



OFFICE OF THE CITY CLERK

200 East Broadway Street
Hobbs, New Mexico 88240
Phone 575•397•9208
Fax 575•397•9334

CITY OF HOBBS, NEW MEXICO

REQUEST TO INSPECT PUBLIC RECORDS

DATE: _____

Phone: (575) 397-9208
Fax: (575) 397-9334

TO: JAN FLETCHER, CITY CLERK
CUSTODIAN OF RECORDS
200 EAST BROADWAY
HOBBS, NM 88240

FROM: _____
NAME OF REQUESTER

ADDRESS

TELEPHONE NUMBER

I would like to inspect and copy the following records (describe with "reasonable particularity").
(Please print clearly)

- 1.
- 2.

I agree to pay \$.25 per page, in advance, for copying charges as well as any postage expense incurred in the mailing of documents. Electronic copies are free of charge. If any documents are copied, please provide a receipt indicating the paid copying charges for each document.

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

Thank you for your prompt attention to this matter.

STAMP RECEIVED

Signed:

Name of Requester

Pursuant to Sections 14-2-8(D) of The Inspection of Public Records Act, the information requested shall be ready for inspection within three business days or shall be explained in writing when the records will be available for inspection.