

EFFECTIVE DATE:

SUBJECT: Inspection of  
Public Records

AR 05- 1

AN ADMINISTRATIVE REGULATION  
GOVERNING RELEASE OF PUBLIC RECORDS  
CONTAINING SOCIAL SECURITY NUMBERS

Section 1. Purpose

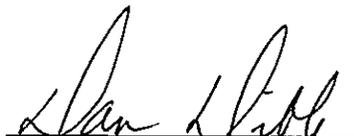
The City of Hobbs utilizes individuals' social security numbers for a number of legitimate and lawful reasons and would suffer substantial inconvenience and inefficiency in its essential public services without the ability to do so. At the same time, the City is also subject to and must comply with the Inspection of Public Records Act, whereby the majority of the City's records, including many records containing social security numbers, must be released to any member of the public upon written request made. City records provided to the public pursuant to the Inspection of Public Records Act should not contain individuals' social security numbers.

Section 2. Policy

No City of Hobbs record, which contains any individual's social security number, shall be released to the public pursuant to the Inspection of Public Records Act except in conformity with the policy contained herein. Prior to the inspection or release of any City record containing a social security number, a copy of said record will be made, and any social security numbers contained therein will be rendered completely and permanently illegible by way of being overwritten with a thick black marker or any like method capable of achieving complete and permanent illegibility.

Section 3. Scope

The policy contained herein is not applicable to inspection or release of City records by or to other governmental entities, as part of the discovery process in pending litigation, to any agents of the City for purposes of the City's defense in any pending or threatened litigation, or to any persons as otherwise required by law. City of Hobbs reserves the right to utilize City records containing social security numbers as it deems necessary and proper, and may release records containing social security in conformity with this Administrative Regulation.

  
\_\_\_\_\_  
Dan Dible, City Manager

  
\_\_\_\_\_  
Date