



**CITY OF SALUDA**  
NORTH CAROLINA  
CITIZEN INFORMATION  
REQUEST FORM

<b>MAYOR</b> Tangie Morgan <b>CITY MANAGER</b> Steven Orr <b>COMMISSIONERS</b> Mark Oxtoby Paul C. Marion Stan Walker Melanie Talbot
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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,  
Steven Orr

**City Manager**

Office: (828) 749-2581

Fax: (828) 749-9292

Email: [citymanager@cityofsaludanc.com](mailto:citymanager@cityofsaludanc.com)

Website: [www.cityofsaludanc.com](http://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.

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**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.