



Village of Cuba

PO Box 426
Cuba, NM 87013
575.289.3758

Mayor

Denny Herrera

Mayor Pro Tem

Gilbert Dominguez

Council Members

Rebecca Salazar

Kyle Sandoval

Monica Olivas

Administrative Offices

HOW TO SUBMIT A REQUEST FOR PUBLIC INFORMATION Rev. 16 OCT 2026

The New Mexico Inspection of Public Records Act (IPRA) gives the public the right to inspect public records maintained by government entities, subject to exceptions provided by law.

1. Prepare your request

Submit a written request by email, mail, or in person to the Village Clerk's Office / Public Records Custodian. Include your name, mailing address, telephone number, and a clear description of the records you want. You do not have to explain why you want the records.

2. Describe the records clearly

Include details that will help staff locate the records, such as the type of document, department or topic, names involved, meeting date, project, and date range. You may ask to inspect records, request copies, or specify that you prefer electronic copies when available.

Example: "I am requesting copies of the Village Council meeting minutes and approved resolutions from January 1, 2026, through March 31, 2026."

3. Submit your request

Submit in person:

Village of Cuba Administrative Office
20 Pond Rd. (Sandoval County Fairgrounds)
Cuba, NM 87013

Submit by mail:

Village of Cuba — Office of the Village Clerk

Attention: Public Records Custodian

PO Box 426

Cuba, NM 87013

For email submission:

Marlenaj@cubanm.gov

4. What happens next?



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The Village will process and respond to written requests according to IPRA deadlines. Records are to be made available immediately or as soon as practicable, and no later than 15 calendar days after receipt, subject to applicable legal provisions. If inspection cannot be allowed within three business days, the custodian must provide a written response explaining when the records will be available or when the Village will respond. Some records or portions of records may be confidential or exempt from disclosure.

5. Copy fees

PAPER COPIES	\$0.50 per printed page
10 pages = \$5.00 25 pages = \$12.50 50 pages = \$25.00	Electronic copies may be available when records are maintained electronically and provided electronically, subject to applicable law and Village policy.

The Village may require advance payment of applicable copy fees before paper copies are produced. A receipt will be provided upon request. No fee is charged for the time spent determining whether records are subject to disclosure.