

NOTICE OF RIGHT TO INSPECT PUBLIC RECORDS

The City Clerk is the custodian of public records for the City of Española. The Clerk is responsible to receive and respond to requests for records and to provide the opportunity to inspect records. Inspection of public records is allowed by appointment during regular business hours 8:00 A.M-5:00 P.M, Monday through Friday – except legal holidays. Please contact the City Clerk by phone or email to schedule an appointment for inspection.

Anna Squires
Española City Clerk
405 N. Paseo de Oñate
Espanola, NM 87532
(505) 747-6019
asquires@espanolanm.gov

A person wishing to inspect public records may submit a public records request to the City Clerk, verbally, via e-mail or in writing. However, the procedures and penalties described in the Inspection of Public Records Act apply only to written requests. A written request must contain the name, address and telephone number of the person seeking access to the records. The request must describe the records sought in detail so that the records custodian can identify and locate the requested records. Please refer to the following link for the Records Request Form:
<http://www.cityofespanola.org/Forms/RecordRequest.pdf>

Inspection will be allowed as soon as practicable, but no later than fifteen (15) calendar days after the records custodian receives the inspection request.
PLEASE NOTE: Copying fees of \$0.25 per page will be charged for the first fifty (50) pages and \$0.10 for each page thereafter.