



# CITY OF LAS VEGAS

1700 N. Grand Avenue □ LAS VEGAS, NEW MEXICO 87701 □ 505-454-1401 □ FAX 505-425-7335

## REQUEST FOR PUBLIC RECORDS

The City of Las Vegas' public records are available for inspection as required by law to any person submitting such a request for any lawful purpose. Please provide the following information:

**Your Name:** \_\_\_\_\_

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

**Telephone No:** \_\_\_\_\_

Describe the records you want to see as specifically as possible to assist us in answering you request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you want copies of these records? Yes \_\_\_\_\_ No \_\_\_\_\_

Any copy of the records(s) requested will be subject to the usual cost for copying of \$1.00 per surface copy up to the first ten (10) pages and \$.50 per surface copy thereafter per document. The undersigned agrees to pay such charges in advance of copying. The time it will take to have your copies ready is based on the number of documents you request. The length of time for copying large number of records is subject to negotiation. This office will make every effort to provide records at the time of the request or as soon as possible without serious disruption to our other business.

Public records are available for inspection between the hours of 8:00 AM and 12:00 PM and 5:00 PM on normal business days in the presence of the City Clerk or her authorized designee. Original records may not be removed form City offices.

\_\_\_\_\_  
Signature of person requesting inspection

\_\_\_\_\_  
Date

\_\_\_\_\_  
**(OFFICE USE ONLY)**

**Request forwarded to:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Disposition of Request:** \_\_\_\_\_

**TOTAL COST FOR COPIES:** \$ \_\_\_\_\_ **(Attach receipt)**

**STAFF TIME TO COMPLETE:** \_\_\_\_\_ **(Hours/minutes)**

**(RETURN COMPLETE FORM AND RECEIPT TO CITY CLERK)**