Inspection of Public Records Act Request

Name:

Mailing Address and/or Email Address:

Telephone Number:

Detailed description of item(s) requested:

Upon receipt of a written request, inspection will be permitted immediately or as soon as practicable, but not later than 15 days. The 15-day period shall not begin until the written request is delivered to the Records Custodian located in the Office of the President. If any of the records sought are not available for public inspection, the person making the request is entitled to a written response from the Records Custodian explaining the reasons inspection has been denied. The written denial shall be delivered or mailed within 15 days following the receipt of the request.

Records Custodian, Office of the President, P.O. Box 680, Silver City, NM 88062
Phone: (575) 538-6238
Fax: (575) 538-6364
Email: moralesj@wnmu.edu