

Max Perez
Superintendent



Diane Vallejos
Executive Director of Academics

George Perea
Executive Director of
Business and Facilities

Yvonne Tabet
Human Resources Director

Administration Office
520 North Main, Belen, NM 87002
PHONE (505) 966-1000 FAX (505) 966-1005
www.beleneagles.org

Date: _____

TO: Human Resources Office
Records Custodian
520 N. Main St.
Belen, NM 87002

FROM: _____

I would like to inspect and copy the following records:

If your agency does not maintain these public records, please let me know who does, and include the proper custodian's name and address.

I agree to pay the applicable fees for copying and transmitting the records. If the charges will exceed \$____, please call me to discuss. I understand that I may be asked to pay the fees in advance.

Please provide a receipt indicating the charges for each document.

Thank you for your prompt attention to this matter.

Sincerely,
