

Sierra County Sheriff's Office

2501 South Broadway

Truth or Consequences, NM 87901

Sheriff Glenn C. Hamilton

(575) 894-9150 Phone

(575) 894-7938 Fax

NOTICE OF RIGHT TO INSPECT PUBLIC RECORDS

By law, under the Inspection of Public Records Act, every person has the right to inspect records of the Sierra County Sheriff's Office. The act also makes compliance with requests to inspect public records an integral part of the routine duties of the officers and employees of Sierra County Sheriff's Office.

Procedures for Requesting Inspection

Requests to inspect public records of the Sierra County Sheriff's Office, should be submitted to the records custodian, Brad Spencer, located at:

2501 South Broadway
Truth or Consequences, NM 87901
(575) 894-9150 Phone
(575) 879-7938 FAX
Email: bspencer@sierraco.org.

A person desiring to inspect public records may submit a request to the records custodian verbally or in writing however, the procedures and penalties prescribed by the Act apply only to written requests. A written 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 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 for 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.

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 fees charged by the Sierra County Sheriff's Office are consistent with Sierra County Resolution 103-023 and are as follows:

Photo copies of documents eight and one half inches by fourteen inches (8.5" x 14") or smaller, \$1.00/page
Electronic Data \$5.00 (per CD) and \$0.05 per document scanned.
Documents scanned to electronic format (per page), \$0.25.

We do not have the ability to copy or create documents larger than eight and one half inches by fourteen inches (8.5" x 14").

All fees for copying public records shall be paid in advance, before the copies or scans are made. A receipt indicating that the fees have been paid for making copies of public records will be provided upon request and payment of all fees for the public records has been received.