

# NOTICE OF RIGHT TO INSPECT PUBLIC RECORDS

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

## **Procedures for Requesting Inspection:**

Requests to inspect public records should be submitted to the records custodian, located at 1009 Main Street, P.O. Box 19000, Clovis, New Mexico 88102-9000, 575-769-4300, FAX 575-769-4333, [jelayne.curtis@clovis-schools.org](mailto:jelayne.curtis@clovis-schools.org)

Any person wishing to inspect public records may submit an oral or written request to the custodian. However, the procedures set forth in this section shall be in response to a written request. The failure to respond to an oral request shall not subject the custodian to any penalty. Nothing in the Inspection of Public Records Act shall be construed to require a public body to create a public record.

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. No person requesting records shall be required to state the reason for inspecting the records. The records custodian shall permit inspection immediately or as soon as practicable, but no later than fifteen (15) calendar days after receiving a written request. If the inspection is not permitted within three (3) business days, the custodian shall explain in writing when the records will be available for inspection or when the public body will respond to the request. The three-day period shall not begin until the written request is delivered to the office of the custodian. 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. The notification to the requester shall state the reason for the absence of the records from that person's custody or control, the records' location and the name and address of the custodian.

For the purposes of this section, "written request" includes an electronic communication, including email or facsimile; provided that the request complies with the requirements of the Act.

## **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 printed documents eleven inches by seventeen inches or smaller is \$1.00 per page. The fee for larger documents is \$2.00 per page. For records other than documents, the reasonable fee is \$ 25.00. 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.