



Office Of the County Clerk

Elisa Bro

Phone (505) 285-2535 Fax (505) 285-2562
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515 W. High Street
P.O. 190 Box
Grants ,N.M. 87020

NOTICE OF PUBLIC INSPECTION OF RECORDS

Pursuant to the Inspection of Public Records Act and in accordance with Senate Bill 52, Chapter 181 and House Bill 160, Chapter 182 which were amended, passed and signed by the Governor during the 50th legislature every person has a right to inspect public records. Listed below are the procedures for requesting a public record, an on line form that may be faxed or mailed with reference to your specific need. Also, listed are the Cibola County Clerk's fees prescribed by law and contact numbers for the designated records custodian(s).

If you require information that pertains to Bureau of Elections or Recording and Filing please direct your request to the records custodian:

Jaclyn Billy
Election Coordinator
505-285-2554

RayAnn Garcia
Election Clerk
505-285-2538

Natalie Grine
Recording/Filing Supervisor
505-285-2535

Procedures for requesting inspection of Public Records: A person wishing to inspect public records may submit a public records request to the designated records custodian, verbally or in writing. However, the procedures and penalties described in the Inspection of Public Records Act apply only to written requests. A written request must contain the name, address and telephone number of the person seeking access to the records. The request must describe the records sought in detail so that the records custodian can identify and locate the records. Please refer to on-line form.

Written Request should be submitted to the attention of the designated custodian listed above:

Cibola County Clerk
515 W. High Street
P.O. Box 190
Grants, NM 87020
Phone: 505-285-2535/Fax: 505-285-2562

Inspection will be allowed as soon as practicable, but no later than fifteen (15) calendar day after the records custodian receives the inspection request.

Procedure for requesting copies of Public Records: Copies of public records may be obtained from the designated records custodian at: P.O. Box 190 Grants, NM 87020. Inspection of public records is allowed by appointment during regular business hours 8:00 A.M. to 4:45 P.M., Monday through Friday-except legal holidays. Please contact the designated custodian by phone to schedule an appointment for inspection. A reasonable fee will be charged for copies. The records custodian may request the fee for copying public records be paid in advance, before the copies are made. A receipt showing that the fees have been paid for making copies of public records will be provided.



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Request to Inspect Public Records Form

Please type or print legibly.

Name of Requestor: _____

Address of Requestor: _____

Home Phone: _____ Cell Phone: _____

E-Mail Address: _____ Record Custodian's Name: _____

Pursuant to the public Inspection Act, section 14-2-1 to 12 NMSA 1978, I am requesting the following copies; or I would like to inspect the following document (s) (please circle one or both if you wish to inspect and then request copies). Please identify in exact detail the information that you are requesting copies of or the document(s) you wish to inspect.

Note: There is \$1.00 fee per printout which shall be paid upon delivery. Public records are available for inspection between 8:00 am 5:00 pm, Monday through Friday except legal holidays. **All inspection of public records will be conducted by appointment only and in the presence of the records custodian or designee.**

Signature of Requestor

OFFICE USE ONLY		
Invoice#	Date Received	Date Inspected
_____ Three Day Letter Sent	Date: _____	Initials _____
_____ Wrong Custodian Letter Sent	Date: _____	Initials _____
_____ Burdensome Letter Sent	Date: _____	Initials _____
_____ Denial Letter Sent	Date: _____	Initials _____
_____ Other Letter Sent	Date: _____	Initials _____