

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 those 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 procedures for your request:

For your request to be accurately processed and not overlooked, it will require you to fill out the Inspection of Public Records form. As prescribed in the form you must list the records that you need with reasonable particularity.

If you expect the copies to be mailed, you will be notified as to the cost and you will be required to pay in advance in the form of a money order or cashiers 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 DEPARTMENT

**INSPECTION OF PUBLIC RECORDS
REQUEST FORM**

DATE: _____

TO: Leslie Rostro
Records Custodian
Eddy County Sheriff's Department
102 N. Canal, Suite 100
Carlsbad, NM 88220

FROM: _____ (please print)

Mailing Address: _____

City/State: _____

Phone#: _____

I would like to inspect and copy the following documents:

PLEASE LIST RECORDS WITH REASONABLE PARTICULARITY:

I agree to pay the amount requested as described in the cost schedule for copying charges. If the copying charges will exceed \$ _____, please call me to discuss. I understand that I may be asked to pay the fee for copies in advance before you make any copies.

Thank you for your prompt attention to this matter.

Signed: _____

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COST SCHEDULE

Under **Section 14-2-9** of the NM Statutes and **R-00-07** of the Eddy County Resolutions the following is submitted:

1. \$0.50 per page for each document copy made that are smaller then 11 inches by 17 inches.
2. \$1.00 per page for each copy 11 inches by 17 inches.
3. \$1.00 per page for any facsimile copy.
4. The actual cost of copying any document larger then described above that will include personnel time involved.
5. The actual cost of audio or videotapes including personnel time involved for copying.
6. The actual cost to reproduce photograph prints including personnel time involved.