



PUBLIC RECORDS REQUEST FORM

By law, under the Inspection of Public Records Act, NMSA 1978 Section 14-2-1 *et seq.*, every person has the right to inspect public records of the County of Socorro. The Act also makes compliance with requests to inspect public records an integral part of the routine duties of the officers and employees of the County of Socorro. To view Socorro County's board resolution and full procedures, please visit the Manager's page on our website at www.socorrocounty.net.

REQUESTING

Complete this form to request to inspect public records should and submit it to Michael Hawkes, the Records Custodian, at 210 Park St., Socorro, NM 87801; or Mailing Address: P.O. Box I, Socorro, NM 87801 or by email to mhawkes@co.socorro.nm.us.

Requestor's Name: _____

Requestor's Address: _____

Telephone #: _____ Email: _____

Request Description: The request must describe the records sought in sufficient detail to enable the Records Custodian to identify and locate the requested records. **The records custodian is not required to compile information from the public body's records or otherwise create a new public record in response to a request**

The Records Custodian must permit inspection immediately or as soon as practicable, but no later than 15 calendar days after the Records Custodian receives the request. If inspection is not permitted within 3 business days, the person making the request will receive a written response explaining when the records will be available for inspection or when the County of Socorro will respond to the request. If any of the records sought are not available for public inspection, the person making the request is entitled to a written response from the Records Custodian explaining the reasons inspection has been denied. The written denial shall be delivered or mailed within 15 calendar days after the Records Custodian received the request for inspection.

I wish to arrange an appointment to inspect the records in person

I request that you send me copies of the records and I have enclosed payment for the reproduction fees and postage with this application (see page 2 for fee details).

Requestor's Signature: _____ Date: _____

FOR OFFICE USE ONLY

Date Received: _____ By: _____ Date Response Sent: _____ By: _____

Records sent on _____ By _____ OR viewed by Requestor on: _____

FEE SCHEDULE

Requests to receive copies and information by mail must also include payment for postage and paid in advance.

If a person requests a copy of a public record, a fee pursuant to Resolution 2017-32 will be charged and fees must be paid in advance, prior to reproduction.

Item Pursuant to BOCC Resolution 2017-32	Cost
Hard Copies or Photo Copies	\$0.50 per page
Hard Copies with Redaction	\$0.50 per page & \$1.00 per redaction
Documents Scanned to Electronic Format	\$2.00 for the first page, \$0.50 per page thereafter
Documents/Images Faxed	\$2.00 for the first page, \$0.50 per page thereafter
Documents Redacted then Scanned to Electronic Format	\$1.00 per page
Ordinances & Resolutions printed or emailed	\$0.50 per page
Reader/Printer Copies	\$0.50 per page
Newspaper	\$1.00 per page
18" x 24" Plats	\$4.00
24" x 36" Plats	\$6.00
36" Plus Plats	\$6.00 plus \$1.00 for each additional foot
Electronic Data	\$5.00 per CD or USB plus \$0.10 per document/page/image
Voter List on CD	\$50.00 per CD
Voter List Hard Copy	\$25.00 setup fee plus \$5.00 per 1000 names
List of Absentee Voters	\$15.00 setup fee plus \$0.05 per page
Voter Labels	\$20.00 per 1,000 records
Assessor NOV Database File	\$100 per electronic file
Treasurer Tax Bill Database File	\$100 per electronic file
Probate Forms Package	\$5.00 per packet
Certification of an Official document	\$1.50 per certification Plus \$0.50 per page
Certified Duplicate of Marriage License	\$1.50 per certification Plus \$0.50 per page
Returned Check Fee	\$25.00
Notary Public Fee	\$5.00 per individual
Clerk's Office Search Fees	\$20.00 per hour