



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).

Requestor's Signature: _____ Date: _____

Completed form should be forwarded to the Custodian of Records

Date Prepared: _____ Total time required: _____

Number of pages produced: _____ Number of recordings produced: _____

Requestor notified by: _____ Date: _____

Records picked up by: _____ Date: _____

Released by: _____ Date: _____

