

REQUEST FOR PUBLIC RECORDS

The City of Alamogordo's public records are available for inspection as required by law to any person making such a request. Please provide the following information:

Name: _____

Company: _____

Address: _____

Phone No.: _____ E-mail address: _____

Describe the records you want to see as specifically as possible to assist us in answering your request:

Do you want copies of these records? Yes _____ No _____

If it is possible, Do you wish to have these records e-mailed to you? Yes _____ No _____

Any copy of the record(s) requested will be subject to the usual cost for copying of \$.50 per page for documents eleven inches by seventeen inches or smaller. The cost for larger documents will be determined based on the type of document. If the person requesting inspection would like any public records faxed to them, then an additional fee of \$1.00 per page will be charged to the requestor. If the person requesting inspection would like any public records mailed to them, then an additional fee to cover the actual postage rates will be charged to the requestor. The undersigned agrees to pay such charges in advance of copying. The time it will take to have your copies ready is based on the number and accessibility of the documents you request. The length of time for copying large numbers of records is subject to negotiation. This office will make every effort to provide records at the time of the request or as soon as possible without serious disruption to our other business. If your request is determined to be burdensome or overbroad, it will take us additional time to comply with it. If we need additional time to comply, you will be notified in writing by the third (3rd) day that more time will be necessary. For those individuals who are prevented from picking up their copies through some disability, accommodations will be made to deliver the copies.

If the information being requested is available electronically and readily available:

The cost of receiving records via e-mail is..... \$0.00 per e-mail transfer

The cost of receiving records on a CD/DVD is..... \$5.00 per CD/DVD

If the information being requested is not readily available..... Cost will be determined based on time required to put information together

Duplication of meeting cassette tapes:

Per audio tape \$7.50 each

If tape is provided..... \$5.00 each

(These charges include the cost of the blank cassette tapes used for duplication)

Public records are available for inspection between the hours of 8:00 a.m. and 5:00 p.m. on normal business days in the presence of the City Clerk or her authorized designee. Original records may not be removed from the City Offices.

Signature of Person Requesting Inspection/Copies

Date

City Clerk's Office, City Hall, 1376 E. Ninth Street, Alamogordo, NM 88310

Phone: (575) 439-4205

Fax: (575) 439-4396

(Revised 07/27/2010)