

PROCEDURE TO REQUEST AND OBTAIN COPIES OF PUBLIC RECORDS:

Any individual may submit a request to inspect public records, with the exception of those records specified by the New Mexico Inspection of Public Records Act, NMSA 1978, §14-2-1. Requests for public records may be submitted orally or written, however, the procedures and penalties prescribed by the New Mexico Inspection of Public Records Act only applies to written requests (NMSA 1978, §14-2-8A). Public information requests to inspect or to purchase copies of public records must be submitted to the custodian of public records. The custodian of public records for the Village of Los Ranchos per NMSA §3-13-1A.(4), is the Clerk. Requests will be received during the normal hours of operation of Village Hall. Public information requests may be submitted in any of the following manners:

Postal mail or in person: Village of Los Ranchos
Attn: Danielle Sedillo-Molina,
Village Clerk
6718 Rio Grande Blvd NW
Los Ranchos, NM 87107

Online/Email: www.losranchosnm.gov

Phone (oral request): (505) 344-6582

A written request shall provide the name, address and telephone number of the person seeking access to the records and shall identify the records sought with reasonable particularity (NMSA 1978, §14-2-8C).

Inspection will be granted as soon as practical, but not later than fifteen days, unless the request is deemed as burdensome or broad (NMSA 1978, §14-2-8D). If a response to a written request for inspection is not possible within three business days, the custodian of records will explain in writing when the records will be available for inspection (NMSA 1978, §14-2-8D). The three-day period will not begin until the request is delivered to the designated custodian of public records (NMSA 1978, §14-2-8D). If a request is determined to be burdensome or broad the request may exceed fifteen days (NMSA 1978, §14-2-10). If the time to allow inspection extends past 15 days, the requester will receive a letter from the custodian of recording providing a timeline for availability.

Requested public records containing information that is exempt and nonexempt from disclosure shall be separated by the custodian prior to inspection, and the nonexempt information shall be made available for inspection (NMSA 1978, §14-2-9A).

In the event that a written request is not made to the custodian having possession of or responsibility for the public records requested, the person receiving the request shall promptly forward the request to the custodian of the requested public records, if known, and notify the requester (NMSA 1978, §14-2-8E). The Village of Los Ranchos is not obligated to create a record that does not exist (NMSA 1978, §14-2-8B). If a request to inspect or obtain records is denied, the custodian of records will explain the denial in accordance with NMSA 1978, §14-2-11.

FEE SCHEDULE FOR COPIES OF PUBLIC RECORDS:

The following charges shall apply for requested copies of public records, payable to the Village of Los Ranchos de Albuquerque:

Public Record	Copy Fee
Photocopy of documents 8 ½" x 11" or smaller	\$0.25 per page
Photocopy of documents 11" x 17"	\$1.00 per page
Documents larger than 11"x 17" and Building Plans	Printing cost to Village (printed by third party)
Maps 8 ½" x 11" or smaller	\$1.00 per page
Maps 11" x 17"	\$1.00 per page
Master Plan/Appendix or Both	\$25.00/\$30.00; \$55.00 for Both
Records transmitted electronically (photocopies not utilized)	No Fee
USB flash drive (provided by the Village)	Cost of USB flash drive
<i>Only compatible external Electronic storage devices</i> with the Village operating system, such as USB drives, may be provided by the requesting party, with the original unopened packaging.	No Fee

*Charges for shipping requested records, if applicable, will be added to the total amount due, will be payable by the requesting party prior to shipping/ mailing.