



VALENCIA COUNTY

BOARD OF COUNTY COMMISSIONERS

444 LUNA AVENUE ♦ P.O. BOX 1119 ♦ LOS LUNAS, NEW MEXICO 87031

OFFICE: 505.866.2001 ♦ FAX: 505.866.3355

website: www.co.valencia.nm.us

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 Board of County Commissioners of Valencia County, which includes the records of the Office of the County Manager. The Act also makes compliance with requests to inspect public records an integral part of the routine duties of the officers and employees of the County of Valencia.

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

Valencia County
Office of the County Manager
P.O. Box 1119
444 Luna Avenue, Suite 100
Los Lunas, New Mexico 87031.

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 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.

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 **35¢** per page. The fee for larger documents is \$4.00 per 18" x 24" plat, \$6.00 per 24" x 36" plat, and \$1.00 per each additional foot. For records other than documents, the reasonable fee is \$2.00 per data CD and \$5.00 per audio tape. 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.



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Inspection of Public Records Request Form

Instructions:

Please fill out the information below and submit this form to:

Valencia County
Office of the County Manager
P.O. Box 1119
444 Luna Avenue, Suite 100
Los Lunas, New Mexico 87031

Within three business days, if inspection or copying has not yet been allowed, the appropriate County office will deliver or mail a notice to you explaining when inspection will be allowed or when the request will be responded to. Within fifteen days, the request must be allowed unless the County has denied the request or determined that it is excessively burdensome or broad. In that event, the appropriate County office will deliver or mail another notice to you informing you of the denial, or notice that additional time is needed to comply. For further information, please see the Attorney General's Compliance Guide at <http://www.ago.state.nm.us/>.

Requestor's Name: _____

Requestor's Address: _____

Requestor's E-mail Address: _____

Telephone: _____ Fax: _____

Description of Public Records Requested:

Check all that apply:

Request is for Inspection Copying (a 35¢ per page charge applies) Mailing (postage applies)

X _____
Signature Date

For Official Use Only
Date Received: _____ Received by: _____
Date Request Allowed: _____ Allowed by: _____
Date 3-day notice sent: _____ Sent by: _____
Date 15-day notice sent: _____ Sent by: _____