

119 Inspection of Public Records

By law, under the Inspection of Public Records Act, every person has the right to inspect public records of the Estancia Municipal School District and compliance with requests to inspect public records is an integral part of the routine duties of the officers and employees of the Estancia Municipal School District.

Procedures for Requesting Inspection. Requests to inspect public records should be submitted to the Custodian of Records, the Superintendent of Schools, located at:

Estancia Municipal School District,
640 Boardman or
P.O. Box 68
Estancia, NM 87016
Telephone number: 505-384-2006
Fax number: 505-384-3015
E-mail address of records custodian: cindy.sims@emsdbears.us

A person desiring to inspect public records may submit a request to the Custodian of Records 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. Written requests may be submitted in person or sent via US mail, email or facsimile. The request must describe the records sought in sufficient detail to enable the records custodian to identify and locate the requested records.

The Custodian of Records 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 receives 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 printed documents 11 inches by 17 inches or smaller is \$ 1.00 per page. The fee for larger documents is \$1.50 per page.

If a person requests that a copy of a public record be transmitted, a fee of the actual costs associated with transmitting copies by mail, e-mail or fax may be charged for transmission by mail, for transmission by e-mail and for transmission by facsimile.

The Custodian of Records may request that applicable fees for copying and/or preparing public records be paid in advance, before the copies are made or the research to collect the records is conducted, if the estimated copies will exceed 100 pages. A receipt indicating that the fees have been paid will be provided upon request to the person requesting the copies. Should the actual costs for gathering, downloading, copying and scanning the records be less than estimated, the requester will be reimbursed the difference between the advance fee payment and final costs. If actual costs for gathering, downloading, copying and scanning the records is more than the estimated fees paid in advance, the requester will be billed for the difference. The actual costs refer to the cost of copying. Should the requester choose to view the records rather than receive copies of the records, any charges will only reflect the actual costs for preparation of records for review. Arrangements

will be made for the requester to review requested documents during regular business hours at the location of the Custodian of Record's office. The review will be conducted in the presence of the Custodian or a designee. The requester may choose to have select copies made at that time, and will be billed accordingly. No phones or other electronic devices are allowed when reviewing the records.

In the event records contain information not subject to public review, such records will be redacted. Hourly rates will apply to time spent redacting records prior to their release.

All parties submitting Inspection of Public Records requests will be equally charged as set forth above (including employees of the district).

Adopted September 12, 2022