

Employment Discrimination Bureau

File Disclosure Request Policy

To request a copy of an Employment Discrimination Bureau investigation file, please follow the steps below:

1. The request must be in writing;
2. Include your name, the name and the agency/company represented [if applicable], mailing address, telephone number and e-mail address.
3. To assist in locating the requested information, please specify the file number, complainant and/or respondent's name, address, city, state and any other relevant information for each file requested.
4. There will be a charge of \$ 0.10 per page for the complete file. Requests for partial files will not be accepted. You will be contacted and informed of the total cost and method of acceptable payment options after your request has been received and the file located.
5. A copy of the complete file will provided to you **ONLY AFTER** payment has been received by EDB. It will be sent via U.S.P.S. unless arrangements are made for in-person pick up at the EDB office located at 111 Hillsborough Street, 2nd floor, Raleigh N.C.
6. Send your request to EDB by:
 - U.S.P.S. Mail: NCDOL [EDB] 1101 Mail Service Center, Raleigh, NC 27699-1101, or
 - E-Mail: Tiffany.Lathan@nclabor.com or Jamie.Meadows@nclabor.com, or
 - Fax: (919) 807-2824
7. A copy of your request will be made a permanent part of each file requested.