



## 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.**


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.**

**There is no charge to inspect requested records in person in the presence of the Village Clerk or to have documents emailed. A reasonable fee will be charged for printed documents 11"x17" or smaller for one dollar (\$1.00) per page, audio or video footage is available by CD or Flashdrive for a \$10.00 fee. Request Must be Paid in Advance.**

#### FOR OFFICE USE ONLY:

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

Village Staff \_\_\_\_\_

Comments: \_\_\_\_\_