

STATE OF NEW MEXICO MAGISTRATE COURT

1000 XYZ STREET • NEW MEXICO 88000
(505) 555-1234 FAX (505) 555-5678

Current Date

Administrative Office of the Courts
Fiscal Services Division
237 Don Gaspar, Room 25
Santa Fe, New Mexico 87501

RE: Collection of Records for Destruction

The attached listing of records authorized by the Administrative Office of the Courts on _____ were physically collected by _____, on _____.

Presiding Judge/Chief Clerk: _____ Date: _____

Witnessed By: _____ Date: _____