



CITY OF ELEPHANT BUTTE

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

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 specific in your request. Include date of public records & name of records being requested.)

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

Signature of Requester: _____ Date: _____

(For Office Use Only)

Signature of Records Custodian: _____

Date Records Provided: _____ Number of Copies: _____ @ \$0.75ea = \$_____

Number of CDs: _____ @ \$5.00ea = \$_____

Total Amount Due for IPRA Request: \$_____

Acknowledgement of Receipt of Records: _____