



Small Community • Big Possibilities



ADMINISTRATION DEPARTMENT

VILLAGE OF LOS LUNAS REQUEST TO INSPECT PUBLIC RECORDS

TO: _____
(Printed Records Custodian's Name)

As provided for in the Inspection of Public Records Act, Section 14-2-1 through 14-2-16, NMSA 1978 the Village of Los Lunas and its employees who have in their possession public records are obligated to make such records available upon proper request by third parties.

Please complete the following information:

I _____, _____, _____
(Print Name) (Mailing Address) (Telephone Number)

am requesting the following public records from the Village of Los Lunas. Please include the date of the public records being requested.

I promise to pay the copying fees in accordance with the Village of Los Lunas' policy. If the copying fees exceed \$ _____, please call me to discuss. I understand that I may be asked to pay the fee for copies in advance of the copies being made if the cost exceeds \$25.00. Please provide a receipt indicating the copying charges.

Signature of Requester

Date

(For Official Use Only)

Date records will be provided: ___/___/___ Cost of providing copy of records: \$_____

Signature of Records Custodian: _____
(Revised 1/22)

CHARLES GRIEGO
MAYOR

GINO ROMERO
COUNCILOR

JAMES T. RUNYON
COUNCILOR

CRUZ MUÑOZ
COUNCILOR

CHRISTOPHER S. ORTIZ
COUNCILOR

GREGORY D. MARTIN
VILLAGE ADMINISTRATOR