

**The CITY of ARTESIA, NEW MEXICO**

P O BOX 1310  
Mayor Phone (575) 746-3593

ARTESIA, NEW MEXICO 88211-1310  
City Clerk (575) 746-2122  
Fax (575) 746-3886

**APPLICATION TO INSPECT PUBLIC RECORDS**

Pursuant to Section 14-2-1 N.M.S.A. 1978 Compilation et seq., as amended, I request inspection of public records of the City of Artesia described as follows, to-wit (Attach list of additional documents, if necessary.):

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_
- (4) \_\_\_\_\_
- (5) \_\_\_\_\_

I agree to pay to the City, the reasonable costs of copying or reproduction pursuant to City policy and regulations.

Public records will be available for inspection from 8:00 a.m. to 5:00 p.m. on normal business days at the City Offices. Original records may not be removed from the City offices.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

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The foregoing application to inspect public records is:

\_\_\_ APPROVED. COST: \_\_\_\_\_

\_\_\_ DISAPPROVED for the following reason(s):

\* For dept. use

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\* Date filled:

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\* \_\_\_\_\_

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\* No. of pages

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\*

\*

\* By \_\_\_\_\_

\*

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Clerk