

Bambi Kern
Executive Director
Regional Emergency Dispatch Authority

records@eddy911.com



INSPECTION OF PUBLIC RECORDS RELEASE FORM

DATE OF REQUEST: (Choose Date)

****PLEASE LIST PERTINENT INFORMATION WITH REASONABLE PARTICULARITY AND SPECIFICS AS THIS AIDS REDA IN LOCATING THE EXACT RECORDS REQUESTED****
**** THIS FORM CAN BE FILLED OUT, PRINTED AND FAXED BACK TO REDA @ 1-888-820-5311 OR EMAILED TO records@eddy911.com****

TO: THE REGIONAL EMERGENCY DISPATCH AUTHORITY

9-1-1 RECORDINGS

I, AM MAKING REQUEST FOR THE FOLLOWING:
(PRINT REQUESTOR'S NAME)

WRITTEN RECORDS OF CALL

Agency Records Requested: Eddy County Sheriff's Office Artesia Police Department Artesia Fire Department Volunteer Fire Dept

My Phone Number: My Email Address:

This request involves the following person(s):

1) Last Name First Name MI
2) Last Name First Name MI

Please supply the address of the incident(s) being requested:

Street Number City State Zip

The records being requested are for a single incident # , which took place on: (Incident date)
(List Incident/Report #, if known)

State the time of the incident : AM PM

The records being requested are for multiple incidents that took place from the date of (Start Date) to (End Date)

The known incident #'s are as follows:

I agree to pay the amount assessed for the records /recordings at the rate of \$.50 per page for paper documents and \$10 each for CD's with audio recordings.

If the charges will exceed \$, please call me to advise of the cost so that I may evaluate whether or not my request will be withdrawn due to costs. I understand that all fees are paid in advance and no documents or audio recordings will be made and supplied until payment is received.

Upon submitting this request, I understand that a custodian receiving a written request shall permit the inspection immediately or as soon as is practicable under the circumstances, but not later than fifteen (15) days after receiving a written request. If the inspection is not permitted within three (3) business days, the custodian shall explain in writing when the records will be available for inspection or when the public body will respond to the request. The three (3) day period shall not begin until the written request is delivered to the office of the custodian.