

PUBLIC INFORMATION REQUEST

Estancia Valley Solid Waste Authority will make available public information upon request. Processing time for normal requests can take up to 72 hours. Some requests requiring a search may take a longer time to complete, typically no more than 15 days. EVSWA is not required to generate reports or documents not already existing.

The per-page cost for copies is \$1. Certain documents are available for public inspection during office hours, Monday through Friday, 8AM to 5 PM. Some information pertaining to employees or customers is confidential and can not be released to the public.

Print Requester Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Documents requested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*In order to determine exactly which documents are being requested, please be as specific as possible.*

Details/description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**INITIAL ONE OF THESE OPTIONS:**

\_\_\_\_\_ I request printouts of the above information be provided to me by the Estancia Valley Solid Waste Authority. I agree to pay the charge of \$1 per page. If the copying charges will exceed \$\_\_\_\_\_, please call me to discuss. I understand that I may be asked to pay the fee for copies in advance before EVSWA makes any copies.

\_\_\_\_\_ I request only to view the documents at an appointed time and place. At that time, I may request copies of selected documents, which would be provided by EVSWA at a later date. I agree to pay the charge of \$1 per page.

Printed name: \_\_\_\_\_

\_\_\_\_\_  
Signature Date

Received at EVSWA: Time \_\_\_\_\_ Date \_\_\_\_\_ By \_\_\_\_\_