



# Village of Corrales

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Finance and Administration

## Request for Public Records

Date: \_\_\_\_\_

Requester:	
Address:	
City/State/Zip:	
Telephone:	

I request: to inspect  a copy  the following record(s).

**Please list records with reasonable particularity.**


Should the cost exceed \$ \_\_\_\_\_, please call me to discuss my request.

Signature: \_\_\_\_\_

Upon receipt of written request for public records, the inspection shall be permitted immediately or as soon as is practical under the circumstances, but not later than fifteen days after receiving 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 request. The three-day period shall not begin until the written request is delivered to the office of the Village Clerk. Documents 11"x17" or smaller may be obtained for one dollar (\$1.00) per page.

### FOR OFFICE USE ONLY

Number of pages:		Copying cost:	
Method of delivery:		Receipt No.:	
Received by:		Date:	

Village Staff  
Comments:

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