



Request to Inspect Public Records Form

City of Rio Rancho - Office of the City Clerk

3200 Civic Center Circle NE, Suite 150 Rio Rancho, NM, 87144

Phone: (505) 891-5004 Fax: (505) 994-2557

Email: clerk@rrnm.gov

Please complete all the information on this form completely and accurately. For questions or assistance, please call (505) 891-5004 or email clerk@rrnm.gov

Primary Contact: _____
First Name Last Name Title

Mailing Address: _____
Street City/State Zip

Date Phone Number Email address

Please list the records you wish to inspect below. Be as specific as possible.

No payment due at time request is submitted. Applicable fees must be paid in full prior to release of records.

Photocopies 25¢ per page (50¢ for 2 sided copies)

CD/DVD \$5.00

Electronic format, if available*

**Section 14-2-9, NMSA 1978 - a record shall be provided in electronic format when the record is available in electronic format at the time of the request, and an electronic copy is requested. The actual cost associated with downloading public records digitally may be charged.*

Records compiled from a database will be subject to the actual cost of materials and associated personnel time.

Section 14-3-18, NMSA 1978

I agree to all terms and conditions of this request: _____

I have inspected the requested documents: _____

I waive my right to inspect the requested documents, please provide copies of the records: _____

FOR OFFICE USE ONLY

Custodian: _____ **Date Responded:** _____