



TOWN OF EDGEWOOD REQUEST TO INSPECT PUBLIC RECORDS

By law, under the Inspection of Public Records Act, every person has the right to inspect public records of the Town of Edgewood. The Act makes compliance with requests to inspect public records an integral part of the routine duties of the officers and employees of the Town of Edgewood.

Request to inspect public records should be submitted to the records custodian (Town Clerk) located at 171A State Road 344 or mail to P.O. Box 3610, Edgewood, New Mexico 87015.

Telephone (505) 286-4518 or Fax (505) 926-9061 or e-mail: clerk@edgewood-nm.gov

A reasonable fee will be charged. The fee for documents eleven by seventeen inches (11"x17") or smaller is currently .25¢ per sheet. The fee for larger documents will be at the cost to print per page, (the Town may need to have copying done by an outside source). For records other than documents, the reasonable fee will be at the cost to reproduce the document.

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP CODE: _____

TELEPHONE/CELL: _____

ITEM(S) REQUESTED:

Signature of Person requesting public record (s)

Date Submitted

Date Request completed: _____

Total cost of copies: _____

Completed by: _____