

REQUEST TO INSPECT PUBLIC RECORDS

[DATE] _____

TO: Mary Jo Valdez, Municipal Clerk
Records Custodian
City of Deming
1275 E. Pine Street
Deming, New Mexico 88030

FROM: [NAME OF REQUESTER] _____

[ADDRESS] _____

[TELEPHONE NUMBER] _____

I would like to inspect and copy the following records:

[LIST RECORDS WITH REASONABLE PARTICULARITY] –

If your agency does not maintain these public records, please let me know who does, and include the proper custodian's name and address.

I agree to pay the applicable fees for copying and transmitting the records. If the charges will exceed \$ _____, please call me to discuss. I understand that I may be asked to pay the fees in advance.

Procedures for Requesting Copies and Fees. If a person requesting inspection would like a copy of a public record, a reasonable fee may be charged. The fee for documents eleven inches by seventeen inches or smaller is \$.50 per page. The fee for larger documents is \$.75 per page. For records other than documents, the reasonable fee is \$5.00 per CD. The records custodian may request that applicable fees for copying public records be paid in advance, before the copies are made. A receipt indicating that the fees have been paid for making copies of public records will be provided upon request to the person requesting the copies.

Please provide a receipt indicating the charges for each document.

Thank you for your prompt attention to this matter.

Sincerely,

[SIGNATURE OF REQUESTER]