



# SIERRA COUNTY SHERIFF'S OFFICE

2501 South Broadway  
Truth or Consequences, NM 87901

*Glenn C. Hamilton*  
Sheriff

*Dave Elston*  
Under-Sheriff

## NOTICE OF RIGHT TO INSPECT PUBLIC RECORDS

By law, pursuant to the Inspection of Public Records Act (IPRA), 14-2-1 NMSA 1978, 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](mailto: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 107-052, adopted 01/22/2019, and are as follows:

<u>ITEM</u>	<u>COST</u>
Photo copies of documents eight and one half inches by fourteen inches (8.5" x 14") or smaller	\$1.00 per one sided page
Blank DVD for burning of electronic files	\$0.45
Blank CD for burning of electronic files	\$0.35
Electronic data transferred via any electronic means including writing to any electronic media	\$0.0001 per kB
Electronic data converted to accessible format	\$0.0001 per kB

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").

Nothing in the IPRA shall be construed to require a public body to create a public record.

All fees for copying public records of the Sierra County Sheriff's Office 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.