MCKINLEY COUNTY

REQUEST TO INSPECT PUBLIC RECORDS

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 McKinley County is under no obligation to create records or materials that do not currently exist. If I am requesting copies of the records I wish to inspect, I promise to pay the reasonable fees for the copying of the records as specified on the bottom of this form.

_____ _____

Signature of Requestor 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 $0.50 per page (one-sided)
_____ 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:

207 W. Hill Ave. Gallup, New Mexico 87301 P.O. Box 70 Gallup, NM 87305
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