

Wage and Hour Bureau File Disclosure Requests

To request a copy of a Wage and Hour Bureau investigation case file, please follow the steps below:

1. Make the request in writing, including name, mailing address and telephone number.
2. Specify the company name, wage and hour file identification number (if known), and any other relevant information that will assist us in locating the requested information.
4. Mail the request to Program Assistant, Wage and Hour Bureau, 1101 Mail Service Center, Raleigh, NC 27699-1101, fax to (919) 807-2786 or e-mail your request to ask.wageandhour@labor.nc.gov.

N.C. Department of Labor (NCDOL) Copy Cost Policy

There will be a minimal charge associated with the release of documents, photos, etc. from NCDOL files. Applicable charges are as follows:

- The first 25 pages are free
- \$ 0.10 per page for every page over 25 pages.
- \$ 0.35 per diskette
- \$ 0.80 per CD
- Actual cost of service for video or audio tape duplication or transcription service.

We will waive the \$ 0.10 per page charge for the following:

- Copies of documents requested by local, state or federal agencies needing the information for their official use in a related investigation. (This waiver does not apply to local or state agencies requesting a copy of their own investigation file.)