



Carteret Emergency Communications

3820 Bridges St., Suite D

Morehead City, NC 28557

252-222-5841 Fax 252-726-1920 cec@carteretcountync.gov

Information Request Form

To request public records from Carteret Emergency Communications, please complete this information request form in its entirety. Carteret Emergency Communications will make all reasonable efforts to fulfill your request as expeditiously as possible with three (3) business days being the target window of completion. Information will not be released when it potentially jeopardizes victim safety, involves an active investigation or call in progress, or is otherwise required to be withheld in accordance with NC General Statutes.

Requests for audio may be filled electronically via encrypted email. Requests for CAD records may be filled electronically via encrypted email or via US mail. Inquiries for paper copies of CAD records must include a postage paid self-addressed envelope for return mailing. Certified copies of CAD records may be picked up in person at the Carteret County 911 Center. Please note that Carteret Emergency Communications does not transcribe calls.

Audio files are archived for 30 days as allowed by NC G.A.132-1.4, which states, "agencies shall not be required to maintain any tape recordings of "911" or other communications for more than 30 days from the time of the call, unless a court of competent jurisdiction orders a portion sealed."

Please provide the specific details of the information requested below:

Incident Information:

Incident Date/Time: _____ Type of Incident: _____

Incident Location: _____

Incident or Reference Numbers: _____

Type of information requested:

- Calls received recorded audio
- Radio traffic recorded audio
- Computer Aided Dispatch records

Requestor Information:

Requestor Name: _____ Department/Agency: _____

Date of Request: _____ Time of Request: _____

Telephone Number: _____ Email Address: _____

Please return completed form to cec@carteretcountync.gov or fax: 252-726-1920

Internal//Request completed by: _____ Date/Time _____