



P. O. Box 130  
Moriarty, NM 87035  
Phone: 505-832-4406

## Request for Public Records

Requestor: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

I request: to inspect  a copy  of 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 the request. The three-day period shall not begin until the written request is delivered to the office of the City Clerk. Documents 11" x 17" or smaller may be obtained for fifty cents (\$.50) per page, or per fee schedule.

### FOR OFFICE USE ONLY

Date Request Received: _____	Number of pages: _____
Method of delivery: _____	Cost and date notified: _____
Cost Acknowledged/Agreed to: _____	Receipt No/Date.: _____
City Staff Comments: _____	
<b>APPROVED:</b> _____	
<b>RECEIVED:</b> _____	