



CENTRAL CONSOLIDATED SCHOOL DISTRICT

"A Community of Learners Dedicated to Building Lives"
CCSD Administration Complex • Public Relations Department
P.O. Box 1199, Shiprock, New Mexico 87420
Phone (505) 368-4984 Fax (505) 368-5232 • www.ccsdnm.org

REQUEST TO INSPECT PUBLIC RECORDS

Date of Request:

Full Name*:

Title:

Company Name*:

Address*:

City*:

State*:

Zip*:

Telephone Number*:

Fax Number:

Email Address*:

Pursuant to the Public Records Inspection Act, I would like to inspect the following records (BE SPECIFIC)*:

I understand that I have the right to inspect existing records during regular business hours. I further understand that the Central Consolidated School District is under no obligation to produce or generate materials or information that does not now exist. If necessary, I agree to pay minimum of fifty cents per page for any copies I request (must be paid before copies will be sent). I further understand that I can request these documents electronically and I have provided the email address to which they can be sent*.

Signature (Filling in this field constitutes an electronic signature)

Please send requested records electronically*?:

YES NO

Please send requested records via US Mail*?:

YES NO

Send completed form to: noblj@centralschools.org

Or Mail to: Jerrod Noble
Central Consolidated School District
PO Box 1199
Shiprock, NM 87420

* **REQUIRED FIELD** – Must be Completed.

Revised 06/2019

Office Use Only

Date of Completion:

Completed by: