



**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.

A request to inspect public records should be submitted to the records custodian (Town Clerk) located at 171A State Road 344, Edgewood, NM 87015 or mail to P.O. Box 3610, Edgewood, NM 87015. Telephone (505) 286-4518 or Fax (505) 926-9061 or e-mail: [clerk@edgewood-nm.gov](mailto:clerk@edgewood-nm.gov).

A reasonable fee will be charged to requester. The fee for documents 11"x17" or smaller is currently 1.00 per sheet. The fee for larger documents will be the cost to print each larger 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.

REQUESTER'S NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE (\_\_\_\_) \_\_\_\_\_

ITEM(S) REQUESTED (be as specific as possible): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNATURE of Person requesting public record(s) \_\_\_\_\_

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FOR TOWN USE:

*Date Submitted:* \_\_\_\_\_

*Date Request completed:* \_\_\_\_\_

*Total cost of copies:* \_\_\_\_\_

*Completed by:* \_\_\_\_\_