VILLAGE OF RUIDOSO
313 CREE MEADOWS DRIVE, RUIDOSO, NM 88345
PUBLIC INFORMATION REQUEST
(Please Print or Type)

The Village of Ruidoso's public records are available for inspection as required by the New Mexico Inspection of Public Records Act to any person making such a request. Please provide the following information:

Name: _____Telephone No: (____)_____

Mailing Address:_____

Company Name : _____ City:_____ State:_____ Zip:_____

Please check one of the following:

_____ I want to inspect / review this information. _____ I would like copies of this information.

Public Information Sought (be as specific as possible):

_____
_____
_____
_____

Any copy of the record(s) will be subject to the usual cost of copying of $.50 per page for documents eleven inches by seventeen inches or smaller. The cost of larger documents will be determined based on the type of document. If the person requesting inspection would like any public records faxed to them, then an additional fee of $1.00 per page will be charged to the requestor. If the person requesting inspection would like any public records mailed to them, then an additional fee to cover the actual postage rates will be charged to the requestor. The undersigned agrees to pay such charges of copying. The time it will take to have your copies ready is based on the number and accessibility of the documents you request. This office will make every effort to provide records at the time of the request or as soon as possible without serious disruption to our other business. If your request is determined to be burdensome or overbroad, it will take us additional time to comply with it. If we need additional time to comply, you will be notified in writing by the 3rd day that more time will be necessary. Other costs are as follow:

The cost of receiving records on a CD …….……. $12.00 each
Duplication of Business Registration List ……. $50.00
Duplication of meeting cassette tapes ……....$12.00 each ($10.00 if cassette tape is provided)

Public records are available for inspection between the hours of 8:00 a.m.-12:00 p.m. and 1:00 p.m.-4:30 p.m. on regular business days in the presence of the Village Clerk or her authorized designee. Public records requests for the Ruidoso Police Department will be handled and processed at the Ruidoso Police Department at their established fee schedule. Original records may not be removed from the Village offices. Requests received after 3:00 p.m. will be considered a transaction for the following business day.

_____ _____
Signature of Person Requesting Inspection/Copies Date

FOR GOVERNMENT USE ONLY!
(Please Print or Type)

Date of Receipt:_____ Time of Receipt:_____

Received by:_____
(Signature and Title)

(Revised by Village Clerk on 1/12/09)