



NEW MEXICO DEPARTMENT OF FINANCE & ADMINISTRATION

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 Department of Finance and Administration (DFA). DFA is responsible for making public records over which DFA has custody available for inspection, subject to exceptions established by law or judicial ruling.

PROCEDURES FOR REQUESTING INSPECTION:

Requests to inspect public should be submitted by mail to the DFA Office of the Secretary 407 Galisteo Street, Santa Fe NM 87501 or by email dfaipra.request@state.nm.us or by phone 505-827-3013. 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 received 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.

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 fee for documents eleven inches by seventeen inches or smaller is \$0.25 per page. The fee for larger documents or those obtained from microfiche is \$1.00 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 the copies of public records will be provided upon request to the person requesting the copies. DFA may use an outside copying service. In that case, the fees shall be paid directly to the service by the requestor.