

**VILLAGE OF LOS RANCHOS DE ALBUQUERQUE
REQUEST FOR PUBLIC RECORDS**

To: Annabelle Silvas, Village Clerk
RECORDS CUSTODIAN
Village of Los Ranchos de Albuquerque
6718 Rio Grande Blvd. N.W.
Village of Los Ranchos, NM 87107



From:

Name of Requester

Mailing Address

City / State / Zip

Telephone

DESCRIPTION OF PUBLIC RECORD(S) REQUESTED. (Please be specific)

I agree to pay \$.25 per page for copying charges. If the copying charges will exceed \$_____, please call me to discuss my request. I understand that I may be asked to pay the fee for copies in advance before any copies are made.

Signature of Requester

Date: _____

FOR OFFICE USE ONLY

Upon receipt of a written request for public records, the inspection shall be permitted 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 Village Clerk. Documents that are 11x17" may be purchased for (\$1.00) per page.

Number of Pages: _____
Copying Cost _____

Receipt No _____