

Public Notice Of Rights and Procedures to Inspect Public Records

By law, under the Inspection of Public Records Act, every person has the right to inspect public records of the Portales Municipal School District. The Act also makes compliance with request to inspect public records an integral part of the routine duties of the officers and employees of the Portales Municipal School District.

Requests to inspect public records should be submitted to the records custodian: Tanya Baca, Administrative Assistant to the Superintendent, located at 501 S. Abilene, Portales, NM 88130. Phone: (575) 356-7000, FAX: (575) 356-4377, e-mail: tbaca@portaleschools.com

Procedures for Requesting Inspection of Public Records. 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 will be based upon the following:

- 10¢ per page for materials indicated as Board minutes, agendas, financial records, contracts, courses of study, or statistical summaries.
- 25¢ per copy for materials not listed above that require additional clerical and/or professional staff time to make available.
- Actual cost, if available, will be assessed.
- Free copies shall be furnished if they are to be used in claims against the United States.
- For records other than documents, such as audio tapes or CD's or other paperless records, the reasonable fee shall approximate the actual cost of reproduction.

The records custodian will 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 provide upon request to the person requesting the copies.