Town of Mesilla
Office of the Town Clerk
2670 Calle de Parian – P.O. Box 10
Mesilla, NM 88046

REQUEST TO INSPECT PUBLIC RECORDS

Name of Requester:		Date of Request:
Street Address:		
Telephone No.:		
City:	State:	Zip Code:

INSPECTION CRITERIA:

I would like to inspect and/or obtain copies of the following: (list the records with reasonable distinctiveness.)

CHARGES:

__ PHOTOCOPIES = 0.25 PER PAGE	__ CASSETTE TAPE = $5.00 PER TAPE	__ COMPUTER DISK = $5.00 PER DISK

I agree to pay the total duplication charge and I am to pay the fees in advance.

Signature of Requestor□

FOR OFFICE USE ONLY

Department/Custodian:	Amount Received:	Receipt #:
Date Request Responded to:		# of days elapsed:

Form Letter Sent:

____Three Day Letter _____Wrong Custodian Letter _____Excessively Burdensome Letter _____Denial Letter