



REQUEST TO INSPECT PUBLIC RECORDS

Public records are available for inspection under the New Mexico Inspection of Public Records Act § 14-2.

Submitting requests: Requests to inspect public records may be submitted to the Office of the City Clerk orally or in writing. However, the procedures and penalties prescribed by IPRA apply only to written requests. Requests may be submitted online through the City’s online public records processing software at cityofalamogordonm.nextrequest.com Alternatively, requests may be submitted in person or by mail to the Office of the City Clerk, located at 1376 E. Ninth Street, Alamogordo, NM 88310, or by phone at (575) 439-4100 option 6, by fax (575) 439-4396, or via email at IPRA@ci.alamogordo.nm.us.

Information required to process a written request:

- **Contact Information:** A written request must contain the name, address, and telephone number of the person making the request.
- **Description of Records:** The request must describe the records sought in sufficient detail to enable the records custodian to identify and locate the requested records.

Required information:

Name _____ Phone number _____
 Physical address _____

Description of Records: The request must describe the records sought in sufficient detail to enable the records custodian to identify and locate the requested records.

Additional documents: Please provide any documents relating to your request. Such additional information has proven helpful in identifying, locating, and producing the records.

Inspection hours: The custodian of records or their designee will arrange for the requester to inspect records between 8:00 a.m. and 5:00 p.m. on regular business days, except for lunch hours of 12 p.m. and 1 p.m., and observed holidays.

Date request was submitted _____ Email address _____
 (Records that are readily available electronically and are 30 pages or less may be emailed to you, and pages over 31 will be put on a USB flash drive after the cost is paid.)

You may view the cost of records and additional information on the Notice of Right to Inspect Public Records in the office of the City Clerk or at the City Clerk’s page <https://ci.alamogordo.nm.us/588/Public-Records-Request>.