



# VALENCIA COUNTY MANAGER'S OFFICE

## REQUEST FOR PUBLIC RECORDS

In accordance with the New Mexico Public Records Act, NMSA 1978, 14-2-1et seq., as amended, I would like to inspect and /or copy the following documents: (Please identify records with reasonable particularity)

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Request is for: ☐ Inspection ☐ Copying ☐ Mailing ☐ Emailing ☐ Faxing

I promise to pay copying charges as listed in the Copy Fee Schedule. If the charges will exceed \$\_\_\_\_ please call me to discuss. I understand that I may be asked to pay the fee for copies in advance before copies are made.

Requestor's Name: \_\_\_\_\_ Requestor's Signature: \_\_\_\_\_

Requestor's Address: \_\_\_\_\_

Street/Mailing

City/State

Zip Code

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

*Within three business days, if inspection or copying has not been allowed, the appropriate County office will deliver or mail a notice to you explaining when inspection will be allowed or when the request will be responded to. Within fifteen days, the request must be allowed unless the County has denied the request or determined that it is excessively burdensome or broad. In that event, the appropriate County office will deliver or mail another notice to you informing you of the denial, or notice that additional time is needed to comply. For further information, please see the Attorney General's Compliance Guide at [www.ago.state.nm.us](http://www.ago.state.nm.us).*

### FOR DEPARTMENT USE ONLY

Date received: _____	3 Day deadline: _____	Notice sent: _____
Received by: _____	15 Day deadline: _____	Notice sent: _____
Allowed by: _____	Extension deadline: _____	Notice sent: _____
Disallowed for the following reason(s): _____	No. of copies: _____ Invoice No.: _____	Invoice date: _____
_____	Cost of copies: _____	Cost of postage: _____
_____	Remittance received: _____	Date completed: _____