

## 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 Town of Estancia. 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 Town of Estancia.

Requests to inspect public records should be submitted to the records custodian, located at 513 Williams Ave., Estancia, NM, 505-384-2709, Fax, 505-384-2267.

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 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) days after the records custodian received the request for inspection.

If a person requesting inspection would like a copy or fax of a public record, a reasonable fee may be charged. The fee for documents eleven inches by seventeen inches or smaller is \$.25 per page. 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 upon request to the person requesting the copies.

Julie Carter  
Town Clerk

# TOWN OF ESTANCIA REQUEST FOR RECORDS FORM

Do you want to see original document?      Yes       No

It will be necessary to schedule a mutually agreeable time with personnel in the Clerk's office to allow us to supervise any inspection of original documents. As custodian of public records, our Clerk's office has a duty to ensure the integrity of the records is maintained and therefore must supervise any handling of original records.

Do you want copies of records?      Yes       No

There is a charge of \$.25 per page for all copies or faxes requested. The time it will take us to have your copies ready is based on the number of documents you request. Please note you may need to pay in advance.

First Name _____ MI _____ Last Name _____
Company _____
Mailing Address _____
City _____ State _____ Zip _____
Email _____
Phone _____ Fax _____
Date _____
Signature _____

<b>Record Request Information:</b>
<input type="checkbox"/> Ordinance, No (s)
<input type="checkbox"/> Minutes, Date (s)
<input type="checkbox"/> Other (to expedite the request, be as specific as possible in describing the records being requested).
_____
_____
_____
_____
_____

The Clerk's office will make every effort to provide records as soon as possible without serious disruption to our regular business. The Town of Estancia is not responsible for any unlawful dissemination of information obtained from public records.

**Please see reverse for important information related to your rights concerning government records.**