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July 3, 2015

Ms. Vera Helpful  
City Clerk/Records Custodian  
City of Albuquerque  
City-County Building - Basement Level Room #2041  
Albuquerque, NM 87102

**Via email: [custodian@cabq.gov](mailto:custodian@cabq.gov)**

Dear Ms. Helpful,

This is a formal request under the New Mexico Inspection of Public Records Act. I wish to inspect the following records:

- Any and all correspondence from June 1, 2015 to June 30, 2015 between city department heads and the Mayor's Office and relating to the city's budget talks. This includes, but is not limited to, any email correspondence on city computers and devices or on personal e-mail accounts and devices.

If any of the records are being held in electronic format, I wish to receive electronic copies at [info@nmfog.org](mailto:info@nmfog.org) or, if that is not possible, on a blank compact disk. I agree to pay reasonable copy fees according to the city's published fee schedule, but I prefer to be notified in advance if the total cost will exceed \$10.

Thank you for your prompt attention to this matter, and please contact me at the business address, phone number or e-mail listed above to discuss any aspect of this request.

Sincerely,

Sarah Welsh  
Executive Director