



**ALBUQUERQUE METROPOLITAN ARROYO FLOOD
CONTROL AUTHORITY
PUBLIC RECORDS REQUEST FORM**

A person wishing to inspect public records may submit a request to the records custodian orally or in writing. However, the procedures and penalties prescribed by the Inspection of Public Records Act (IPRA) apply only to written requests. **A written request must contain the name, address, and telephone number of the person making the request. The request must describe the records sought in sufficient detail to enable the records custodian to identify and locate the requested records.**

Person requesting information:

Name: _____

Address: _____

Telephone No.: (_____) _____

Email: _____

If a person requesting inspection would like a copy of a public record, a reasonable fee may be charged. AMAFCA shall not charge fees in excess of .50 cents per page for documents 11 X 17 inches or smaller. The charge for a CD is \$2.00 unless a new unopened CD is furnished.

The records custodian may request that applicable fees for copying public records be paid in advance, before the copies are made. A receipt indicating that the fees have been paid for making copies of public records will be provided upon request to the person requesting the copies.

Request: **Inspection**

Copy/Duplicate AMAFCA will provide copies in the following formats:

Paper

CD (if available in electronic format)

email (if available in electronic format)

Delivery preference:

On-Site Pick-Up (copy charge in accordance with above)

USPS First-Class Mail (postage will be charged)

Electronic (if available in electronic format)

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Provide a detailed description of the record(s) requested, including: (1) type of record and (2) subject matter or key words related to the records. Under the IPRA, identify the records sought with reasonable particularity. As such, your record request must provide enough detail to enable the records custodian responding to the request to identify the specific record(s) you are seeking.

Attach additional sheets for the above detailed description, if necessary.

Printed Name of Requestor: _____

Signature of Requestor: _____

Today's Date: _____

A custodian receiving a written request shall permit the inspection immediately or as soon as is practicable under the circumstances, but not later than fifteen days after receiving a written request. If the inspection is not permitted within three business days, the custodian shall explain in writing when the records will be available for inspection or when the public body will respond to the request. The three-day period shall not begin until the written request is delivered to the office of the custodian. For purposes of the deadlines imposed by the Act, the day the written request is received is not counted.

Please provide this form via **one** of the following avenues:

Address: AMAFCA
Attn: Records Custodian
2600 Prospect Avenue NE
Albuquerque, NM 87107

FAX: (505) 884-0214 or **email:** recordsrequest@amafca.org