



Durham County ABC Board – Public Records Access

Durham ABC welcomes the public's interest in our organization and invites the public to have access to all public documents. We make all public documents concerning the operations of Durham County ABC available. Our process for providing access to public records follows the guidelines of the NC Statutes.

- **Viewing Records**

A member of the public requesting access to documents must make an appointment to view the documents. The appointment request must include a written list of the documents being requested for viewing so that the correct information can be made available. Appointments for viewing public documents will be scheduled as soon as reasonably possible without disrupting the operations of Durham County ABC. All public documents retained in the office per statute are available.

The request for viewing records must be made at least 3 days in advance of the desired date so that the information can be pulled and a member of the staff can be available at the appointed time. Appointments for viewing more than 10 documents may be delayed beyond 3 days but will be held as soon as the staff of Durham ABC can reasonably accommodate the request within the operating demands of the organization.

Appointments will be for a maximum of 30 minutes per request for documents. All appointments will be held at our administrative office, 2634 Durham-Chapel Hill Blvd., Suite #10, during business hours between 8:00 am – 5:00 pm, Monday through Friday.

- **Receiving Copies of Records**

A member of the public requesting copies of documents must make such a request in writing. The specific documents that are being requested must be listed so that the correct information can be provided. Copies will be made as soon as reasonably possible without disrupting the operations of Durham County ABC. All public documents retained in the office per statute are available.

Upon receiving a request, a Durham ABC staff member will notify the requesting party of the number of pages of copying that will be required in order to fulfill the request and the associated cost. The cost will be \$.15 per page required. This notification will take place within 3 days of receipt of the request. Payment for fulfilling the request must be made in advance by cash, certified money order or certified bank check.

Once payment is received, the request will be fulfilled within 5 days unless the request exceeds 10 pages of photocopying. Requests for documents in excess of 10 pages will be fulfilled as soon as reasonably possible without disrupting the operations of Durham ABC. A staff member of Durham ABC will contact the requesting party with notification that the documents can be picked up from the administrative office.

Requests for appointments to view documents and/or receive copies of documents can be emailed to info@durhamabc.com with the subject line "Public Documents Request" or mailed to "Public Documents Request", Durham County ABC Board, 2634 Chapel Hill Blvd., Suite #10, Durham, NC 27707 or faxed to 919/489-0933. All requests must include the name, address and telephone number of the requesting party.