McKinley County Government
REQUEST TO INSPECT PUBLIC RECORDS

P.O. BOX 70
207 W. HILL AVE.
Gallup, New Mexico 87305
T. (505) 863-1400 F. (505) 863-6362

Name:	Date:	
Address:	Telephone#:	
City:	State:	Zip Code:

I WOULD LIKE TO INSPECT THE FOLLOWING RECORDS (BE SPECIFIC)

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

I understand that I have the right to inspect existing public records during regular business hours. I further understand that the McKinley County Government is under no obligation to create records or materials that do not currently exist. If I am requesting copies of the requested recorders, I promise to pay the reasonable fees for copying the records, as specified on the bottom of this form.

_____ _____
Signature of Requester Date

Pursuant to §14-2-8(D) of the Inspection of Public Records Act, the information requested shall be ready for inspection within three (3) business days or it shall be explained in writing when the records will be available for inspection.

OFFICE USE ONLY

FEES:

_____ Photocopies $1.00 per page
_____ Photocopies (larger than 11”x 17”): TBD
_____CD/DVD $5.00
_____ Cassette (Video or Audio) $5.00

Date Received:	Date of Inspection or Copies Provided or other Purpose