

NOTICE OF RIGHT TO INSPECT PUBLIC RECORDS

By law, under the Inspection of Public Records Act (“IPRA” or the “Act”), NMSA 1978, Sections 14-2-1 to -12, every person has the right to inspect public records of the New Mexico Border Authority (“NMBA”). Compliance with requests to inspect public records is an integral part of the routine duties of the officers and employees of the New Mexico Border Authority.

Procedures for Requesting Inspection. Request to inspect public records should be submitted in writing to the NMBA records custodian David Espinoza at 221 Pete V. Domenici, Santa Teresa, NM 88008, faxed to (575) 589-6499, or submitted via email to david.espinoza@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 IPRA apply only to written requests.

Each request *must describe the records sought with reasonable particularity* and in sufficient detail to enable the records custodian to identify and locate the requested records. Incomplete or vague requests may be deemed insufficient and the records custodian may request clarification, but the request may not be enforceable under IPRA. A written request must contain the name, address and telephone number of the person making the request.

The records custodian must permit inspection immediately or as soon as practicable. 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. Inspection will be permitted no later than fifteen calendar days after the records custodian receives the inspection request, unless the request is deemed excessively burdensome or broad pursuant to Section 14-2-10. 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 calendar days after receipt of 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. The records custodian will confirm with the requester that they are aware of the copying fees. The fee for printed documents 11 inches by 17 inches or smaller is \$0.50 per page. For records other than documents, a reasonable fee may be assessed for the cost of the storage device or other media, including \$3.00 for a CD/DVD. If a person requests that a copy of a public record be mailed, a reasonable fee to cover postage may be charged. The records custodian may request that applicable fees for copying be paid in advance, before the copies are made. A receipt indicating that the fees have been paid will be provided upon request.