

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 **Rio Arriba County**.

Procedures for Requesting Inspection: Requests to inspect public records should be submitted to the records custodian, located at:

RIO ARRIBA COUNTY CLERK'S OFFICE
Sarah Archuleta, County Clerk/Records Custodian
Celeste Jacobs, IPRA/Records Coordinator
1122 Industrial Park Road, Española, NM 87532
Phone: 505-753-1780 Fax: 505-753-1258
Or email at [public.requests@rio-](mailto:public.requests@rio-arriba.org)
[arriba.org/celeste.jacobs@rio-arriba.org](mailto:celeste.jacobs@rio-arriba.org)

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. Written requests may be submitted in person or sent via US mail, e-mail 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 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 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. Some public records will contain confidential information that is not subject to disclosure. Rio Arriba County will make every effort to redact confidential information to the extent possible from public records before releasing them for inspection. On occasion, there will be circumstances where redaction is not possible, and the request must be denied in its entirety.

Procedure 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 fees for documents are \$1.00 for the first copied page and .40 for each additional copied page, \$1.00 per microfilmed copies, \$1.00 per faxed page, \$1.00 per small plat (11x17 or smaller), \$10.00 per large plat, \$6.75 per CD, \$10.00 per crash report and \$10.00 per electronic storage device. The records custodian may request that applicable fees for copying public records be paid in advance, before the copies are made. **These fees must be paid to the Rio Arriba County Treasurer's Office.** Once payment has been made, the requester shall present a receipt indicating that the fees have been paid in order to receive the copied records.

The Attorney General has the statutory authority to enforce IPRA, as do district attorneys. A printable copy of our IPRA Compliance Guide is available online.

<https://www.nmag.gov/uploads/files/Publications/ComplianceGuides/Inspection/PublicRecords/ComplianceGuide2015.pdf>