



CITY OF ELEPHANT BUTTE

P. O. Box 1080
Elephant Butte, New Mexico 87935
(575) 744-4892
FAX (575) 744-4493

'New Mexico's Diamond in the Desert'

REQUEST FOR INSPECTION OF PUBLIC RECORDS

As provided for in the Inspection of Public Records Act, Section 14-2-1 through 14-2-16, NMSA 1978 the City of Elephant Butte and its employees who have in their possession public records are obligated to make such records available upon proper request by third parties.

Please complete the following information:

Name: _____

Mailing Address: _____

Phone # _____ email: _____

I am requesting the following public records from the City of Elephant Butte.

Please be as specific in your request. Include date of public records & name of records being requested:

Four horizontal lines for providing specific request details.

I promise to pay the copying fees in accordance with the City of Elephant Butte policy. If the copying fees will exceed \$10.00, please call me to discuss. I understand that I may be asked to pay the fee for copies in advance of the copies being made if the cost exceeds \$10.00.

Signature of Requester: _____ Date _____

(For Official use Only)

Date records provided: _____ Number of copies _____ @\$0.25ea = \$ _____

Signature of Records Custodian: _____

Acknowledgement of Receipt of Records _____