



State of New Mexico
County of Otero

PUBLIC RECORDS REQUEST

Date: _____

Name: _____ Telephone No: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Please check at least one of the following:

I want to inspect/review this information in your office.

I would like copies of this information.

Public information sought (be specific as possible)

I understand that I will be required to pay the fees imposed by the County of Otero pursuant to the Inspection of Public Records Act. The County of Otero has agreed to provide me with a schedule of its fees for copying public records, and upon request, will provide me with an estimate of the costs for copies of the records I am requesting. I understand this is only an estimate and that I will not receive copies of any public record until I have paid the applicable fees. I also understand some of the materials enclosed may be provided to me as a community service and that the County of Otero is not responsible for any error or liability contained therein, or any use or misuse of this information.

Signature

FOR COUNTY USE ONLY

Date of Receipt: _____ Time of Receipt: _____ Department: _____

Employee Name: _____ Title: _____

NOTICE OF RIGHT TO INSPECT PUBLIC RECORDS
AND ASSOCIATED FEES

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

Requests to inspect public records should be submitted to the records custodian, located at:

1101 New York Avenue
Alamogordo, NM 88310-6935
Telephone: (575) 437-7427
Fax: (575) 443-2904

A person desiring to inspect public records must submit a request form, available from the Otero County Administration Office, or from our website at <http://co.otero.nm.us> to the records custodian. All procedures and penalties prescribed by the Act apply to the request. The request must contain the name, address, and telephone number 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 practicable, but no later than fifteen (15) calendar days after the records custodian received 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 for the inspection or when the public body will respond to the request. 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.

If a person requesting inspection would like a copy of a public record, a reasonable fee may be charged. The fee for documents eleven inches by seventeen inches or smaller is \$0.25 cents per page. The fee for larger documents is \$0.75 cents per page. For records other than documents, the reasonable fee is \$4.00 dollars each. 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.