



San Juan County  
Communications Authority

207 S. Oliver Dr.  
Aztec, NM 87410  
P 505-334-6000  
F 505-334-2863

**Citizen Open Records Request Form**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

Identify the record being requested: \_\_\_\_\_ Incident # \_\_\_\_\_

If requesting Audio specify which record:  Telephone  Radio

Written record:  CAD  Other \_\_\_\_\_

Date of record: \_\_\_\_\_ Time of record: \_\_\_\_\_

Location of incident: \_\_\_\_\_

Describe the record(s) being requested. Be as specific as possible. If SJCCA staff is unable to identify the records you require from your description, we will have to contact you for further information and your request may be delayed. If more room is needed, please attach a separate sheet. The reason for the request is not required, but may be included if you feel it will help us locate the record(s).

*SJCCA charges 50¢ per page (NMSA 14-2-8) for printed documents and \$15 per medium for audio recordings. We reserve the right to require payment in advance (NMSA 14-2-9), otherwise payment will be due upon presentation of the documents. SJCCA may withhold documents if they reveal confidential sources, methods, information, the identities of individuals accused but not charged with a crime, or if they relate to an ongoing law enforcement investigation (NMSA 14-2-1). SJCCA will also withhold or redact documents if the release of those documents may represent a reasonable threat to the safety of a private individual. SJCCA will respond to any open records request within three (3) days, and will normally produce the document within fifteen (15) days (NMSA 14-2-8). If the request is excessively burdensome or broad, the requestor will be notified within fifteen (15) days that additional time will be required to process their request (NMSA 14-2-10).*

**Records not picked up within 30 days will be destroyed and any future request for the same records will result in additional fees.**

Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date Prepared: \_\_\_\_\_ Total time required: \_\_\_\_\_ Number of pages produced: \_\_\_\_\_ recordings produced: \_\_\_\_\_

Requestor notified by: \_\_\_\_\_ Date: \_\_\_\_\_

Records picked up by: \_\_\_\_\_ Date: \_\_\_\_\_ Released by: \_\_\_\_\_ Date: \_\_\_\_\_