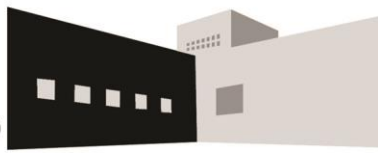


NEW MEXICO

State Records Center and Archives

COMMISSION OF PUBLIC RECORDS

Your Access to Public Information



SERIES: General Agency Operations (SRCA-100)

NUMBER: SRCA-109

TITLE: Inspection of Public Records Requests

PURPOSE: To meet the requirements of the Inspection of Public Records Act, Section 14-2-1 NMSA 1978, *et seq.* (IPRA)

SCOPE: This policy applies to all requests received by the State Records Center and Archives (SRCA) for agency records that are subject to the Inspection of Public Records Act.

DEFINITIONS:

“**Written**” includes electronic communication, including email or facsimile, provided that the request includes the name, address, and telephone number of the requester seeking access to the records and identifies the records sought with reasonable particularity.

“**SRCA Records Custodian**” means the state records administrator or designee.

A. GENERAL PROVISIONS:

By law, under the Inspection of Public Records Act, every person has the right to inspect public records of the SRCA with the exception of those records exempt under 14-2-1 NMSA 1978. The act also makes compliance with requests to inspect public records an integral part of the routine duties of the employees of the SRCA.

B. PROCEDURES FOR REQUESTING INSPECTION:

All requests to inspect public records are to be submitted to the SRCA records custodian:

State Records Center and Archives
1205 Camino Carlos Rey
Santa Fe, New Mexico 87507
505. 476.7926
IPRA.StateRecords@state.nm.us

Any person desiring to inspect public records may submit a request to the SRCA records custodian orally or in writing, however, nothing in the Inspection of Public Records Act requires the SRCA to create a public record.

A written request must contain the name, address, and telephone number of the requester. 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 SRCA records custodian to identify and locate the requested records. A person requesting records is not required to state the reason for inspecting the records.

1205 Camino Carlos Rey | Santa Fe, NM 87507 | www.srca.nm.gov

Hon. Hector Balderas **Hon. Brian S. Colón** **Hon. Maggie Toulouse Oliver**
Attorney General *Chairman/State Auditor* *Secretary of State*

Debra Garcia y Griego **Kenneth Ortiz**
Department of Cultural Affairs *General Services Department*

The SRCA records custodian will permit inspection immediately or as soon as practicable, but no later than fifteen calendar days after receiving the inspection request. If inspection is not permitted within three business days, the SRCA records custodian will send the person making the request a written response explaining when the records will be available for inspection or when the requester will receive a response to their request. The three-day period begins when the written request is delivered to the office of the SRCA records custodian.

If the written request is for records not in the custody, possession, or responsibility of the SRCA, the records custodian will promptly forward the request to the appropriate custodian, if known, and notify the requester. The notification will state the reason that the records are not in the SRCA custody, possession or responsibility, the location of the records and, if known, the name and address of the appropriate records custodian.

C. PROCEDURES FOR INSPECTION:

Public records containing information that is exempt or is in need of redaction, will be separated by the agency of origin and reviewed by the New Mexico Attorney General's Office prior to inspection. If necessary to preserve the integrity of computer data or the confidentiality of exempt information contained in a database, a partial printout of data containing public records or information may be furnished in lieu of an entire database.

D. PROCEDURES FOR REQUESTING COPIES AND FEES:

Public records will be provided electronically via email. An individual also has to option of providing a thumb drive to SRCA or may request a paper copy of the records free of charge.

E. HOURS OF INSPECTION:

In person inspection of public records is allowed during regular business hours, 10:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:30 p.m., Monday through Friday, except on legal holidays and SRCA closures due to inclement weather or other business necessity.

F. PROCEDURE FOR EXCESSIVELY BURDENSOME OR BROAD REQUESTS:

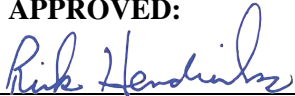
If the SRCA records custodian determines that a written request is excessively burdensome or broad, an additional reasonable period of time is allowed to comply with the request. In this case, the SRCA records custodian will provide written notification to the requester within 15 calendar days of receipt of the request that additional time will be needed to respond to the written request.

G. PROCEDURE FOR DENIED REQUESTS:

If a written request has been denied, the SRCA records custodian must provide the requester with a written explanation of the denial. The written denial must describe the records sought, list the names and titles or positions of each person responsible for the denial, and be e-mailed or mailed to the requester within fifteen calendar days after receipt of the request for inspection.

[12/21/12 adopted; 10/13/2015 revised; 01/21/2016 revised; 04/27/20 revised]

APPROVED:



Rick Hendricks, Ph.D.
State Records Administrator

EFFECTIVE DATE:

April 27, 2020

