



CITY OF SANTA FE
REQUEST FOR PUBLIC RECORDS

In accordance with Section 14-2-1 NMSA 1978, as amended, I would like to inspect and/or receive copies of the following documents: (Please list records with reasonable particularity)

I promise to pay copying charges as listed in the attached Copy Fee Schedule. If the copying charges will exceed \$ _____, please call me to discuss. I understand that I may be asked to pay the fee for copies in advance before the copies are made.

Public records will be available from 8:00 a.m. to 5:00 p.m. on normal business days. Original records may not be removed from City of Santa Fe offices.

Name of Requester _____ Date _____

Signature _____ Telephone Number _____

Address _____ E-mail Address _____

City _____ State _____ Zip _____

FOR DEPARTMENT USE ONLY

The request to inspect public records is:
Approved _____
Disapproved for the following reason(s):

3 Day Deadline _____
15 Day Deadline _____
Date Completed _____
No. of Copies _____
Cost _____
Receipt No. _____