFORMATION REQUEST FORM

Date: __/__/20__

Name: _____

Address: _____

Phone Number: (____) ____ - ____

Email Address: (write clearly) _____

Please describe in detail the documents you request:

End of Form.

Internal use only: CIR-20__-__-__

Submission Date: __/__/____ Staff: _____

Assigned Date: __/__/____ Staff: _____

Completion Date: __/__/____ Staff: _____

Method of delivery: ____ email, ____ hard copy, ____ website link

Upon completion, all records provided, email correspondence, receipts for hardcopies and any other information related to the fulfillment of the request is to be attached to this request and included in the database file.