

**LOWER GALLINAS LAND GRANT (LGLG)
REQUEST FOR PUBLIC INFORMATION**

NMSA 1978, Section 14-2-8(D) states that a written request to inspect public records “shall provide the name, address and telephone number of the person seeking access to the records and shall identify the records sought with reasonable particularity.”

Personal/Required Information:

- Date: _____
- Your name: _____
- Your email address: _____
- Your mailing address (Street address – City – State – Zip Code):

- Your phone number(s): _____ (Cell) _____ (Home)

Your Request (please include all information that could help fulfill this request):

Fee Schedule:

- There is no fee for IPRA request responses that are transmitted digitally via email.
- The fee for hard copies after the first 10 pages are:
 - 25 cents per page – 8.5” by 11”
 - \$1 per page – 8.5” by 14” or larger
 - Two sided copies count as two pages

Obtainable Information:

- The Inspection of Public Records Act (IPRA) does not allow for “rolling requests,” requests into the future. The public body will only provide documents that exist at the time the request is received.
- IPRA does not require a public body to create any new record; only standard records that are completed at the time of the request will be provided.