

# NOTICE OF RIGHT TO INSPECT PUBLIC RECORDS

By law, under the Inspection of Public Records Act, every person has the right to inspect public records of the City of Hobbs, New Mexico. The Act also makes compliance with requests to inspect public records an integral part of the routine duties of the officers and employees of the City of Hobbs, New Mexico.

Pursuant to Resolution No. 3272 adopted by the City of Hobbs, requests to inspect public records should be submitted to the records custodians listed below at the address indicated:

1. Municipal Court Clerk, if request relates to Municipal Court, 301 North Turner, Hobbs, New Mexico, 88240, (575) 397-9272;
2. Director of Library Services, if request relates to the Public Library, 509 North Shipp, Hobbs, New Mexico, 88240, (575) 397-9328;
3. Records Administrator, if request relates to the Police Department, 300 North Turner, Hobbs, New Mexico, 88240, (575) 397-9265;
4. Fire Chief, if request relates to the Fire Department, or if request relates to hazardous materials; SARA Title III Community Right-to-Know; EPA programs dealing with on-site storage, release and disposal of hazardous chemicals; and historical information of known waste sites or chemical incidents, 301 East White, Hobbs, New Mexico, 88240, (575) 397-9308;
5. Human Resources Director, if request relates to the Human Resources Department, 200 East Broadway, Hobbs, New Mexico, 88240, (575) 397-9230;
6. City Clerk, if request relates to any other City department, 200 East Broadway, Hobbs, New Mexico, 88240, (575) 397-9207.

A person desiring to inspect public records may submit a request to the records custodian orally or in writing. However, the procedures and penalties prescribed by the Act apply only to written requests. A written request must contain the name, address and telephone number of the person making the request. The request must describe the records sought in sufficient detail to enable the records custodian to identify and locate the requested records.

The records custodian must permit inspection immediately or as soon as practicable, but no later than fifteen (15) calendar days after the records custodian receives the inspection request. If inspection is not permitted within three (3) business days, the person making the request will receive a written response explaining when the records will be available for inspection or when the public body will respond to the request. If any of the records sought are not available for public inspection, the person making the request is entitled to a written response from the records custodian explaining the reasons inspection has been denied. The written denial shall be delivered or mailed within fifteen (15) calendar days after the records custodian received the request for inspection.

If a person requesting inspection would like a copy of a public record, a reasonable fee may be charged. The fee for documents eleven inches by seventeen inches or smaller is fifty cents (\$.50) per page. The cost for larger documents will be determined based on the type of document. The records custodian may request that applicable fees for copying public records be paid in advance, before the copies are made.