

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 City of Alamogordo, 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 the City of Alamogordo, New Mexico.

Requests to inspect public records should be submitted to the records custodian, located at the City Clerk's Office, Alamogordo City Hall, 1376 E. Ninth Street, Alamogordo, NM 88310. City Clerk's contact information is: telephone number (575) 439-4272, fax (575) 439-4396, email rhughs@ci.alamogordo.nm.us

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, telephone number and email address 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. If inspection is not permitted within 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 15 calendar days after the records custodian received the request for inspection. If more time is needed after 15 days to complete a request, the person making the request will receive a written response explaining when the records will be available for inspection.

If a person requesting inspection would like a copy of a public record, a reasonable fee may be charged.

Copy of records per page 11X17 or smaller	\$.50
Copies of records per page larger than 11X17	Cost to be determined based on size of page
Records being requested by email that is available electronically and readily available that is not cumbersome	\$0.00
Records being requested by CD/DVD that is available electronically and readily available	\$5.00 per CD/DVD
Mailed records	In addition to the records cost, actual postage rates will be charged
Faxed records	In addition to the records cost, an additional fee of \$1.00 per page will be charged