

Request Public Records

Request 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 government 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

- 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 Courthouse Drive, Room 105
- Mail in the request form to Mora County Clerk's Office, 1 Courthouse Drive – PO Box 360, Mora, NM 87732
- Fax the request form to (575) 387-9023
- Email the request form to: ipra@countyofmora.com

Fees Schedule:

- \$0.50 per page (includes 8 ½ x11 and 8 ½ x 14)
- \$2.50 per Electronic Survey/Plat
- \$10.00 per Large Survey/Plat (32"x36")
- \$5.00 per Small Survey/Plat (24"x36")
- \$10.00 digital drive (Provided by the County)
- \$3.00 certified copy

Please be advised several Clerk's records are currently not digitized and will therefore require a printed copy (fee associated), even when provided electronically.

Contact the Public Records Custodian

Elena L. Duran, Records Custodian

Email: ipra@countyofmora.com

Address: 1 Courthouse Drive – PO Box 360, Mora, NM 87732

Phone: (575) 387-2448

Fax: (575) 387-9023

Hours

Public Records requests will be accepted during regular business hours. Monday through Friday, 8:00 a.m. to 4:30 p.m., winter hours and Monday through Thursday, 7:30 a.m. to 5:30 p.m., summer hours.

Each request will be processed in the order in which it is received.



COUNTY OF MORA REQUEST TO INSPECT PUBLIC RECORDS

In accordance with the Inspection of Public Records Act (IPRA) 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. (Please print)

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 copies are made.

Public records will be available during normal business hours. Original records may not be removed from Mora County Offices.

Name of Requester (Please print) _____ Date _____

Signature _____ Telephone Number _____

Mailing Address _____ Email Address _____

FOR DEPARTMENT USE ONLY

3 Day Deadline _____
15 Day Deadline _____
Date Completed _____
Number of Copies _____
Cost \$ _____