

NOTICE OF RIGHT TO INSPECT PUBLIC RECORDS

By law, under the Inspection of Public Records Act, every person has the right to inspect public records of **Rio Arriba County**. The Act also makes compliance with requests to inspect public records an integral part of the routine duties of the officers and employees of the **Rio Arriba**

County Clerk's Office.

Procedure for Requesting Inspection: Requests to inspect public records should be submitted to the records custodian, located at:

RIO ARRIBA COUNTY CLERK'S OFFICE
Sarah Archuleta, County Clerk
1122 Industrial Park Road, Española, NM 87532
Phone: 505-753-1780 Fax: 505-753-1258
Or email at <mailto:public.requests@rio-arriba.org>

A person desiring to inspect public records may submit a request to the records custodian orally or in writing. However, the procedures and penalties prescribed by the Act apply only to written requests. A written request must contain the name, address and telephone number of the person making the request. The request must describe the records sought in sufficient detail to enable the records custodian to identify and locate the requested records.

The records custodian must permit inspection immediately or as soon as practicable, but no later than fifteen (15) calendar days after the records custodian receives the inspection request. If inspection is not permitted within three (3) business days, the person making the request will receive a written response explaining when the records will be available for inspection or when the public body will respond to the request. If any of the records sought are not available for public inspection, the person making the request is entitled to a written response from the records custodian explaining the reasons inspection has been denied. The written denial shall be delivered or mailed within fifteen (15) calendar days after the records custodian received the request for inspection.

Procedure for Requesting Copies and Fees: If a person requesting inspection would like a copy of a public record, a reasonable fee may be charged. The fees for documents are \$.40¢ per Xeroxed page, \$1.00 per microfilmed copies, \$1.00 per faxed page, \$1.00 per small plat (11x17 or smaller) & \$10.00 per large plat. The records custodian may request that applicable fees for copying public records be paid in advance, before the copies are made. A receipt indicating that the fees have been paid for making copies of public records will be provided to the person requesting the copies.

To view the Inspection of Public Records Act Compliance Guide provided by the New Mexico Attorney General, Raul Torrez go to: <http://www.nmag.gov/meet-the-ag>