

# Village of Tularosa

## Request to Inspect Public Records

1. **Name:** \_\_\_\_\_

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

\_\_\_\_\_

**Phone:** \_\_\_\_\_

2. **Description of Records Requested**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Any copy made of the record requested will be subject to the usual cost of reproduction charged by the Village Clerk. The undersigned agrees to pay such charges in advance of such copying.

**Do you want a copy of the records?** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

4. Inspection of public records will be allowed Monday – Thursday 8:00 a.m. to 4:00 p.m. and Friday 8:00 a.m. – 1:30 p.m. in the presence of a Village employee. Original records may not be removed from the Village office.

\_\_\_\_\_  
**Date of Request**

\_\_\_\_\_  
**Signature of person requesting records**

**Signature & Date received by Village Clerk** \_\_\_\_\_

I acknowledge that I have received the records requested.

\_\_\_\_\_  
**Date Received**

\_\_\_\_\_  
**Signature of person receiving records**

14-2-8(D) A custodian receiving a written request shall permit the inspection immediately or as soon as is practicable under the circumstances, but not later than fifteen days after receiving a 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 custodian.

14-2-10 If a custodian determines that a written request is excessively burdensome or broad; an additional reasonable period of time shall be allowed to comply with the request. The custodian shall provide written notification to the requester within fifteen days of receipt of the request that additional time will be needed to respond to the written request. The requester may deem the request denied and may pursue the remedies available pursuant to the Inspection of Public Records Act if the custodian does not permit the records to be inspected in a reasonable period of time.