

**CUBA INDEPENDENT SCHOOLS
REQUEST TO INSPECT PUBLIC RECORDS**

DATE

TO: Records Custodian
Cuba Independent School District
PO Box 70
Cuba, NM 87013

FROM: _____

ADDRESS: _____

PHONE NUMBER: _____

I would like to inspect and copy the following documents [LIST RECORDS WITH REASONABLE SPECIFICITY]:

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 \$0.25 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 each document.

Thank you for your prompt attention to this matter.

Sincerely,

SIGNATURE