



# REQUEST TO INSPECT PUBLIC RECORDS



1. Date:

*Date of Request*

2. Requester Name:

*First Name*

*Middle Name*

*Last Name*

3. Requester Organization

*Organization Name*

3. Initial Below:

I would like the ENMWUA to email my records request:

*Initial*

I would like the ENMWUA to mail my records request:

*Initial*

I agree to pay, in advance, the applicable fees to produce documents. If the charges will exceed \$ \_\_\_\_\_, Please contact me.

4. Records Request:

5. Most Preferred Method of Communication:

Phone Call

Email

6. Contact Information

My Email

Phone:

Any Questions or Concerns Contact ENMWUA Records Custodian:

Orlando Ortega, ENMWUA Administrator

575-935-4262

[oortega@enmwua.com](mailto:oortega@enmwua.com)

If ENMWUA does not maintain these public records, you will be notified of such in writing and directed to the entity that maintains the records you are interested in if known by the ENMWUA. A fee schedule of costs is available from the ENMWUA

All Inspection of Public Records Requests are processed pursuant to the Inspection of Public Records Act, §14.2.1 NMSA 1978. The ENMWUA charges a copy fee for all requested documents. You will be notified in writing of the fee for your requested documents. Payment must be received prior to the disclosure of documents. It is a felony to tamper with, destroy, conceal, mutilate, or remove public documents (§30-26-1, NMSA 1978).

7. Signature

Date of Signature

*MM*

*DD*

*YY*