

Procedure for Record Requests:

1. Forms can be requested from any department, the Receptionist, the City Clerk or the Deputy Clerk. All requests will be handled by the City Clerk.
2. Fill out form completely, including your name, address and a number that you can be contacted to pick up your request.
3. Make sure your request is legible and that it is as detailed as possible with regard to dates and specific information requested to allow faster processing. Also make sure you indicate if you want copies made or if you only want to inspect records.
4. You can return this form to the receptionist, the City Clerk, or the Deputy Clerk, who will note the date of your request on the form.
5. This form can also be mailed to: *City Clerk's Office 405 Paseo de Oñate, Española, NM 87532* or faxed to: **505-747-6084**, *Attention City Clerk*.
6. Some requests will not be available immediately, in which case you will be notified by the third business day after your request that they are not yet available, and given a date that the records will be available.
7. Unless the request is considered "broad and burdensome" according to the Inspection of Public Records Act, the records must be provided to you within 15 calendar days of your request.
8. Keep in mind that although most records are public information, some records are not subject to public inspection according to the Inspection of Public Records Act (IPRA). You can inspect the entire Act upon request to anyone in the City Clerk's Office, including the receptionist. You can also find the Act online at:
www.ago.state.nm.us/divs/civil/IPRAFourthEdition2003.pdf