



NOTICE OF RIGHT TO INSPECT PUBLIC RECORDS

By law, under the Inspection of Public Records Act (IPRA), every person has the right to inspect public records of the New Mexico Department of Game and Fish. The Act also makes compliance with requests to inspect public records an integral part of the routine duties of the officers and employees of the New Mexico Department of Game and Fish.

Requests to inspect public records should be submitted to the records custodian, Jennifer Montoya, 1 Wildlife Way, Santa Fe, New Mexico 87507, Phone (505)-476-8000, Fax (505) 476-8123, Email DGF.IPRA@state.nm.us

A person desiring to inspect public records may submit a request to the records custodian orally, in writing or by email. However, the procedures and penalties prescribed by the Act apply only to written requests. A written request must contain the name, address, telephone number, and email address of the person making the request. 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 possible, no later than fifteen (15) calendar days after the records custodian receives the 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. 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 denial shall be delivered or mailed within fifteen (15) calendar days after the records custodian received the request for inspection.

Electronic files will be placed on a compact disc (CD) which requires a \$2.75 fee per disc. If a person requesting inspection would like a hard copy of a public record a reasonable fee will be charged. The fee for physical copies of documents will be .75¢ a page and must be paid prior to the copies being made. An invoice will be provided to the person who made the request as well as a receipt.

Please note the Inspection of Public Records Act requires only that the custodian provide the electronic record in the file format in which the record exists at the time of the request. 14-2-9(B).

New Mexico Inspection of Public Records Act Compliance Guide