

Date: _____

TO: Clerk-Administrator
Village of Cimarron
PO Box 654
Cimarron, NM 87714

I would like to inspect and copy the following documents:
(Please list records with reasonable particularity) _____

If your agency does not maintain these public records, please let me know who does, and include the proper custodian's name and address.

I promise to pay \$_____ per page for copying charges. 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 you make any copies.

Please provide a receipt indicating the copying charges for this request.

Thank you for your prompt attention to this matter.

Signature

Please print:

Name

Address

Telephone Number