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Susana Martinez, Governor
Amira Rasheed, Chairperson
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NOTICE OF RIGHT TO INSPECT PUBLIC RECORDS

By state law, under the Inspection of Public Records Act, every person has the right to inspect public records of the New Mexico Developmental Disabilities Planning Council (DDPC). Compliance with requests to inspect public records is an integral part of the routine duties of the officers and employees of DDPC.

Procedures for Requesting Inspection.

Requests to inspect public records should be submitted to the records custodian, Rachel Romero, Office Manager, located at DDPC, 625 Silver Avenue, Suite 100, Albuquerque, New Mexico 87102, (505) 841-4519, FAX: (505) 841-4590, email: Rachel.Romero3@state.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 and telephone number of the person making the request. 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 records custodian to identify and locate the requested records.

The records custodian must permit inspection immediately or as soon as practicable, however no later than fifteen (15) calendar days after the records custodian receives the written 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 explanation of denial shall be delivered by email or mailed within fifteen (15) calendar days after the records custodian receives the written request for inspection.

Procedures for Requesting Copies and Fees.

If the person requesting inspection would like a copy of a public record, a reasonable fee may be charged. The fee for printed documents eleven inches by seventeen inches or smaller is \$0.25 per page. The fee for larger documents is \$1.00 per page. If the request is to download copies of public records to a computer disk or other storage device, DDPC can do so if the computer disk or storage device is provided by the person making the request. If a person requests that a copy of a public record be mailed, transmitted by email or for transmission by facsimile, a fee of the expense to DDPC may be charged. For records other than documents, the reasonable fee is as follows: videotapes, \$6.75 and audio cassette tapes, \$2.75. 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.