



REQUEST TO INSPECT PUBLIC RECORDS

Public records are available for inspection under the New Mexico Inspection of Public Records Act §§ 14-2

Submitting Request: Submit request directly to the custodian of records for The Village of Taos Ski Valley, NM 87525.

- Village Clerk msalazar@vtsv.org 7 Firehouse Rd. Taos Ski Valley, NM 87525 575-776-8220 ext. 5

Requests: Request to inspect public records may be submitted to the records custodian orally or in writing. However, the procedures and penalties prescribed by the Inspection of Public Records Act apply only to written requests. A written request must contain the name, address, and telephone number of the person making the request.

Date Request was Submitted _____ **Email Address** _____

(Records that are readily available electronically and are not cumbersome may be emailed to you.)

Required Requester Information for Written Request

Name: _____ **Phone Number:** _____

Physical Address: _____

Response to Request: The Village must permit inspection immediately or as soon as practicable, but no later than fifteen (15) calendar days after the records custodian receives the inspection request. If inspection is not permitted with three (3) business days, the person making the request will receive a written response explaining when the records will be available for inspection or when the Village will respond to the request. If any records sought are not available for public inspection, the person making the request is entitled to a written response from the records custodian explaining the reasons inspection has been denied. The written denial shall be delivered or mailed with fifteen (15) calendar days after the records custodian received the request for inspection.

Description of Records being requested: _____



Fee Schedule for Copies of Public Records: If a person requesting inspection would like a copy of a public record, a reasonable fee may be charged and **must be paid before copies are made.**

Copy of records per page (11x17 or smaller)	\$1.00 + Tax
Copy of records per page 22x34 or larger (normally plats and plans)	Between \$3.00 and \$45.00 + Tax
Records that are readily available electronically and are not cumbersome	\$ No Charge
Records that are available electronically, that must be put on a disc or flash drive (provided by the Village)	\$6.00 + Tax
Mailed records, in addition to the records cost	Actual Postage Rate
Faxed records per page, in addition to the records cost	\$1.00 + Tax
Tax will be added, in addition to the records cost	Tax Rate

FOR OFFICE USE ONLY

The above request is:

___Approved Date records were provided:_____

___Disapproved

Reason:_____

Village Clerk Printed Name: _____Signature: _____