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## **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 the NM Higher Education Department (HED). Compliance with requests to inspect public records is an integral part of the routine duties of the officers and employees of HED.

**Procedures for Requesting Inspection.** Requests to inspect public records should be submitted to the records custodian, Alicia Armijo, located at **2044 Galisteo St., Suite 4, Santa Fe, NM 87505-2100, phone (505)476-8411 or email: [alicia.armijo@state.nm.us](mailto:alicia.armijo@state.nm.us)**. A person desiring to inspect public records may submit a request to the records custodian orally or in writing.

Although a request may be made orally, most of the requirements of the law apply only to written requests. A written request must contain the name, address and telephone number of the person making the request. Written requests may be submitted in person or sent via US mail or email.

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 15 calendar days after the records custodian receives the inspection request. If inspection is not permitted within three business days, the person making the request will receive a written response explaining when the records will be available for inspection or when HED 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 15 calendar days after the records custodian receives the request for inspection.

**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. Typically no fees are charged for printed documents 11 inches by 17 inches or smaller. HED may assess a fee for larger copies, for downloading copies of public records to a computer disk or storage device, for transmission by mail, and for transmission by e-mail based on the actual cost and labor required. The records custodian will advise the requester of the amount of any fee and may request the fee be paid in advance, before the copies are made. A receipt indicating that the fees have been paid will be provided upon request to the person requesting the copies.