



Village of Corrales

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CORRALES, NEW MEXICO 87048
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PHONE (505) 897-0502
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Request for Public Records

Date: _____

| | |
|------------------|--|
| Requester: | |
| Mailing Address: | |
| City/State/Zip: | |
| Telephone: | |

I request: to inspect ☐ a copy ☐ the following record(s).

Please list records with reasonable particularity.

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Should the cost exceed \$ _____, please call me to discuss my request.

Signature: _____

* Upon receipt of written request for public records, the inspection shall be permitted immediately or as soon as is practical under the circumstances, but not later than fifteen days after receiving written request. If the inspection is not permitted within three business days, the custodian shall explain in writing when the records will be available for inspection or when the public body will respond to request. The three-day period shall not begin until the written request is delivered to the office of the Village Clerk. Documents 11"x17" or smaller may be obtained for one dollar (\$1.00) per page.

** The Village Clerk's office will email or fax documents, subject to the availability of staff time, and that by making a request for the Village to fax or e-mail the requested material **THE REQUESTER IS SPECIFICALLY WAIVING ANY TIME LIMITATIONS THAT ARE** applicable to a response under the Inspection of Public Records Act. **Request must be Paid in Advance.**

FOR OFFICE USE ONLY

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|---------------------|--|---------------|--|
| Number of pages: | | Copying cost: | |
| Method of delivery: | | Receipt No.: | |
| Received by: | | Date: | |

Village Staff _____
Comments: _____