



# REQUEST TO INSPECT PUBLIC RECORDS

Public records are available for inspection under the New Mexico Inspection of Public Records Act §§ 14-2

**Submitting Request:** Submit request directly to the custodian of records for The Village of Taos Ski Valley, NM 87525.

● Interim Village Clerk [msalazar@vtsv.org](mailto:msalazar@vtsv.org) 7 Firehouse Rd. Taos Ski Valley, NM 87525 575-776-8220 ext. 5

**Requests:** Request to inspect public records may be submitted to the records custodian orally or in writing. However, the procedures and penalties prescribed by the Inspection of Public Records Act apply only to written requests. A written request must contain the name, address, and telephone number of the person making the request.

**Date Request was Submitted** \_\_\_\_\_ **Email Address** \_\_\_\_\_

(Records that are readily available electronically and are not cumbersome may be emailed to you.)

### **Required Requester Information for Written Request**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Response to Request: The Village must permit inspection immediately or as soon as practicable, but no later than fifteen (15) calendar days after the records custodian receives the inspection request. If inspection is not permitted with three (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 Village will respond to the request. If any 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 with fifteen (15) calendar days after the records custodian received the request for inspection.

Description of Records being requested: \_\_\_\_\_

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Fee Schedule for Copies of Public Records: If a person requesting inspection would like a copy of a public record, a reasonable fee may be charged and **must be paid before copies are made.**

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|--|----------------------------------|
| Copy of records per page (11x17 or smaller)  | \$1.00 + Tax                     |
| Copy of records per page 22x34 or larger (normally plats and plans)  | Between \$3.00 and \$45.00 + Tax |
| Records that are readily available electronically and are not cumbersome                                       | \$ No Charge                     |
| Records that are available electronically, that must be put on a disc or flash drive (provided by the Village) | \$6.00 + Tax                     |
| Mailed records, in addition to the records cost  | Actual Postage Rate              |
| Faxed records per page, in addition to the records cost  | \$1.00 + Tax                     |
| Tax will be added, in addition to the records cost   | Tax Rate                         |
|  |                                  |

### FOR OFFICE USE ONLY

The above request is:

Approved Date records were provided: \_\_\_\_\_

Disapproved

Reason: \_\_\_\_\_

Village Clerk Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_