



## NEW MEXICO JUNIOR COLLEGE



### Inspection of Public Records

The inspection of Public Records Act is intended to provide the public with access to information on governmental affairs. The law requires public access to virtually all public records with a few exceptions. Most records are available for public inspection during normal business hours (Monday through Friday, 8:00am to 5:00pm excluding holidays.)

To request to inspect records from New Mexico Junior College please send a written request to: Records Custodian: Director of Administrative Services Bill Morrill 1 Thunderbird Circle, Hobbs, NM 88240 E-Mail: [bmorrill@nmjc.edu](mailto:bmorrill@nmjc.edu) Phone: 575-492-2791 Fax: 575-492-2796.

Responses to Public Records Act requests will be sent in the same medium, electronic or paper, in which the request was made in addition to any other medium that the custodian deems appropriate.