

## **INSPECTION OF PUBLIC RECORDS PROCEDURES**

Under the **Inspection of Public Records Act, Section 14-2-1** of the New Mexico Statutes, every person has a right to inspect any law enforcement record of this state except for records that may reveal the following:

1. Confidential sources
2. Methods of operations
3. Information on suspects
4. Individuals accused but not charged with a crime
5. Information considered privileged or in violation of the Arrest Records Act

Under **Section 14-2-8, 9, 10 & 11**, the following is the procedure to make a request:

For your request to be accurately processed, you will need to fill out the Inspection of Public Records Request form. As prescribed in the form, you must list the records that you need with reasonable particularity.

If you request the copies to be mailed, you will be notified of the cost and you will be required to pay in advance in the form of a money order or cashier's check mailed to this office. If the records are to be obtained at the office, payment can be made in cash. The cost schedule is enclosed.

If your request cannot be prepared and completed within three days, a letter informing you that additional time is needed will be mailed to the address you provided.

If your request was later determined to have been made in error to this agency, you will be informed by mail as to what agency may have the records.

If your request was determined as excessively burdensome or broad in its request, you will be notified within fifteen days that additional time will be required to respond and/or a re-submitted request is required from you that will describe with more certainty, what exactly you need.

If your request is denied, a letter will be mailed to you within 15 days explaining the reason(s) for the denial.



# Eddy County Sheriff's Office

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(575) 887-7551 • Fax (575) 887-9276 • www.co.eddy.nm.us

## REQUEST TO INSPECT PUBLIC RECORDS

DATE: \_\_\_\_\_

### REQUESTER INFORMATION (please print)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Mark Cage  
Sheriff

Alan Griffith  
Undersheriff

Dawn McCarty  
Records Supervisor

Dametra Kartchner  
Records Secretary

### I would like to inspect and receive a copy of the following documents:

Please list records with reasonable particularity; be specific as possible.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I agree to pay the amount requested as described in the cost schedule below. If the copying charges exceed \$\_\_\_\_\_, please call me to advise. I understand that I may be asked to pay the fees for copies in advance.

Fees for copies (letter & legal)	\$0.25 per page
Fees for color copies (letter & legal)	\$1.00 per page
Fees for copies (11x17)	\$1.00 per page
Fees for facsimile copies	\$1.00 per page
Fees for digital media	\$5.00 per CD/DVD

Thank you for your prompt attention to this matter.

\_\_\_\_\_  
Signature of Requestor

For Office Use Only

Date completed: \_\_\_\_\_

Completed by: \_\_\_\_\_

Completed

No record found

Denied

Reason for denial: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_