

REQUEST TO PUBLIC RECORDS REQUEST FORM

REQUESTING

Complete this form to inspect public records and submit it to Natalie Grine the Records Custodian, at 515 West High Street; or by email to ngrine@co.cibola.nm.us

Date:	
Requestor's Name:	
Requestor's Address:	
Telephone #:	
Email:	

Request Description: The request must describe the records sought in sufficient detail to enable the Records Custodian to identify and locate the requested records.

The Records Custodian must permit inspection immediately or as soon as practicable, but no later than 15 calendar days after the Records Custodian receives the request. If inspection is not permitted within 3 business days, the person making the request will receive a written response explaining when the records will be available for inspection or when the County of Cibola will respond to the request. If any of the records sought are not available for public inspection, the person making the request is entitled to a written response from the Records Custodian explaining the reasons inspection has been denied. The written denial shall be delivered or mailed within 15 calendar days after the Records Custodian received the request for inspection.

INSPECTION FEE Please Reference Resolution No. 16-20 Inspection of Public Records

Number of Pages: _____ Fee: \$ _____

I understand that there will be a fee associated with this request at the rate specified in **Resolution #16-20** and that I am responsible for making the payment before any copies are made.

I wish to arrange an appointment to inspect the records in person

I request that you send me copies of the records and I have enclosed payment for the reproduction fees and postage with this application.

Requestor's Signature: _____

FOR OFFICE USE ONLY

Date Received:	Received By:
Records Sent On:	Sent By:
Date Response Sent:	Sent By:
Viewed by Requestor On:	
Request Forwarded To: _____	