PUBLIC NOTICE DESCRIBING PROCEDURES FOR REQUESTING INSPECTION

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 the New Mexico Environment Department. 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 New Mexico Environment Department.

Procedures for Requesting Inspection. Requests to inspect public records should be submitted to the records custodian, located at: 1190 St. Francis Drive, or PO Box 5469 Santa Fe, New Mexico 87502. Fax Number: (505) 827-1628 or E-mail: melissa.mascarenas@state.nm.us.

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 15 calendar days after the records custodian receives the inspection request. If inspection is not permitted within three 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 15 calendar days after the records custodian received the request for inspection.

Procedures for Requesting Copies and Fees. If a person requesting inspection would like a copy of a public record, a reasonable fee may be charged. Some of the Environment Department's charges are as follows:

A. Copies of Paper Records:
   (1) 8 ½" x 11" - $0.25 per page
   (2) 8 ½" x 14" - $0.30 per page

B. Electronic Format of Electronic Information: If an Inspection of Public Records Act request requires searching, manipulating, retrieving or reviewing data from an electronic information system, a fee shall be charged for the service. NMSA 1978, §14-3-15.1.F. The fee to produce information in electronic format is the actual staff salary multiplied by the staff time taken to complete the request.