

## NOTICE OF RIGHT TO INSPECT PUBLIC RECORDS

**The Inspection of Public Records Act:** Under the Inspection of Public Records Act (IPRA), NMSA 1978, 14-2-1 to -12, every person has the right to inspect public records of the City of Alamogordo. It is the responsibility of the City to make non-exempt public records available for inspection.

**Submitting requests:** Requests to inspect public records may be submitted to the Office of the City Clerk orally or in writing. However, the procedures and penalties prescribed by IPRA apply only to written requests. Requests may be submitted online through the City's online public records processing software at [cityofalamogordonm.nextrequest.com](http://cityofalamogordonm.nextrequest.com) Alternatively, requests may be submitted in person or by mail to the Office of the City Clerk, located at 1376 E. Ninth Street, Alamogordo, NM 88310, or by phone at (575) 439-4100 option 6, by fax (575) 439-4396, or via email at [IPRA@ci.alamogordo.nm.us](mailto:IPRA@ci.alamogordo.nm.us).

### **Information required to process a written request:**

- **Contact Information:** A written request must contain the name, address, and telephone number of the person making the request.
- **Description of Records:** The request must describe the records sought in sufficient detail to enable the records custodian to identify and locate the requested records.

**Additional documents:** Please provide any documents relating to your request. Such additional information has proven helpful in identifying, locating, and producing the records.

**Response to requests:** The City must permit inspection immediately 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 City 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.

**Broad and burdensome requests:** If the records custodian determines that a written request is excessively broad or burdensome, IPRA states that the Custodian may have "an additional reasonable period of time" to complete the request.

- **Narrowing requests:** If your request is deemed excessively broad or burdensome, you may be able to reduce the time required to process your request by narrowing your request. Please work with us by clarifying what you need and providing us with additional information so we can identify the records you are interested in.
- **Multiple pending requests:** If a request is deemed broad or burdensome and the requester has multiple requests pending, we recommend that the requester advise on how they would like us to prioritize their requests. If we do not hear from the requester about how they would like their requests prioritized, then the request will be assigned to staff who will begin working on partial productions in the normal course and scope of their work.

*(More information on next page.)*

**Inspection hours:** The custodian of records or their designee will arrange for the requester to inspect records between 8:00 a.m. and 5:00 p.m. on regular business days, except for lunch hours of 12 p.m. and 1 p.m., and observed holidays.

**Production of records:** The City will provide a copy of a public record in an electronic format if the record is available in an electronic format and an electronic copy is specifically requested. Production of records in NextRequest, or on a flash drive will satisfy this requirement. NextRequest is a helpful tool for producing small amounts of records. Larger productions, including productions of emails and videos, will not be produced via NextRequest, and instead will be placed on a USB flash drive. If possible, the City will provide the electronic record in the file format in which it exists at the time of the request.

**Uncollected records:** Due to a significant number of uncollected requests, the City will make records responsive to public records requests available for thirty (30) days. If the records are not collected during that time, the copies will be destroyed or returned to the respective department. If the requester would like to access the records after thirty days, then the requester must submit a new request. The City will not continue processing a request if there are partial productions that have not been collected or fees that have not been paid.

**Cost:** The City may charge a reasonable fee for copying public records in paper form and for providing public data pursuant to IPRA. Although other fees sometimes apply, the most common City's fees are as follows:

Paper copies per page as authorized by NMSA 1978 § 14-2-9(C)(2).	\$1.00
Paper copies per page larger than 22 x 34 or larger (normally plats and plans).	Between \$3.00 - \$42.75
Records that are readily available electronically and are less than 30 pages.	No Charge.
Records available electronically and are over 31 pages will be put on a USB flash drive.	\$10.00 per USB flash drive (provided by the City)
Production of emails will be put on a USB flash drive.	\$10.00 per USB flash drive (provided by the City)
Faxed paper records per page, in addition to the records cost.	\$.50
Taxes will be added, in addition to the record cost.	Tax rate
Records that are mailed, in addition to the records cost.	Actual postage rates