

Sharon Armijo
Clerk – PO Box 197
(575) 533-6400

Joyce Laney
Treasurer – PO Box 407
(575) 533-6384

Lillie Laney
Assessor – PO Box 416
(575) 533-6577

Keith Hughes
Sheriff – PO Box 467
(575) 533-6222

Lucinda Howell
Probate Judge



Reserve, New Mexico 87830

Anita A. Hand
Commissioner
District No. 1

John Cliff Snyder
Commissioner
District No. 2

Haydn Forward
Commissioner
District No. 3

Commission Office
PO Box 507 – (575) 533-6423
FAX (575) 533-6433

Stan Brown
Interim County Manager

REQUEST TO INSPECT PUBLIC RECORDS

In accordance with the Inspection of Public Records Act (IPRA) Section 14-2-1 NMSA 1978, as amended, every person has the right to inspect public records maintained by Catron County, with certain exceptions. A “public record” is defined to include any document, tape or other material, regardless of form, that is used, created, received, maintained or held by or on behalf of a public body, and is related to public business. **Fees shall be collected when the request for documents is received.**

Do not use this form to request information. This form should only be used to request public records as defined above.

Date: _____

First Name Last Name

Address

City State Zip

Email Address Phone Number

PLEASE IDENTIFY THE DEPARTMENT AND THE RECORDS SOUGHT WITH REASONABLE PARTICULARITY:

(Please print)

Please see the fee schedule below:

- Photocopies up to 11"x17" \$.50/one-sided page
- Photocopies/two-sided \$.75
- \$.50/one-sided page in excess of 3 pages for Summary of Tax statements (Treasurer's Office)
- \$.50/one-sided page in excess of 3 pages for Property Records Cards (Assessor's Office)

Large Documents/Plots (excluding Assessor's Office GIS copies)

- \$3.00/copy larger than 11"x17" up to 18"x23"
- \$5.00/copy size 18"x24"
- \$8.00/copy size larger than 18"x24" (fulfilled with County Clerk Equipment)

Assessor's Office GIS copies and Electronic Data

- Hard Copy Rates

Page Size	Black & White	Aerial/Color
A- 8 ½" x 11"	\$0.50	\$1.00
8 ½" x 14"	\$1.75	\$3.50
B- 11" x 17"	\$2.25	\$4.25
C- 17" x 22"	\$3.50	\$6.75
D- 22" x 34"	\$4.25	\$8.50
E- 28" x 40"	\$5.50	\$11.00
36" x 36"	\$7.00	\$14.00
F- 34" x 44"	\$8.50	\$17.00
36" plus-per ft.	\$2.50	\$5.00

- \$15.00/hr. for custom mapping plus material rates per chart above.
- \$15.00/hr. for research and retrieval of general electronic data.
- \$10.00 for postage and material for general electronic data.
- \$350.00 for GIS data disk. (Includes postage and material.)

Electronic Data (exists in electronic format at time of request)

- \$10.00 per CD
- No fee to email existing documents

Documents Scanned or Faxed

- \$2.50 per document scanned to electronic format plus electronic data fees (for documents that do not exist in electronic format at time of request)
- \$2.50 per document faxed (for documents that exist in hard copy format at the time of request)
- \$2.50 per document faxed plus copy fees (for documents that do not exist in hard copy format at time of request)

Postage Fees

- Actual fees associated with mailing request via USPS certified, return receipt.