



The Village of Cloudcroft, New Mexico
OFFICE OF THE MAYOR - CLERK/ADMINISTRATOR
P.O. Box 317 ▪ Cloudcroft, New Mexico 88317
(575) 682-2411 ▪ Fax (575) 682-2042 ▪ www.villageofcloudcroftnm.net

REQUEST TO INSPECT PUBLIC RECORDS

William Denney Mayor

Barbara K. Garcia
Village Clerk/Treasurer

Jefferson Rhodes
General Counsel

Kevin Summers
Chief of Police

DATE: _____ **DIVISION:** _____

REQUESTOR INFORMATION (*please print*)

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

E-Mail Address: _____

Please check the appropriate box and be as specific as possible on documents:

I am requesting to: INSPECT ☐ or OBTAIN COPIES ☐.

Please identify the records sought with reasonable particularity:

I would like to receive the requested documents via:

EMAIL ☐ or MAIL ☐

If our Department does not maintain these public records, you will be notified in writing which Department maintains the records you are interested in. **Copies are \$0.25 per page and payment is due prior to receipt of documents.**

All Inspection of Public Records Requests are processed pursuant to the *Inspection of Public Records Act, §14.2.1 NMSA 1978*. The Village of Cloudcroft, New Mexico charges a copy fee for all requested documents. You will be notified in writing of the fee for your requested documents. Payment must be received prior to the disclosure of documents. It is a felony to tamper with, destroy, conceal, mutilate or remove public documents (§30-26-1, NMSA 1978).

Print Name of Requestor

Signature of Requestor