

SANDOVAL COUNTY ADMINISTRATIVE OFFICES



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 maintained by Sandoval County at no charge. Compliance with requests to inspect public records is an integral part of the routine duties of the officers and employees of Sandoval County. It is the responsibility of the County to make public records available for inspection.

Requests to inspect public records should be submitted to the Public Information Office, via the Sandoval County Online Public Records Portal located at www.sandovalcountynm.gov/public-records-request. This portal is free to use and allows for submission, tracking of the request, communication with the assigned records custodian and payment of any copy charge invoices. In addition, requests may also be submitted in writing at 1500 Idalia Road, Building D, 3rd Floor, Bernalillo, New Mexico 87004 or e-mail: mxperez@sandovalcountynm.gov. Use of the Sandoval County Online Public Records Portal is the preferred method of submission for public records requests.

Sandoval County's records custodians are:

Melissa Perez
Public Information Office
(505) 867-7640
mxperez@sandovalcountynm.gov

Victoria Aragon
Sheriff's Office
(505) 867-7521
varagon@sandovalcountynm.gov

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 sufficient contact information for the person making the request, including name and either a mailing or email address and telephone number. The request must describe the records sought in sufficient detail to enable the records custodian to identify and locate the requested records.

The County will provide a copy of a public record in an electronic format if the record is available in an electronic format. However, the County will provide the electronic record in the file format in which it exists at the time of the request.

The County 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 County 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, the County may charge a reasonable fee. The County may charge up to \$0.50 per page for standard paper copies of documents up to 11"x17" in size per *Resolution No. 4-5-18.9A* or up to \$1 per page for Clerk's Office and Probate Office copies. The County may also charge up to \$15.00 for costs associated with downloading electronic records to a CD or USB/Thumb Drive as well as for the actual costs associated with transmitting copies by mail, facsimile, or other method. The County may request that applicable fees 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.