



**PUBLIC RECORDS REQUEST FORM**

DAMDWCA is not a private water company but is a mutual domestic water association, which is a political subdivision of the State of New Mexico. The New Mexico Inspection of Public Records Act applies to all requests for public records held by DAMDWCA. Most records of DAMDWCA are public records which may be reviewed and copied, for a reasonable charge, by members of the public. Please fill out this form to request DAMDWCA public records so that the Association is able to provide you with a timely and accurate response to your request.

Requestor

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Other contact: \_\_\_\_\_ (email, fax, etc.)

Preferred method of contact:       Phone       Email

Other

Subject Matter of Request

\_\_\_\_\_

Documents Requested (list documents as specifically as you can)

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

5. \_\_\_\_\_  
\_\_\_\_\_

Type of Review Requested

- Inspection of records at DAMDWCA Office
  - Inspection will be scheduled with you and DAMDWCA staff
  
- Copies of documents
  - DAMDWCA charges per page for regular copies
  - Special copying (large pages, photos, color) is at DAMDWCA cost from outside servicer, plus staff administrative cost (an estimate will be provided to you)
  
- Other
  - Special requests are not ordinarily required by the Inspection of Public Records Act, but DAMDWCA will consider them and contact you with its response

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Staff Comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_