

CITY OF LOVINGTON, NEW MEXICO

REQUEST TO INSPECT PUBLIC RECORDS

DATE: _____

City Hall Phone: 575-396-2884

City Hall Fax: 575-396-6328

TO: Shannon Lester, City Clerk
214 S. Love Street
Lovington, NM 88260

FROM:

Name of Requestor

Address

Telephone

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

I promise to pay \$1.00 per page, in advance, for copying charges, \$15.00 for audio or video recording, \$0.50 per page to email existing digital records or documents and \$1.00 per page to scan and email new records or documents. 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 proper custodian's name and address.

Thank you for your prompt attention to this matter.

Signature

Name of Requestor

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.

Received by: _____

Date: _____