

NOTICE OF RIGHT TO INSPECT PUBLIC RECORDS AND ASSOCIATED FEES

By law, under the Inspection of Public Records Act, every person has the right to inspect public records of Otero County, New Mexico. The Act also makes compliance with requests to inspect public records an integral part of the routine duties of the officers and employees of Otero County, New Mexico.

Requests to inspect public records should be submitted to the records custodian, located at 1000 New York Avenue, Room 101, Alamogordo, New Mexico 88310-6935; Telephone: (505) 437-7427 / Fax: (505) 443-2904; E-Mail: oteroadmin@co.otero.nm.us

A person desiring to inspect public records must submit a request form, available from the Otero County Administration Office, or from our website at: <http://co.otero.nm.us> to the records custodian. All procedures and penalties prescribed by the Act apply to the request. A 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 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 inspections 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.

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 25 cents per page. The fee for larger documents is 75 cents per page. For records other than documents, the reasonable fee is 4.00 dollars each. 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.

COUNTY OF OTERO
PUBLIC INFORMATION REQUEST
(Please Print or Type)

Date: _____

Name: _____ Telephone No. (____) _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Please check at least one of the following:

_____ I want to inspect/review this information in your office.

_____ I would like copies of this information.

Public information sought (be specific as possible):

I understand that I will be required to pay the fees imposed by the County of Otero pursuant to the Inspection of Public Records Act. The County of Otero has agreed to provide me with a schedule of its fees for copying public records, and, upon request, will provide me with an estimate of the costs for copies of the records I am requesting. I understand this is only an estimate and that I will not receive copies of any public record until I have paid the applicable fees. I also understand some of the materials enclosed may be provided to me as a community service and that the County of Otero is not responsible for any error or liability contained therein, or any use or misuse of this information.

Signature

FOR COUNTY USE ONLY		
Date of Receipt: _____	Time of Receipt: _____	Department: _____
Employee Name: _____	Title: _____	