

## **Request Public Records**

Requests for public records are governed by the New Mexico Inspection of Public Records Act Section 14-2.1 NMSA 1978, and amended by the County's Public Records Policy.

The New Mexico Inspection of Public Records Act is intended to provide the public with access to information about governmental affairs. The law requires public access to the vast majority of public records with a few exceptions. Each state agency and local governmental entities have designated a records custodian to whom requests to inspect records should be addressed. [New Mexico Inspection of Public Records Compliance Guide](#).

### **Options for Submitting a Public Records Request**

1. *Complete the request form in person at the Mora County Clerk's Office.*

Deliver the completed form to the Public Records Custodian at the Mora County Clerk's Office,  
1 Court House Drive, Room 105.

2. *Mail in the request form to:*

Mora County Clerk's Office  
1 Court House Drive  
Mora, NM 87732

3. *Fax in the request form to:*

(575) 387 9023

4. *Email the request form to:*

[eduran@countyofmora.com](mailto:eduran@countyofmora.com)

### **Fee:**

- \$0.50- per page (includes 8 ½ x 11, 8 ½ x 14, and Micro film copies)
- \$2.50- per electronic Survey/Plat copy
- \$10.00- per Large Survey/Plat copy
- \$5.00- per Small Survey/Plat copy
- \$5.00- thumb drive (provided by County)
- \$3.00- certified copy

### **Contact the Public Records Custodian**

**Elena L. Duran** - **Deputy Clerk**

Public Records Custodian  
1 Court House Drive, Ste.105  
Mora, NM 87732,  
PO Box 360  
Mora, NM 87732  
Ph: (575) 387-2448  
Fax: (575) 387-9023

### **Hours**

Public Records requests will be accepted during the workweek Monday-Thursday from 8 a.m. to 4:30 p.m.

**Original Records:** Original records may not be removed from County of Mora Offices.



## COUNTY OF MORA REQUEST FOR PUBLIC RECORDS

In accordance with Section 14-2.1 NMSA 1978, as amended, I would like to inspect and/or copy the following documents: (Please list records with reasonable particularity)

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I promise to pay copying charges as listed in the attached Copy Fee Schedule. If the copying charges will exceed \$ \_\_\_\_\_, please call me to discuss. I understand that I may be asked to pay the fee for copies in advance before the copies are made.

Public records will be available from 8:00 a.m. to 4:30 p.m. on normal business days. Original records may not be removed from Mora County Offices.

\_\_\_\_\_  
Name of Requester (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email

\_\_\_\_\_  
Mailing Address

### FOR DEPARTMENT USE ONLY

The request to inspect public record is:

Approved \_\_\_\_\_

Disapproved for the following reason(s)

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3 Day Deadline \_\_\_\_\_

15 Day Deadline \_\_\_\_\_

Date Completed \_\_\_\_\_

No. of Copies \_\_\_\_\_

Cost \_\_\_\_\_

Receipt No. \_\_\_\_\_