

State of New Mexico

*Shelly K. Trujillo
County Clerk
575-894-2840*

*Candace Chavez
County Treasurer
575-894-3524*

*Michael D. Huston
County Assessor
575-894-2589*

*Thomas Pestak
Probate Judge
575-894-2840*



County of Sierra

*James E. Paxon
District 1
575-894-6215*

*Travis Day
District 2
575-894-6215*

*Hank Hopkins
Commissioner
575-894-6215*

*Joshua Baker
County Sheriff
575-894-9150*

*1712 N Date St.
Truth or Consequences, New Mexico 87901*

*Amber Vaughn,
County Manager
575-894-6215 Fax: 575-894-9548*

NOTICE OF RIGHT TO INSPECT PUBLIC RECORDS

Under the Inspection of Public Records Act, every person has the right to inspect public records of the Board of County Commissioners of Sierra County, which includes the records of the Office of the County Manager. 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.

Procedures for Requesting Inspection. Requests to inspect public records should be submitted on the attached form to the records custodian, located at:

Sierra County
Office of the County Manager
1712 N Date Street, Suite D
Truth or Consequences, NM 87901

A person desiring to inspect public records may submit a request to the records custodian orally or in writing. However, the procedures and penalties prescribed by the Act only apply to written requests. 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, 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 for documents are set forth in the attached resolution. 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 persons requesting the copies.

Inspection of Public Records Request Form

Please fill out the information below and submit this form to:

Sierra County
Office of the County Manager
1712 N Date Street, Suite D
Truth or Consequences, NM 87901

Within three business days, if inspection or copying has not yet been allowed, the appropriate County office will deliver or mail a notice to you explaining when inspection will be allowed or when the request will be responded to. Within fifteen days, the request must be allowed unless the County has denied the request or determined that it is excessively burdensome or broad. In that even, the appropriate County office will deliver or mail another notice to you informing you of the denial, or notice that additional time is needed to comply. For further information, please see the Attorney General's Compliance Guide at <http://www.ago.state.nm.usi>.

Requestor's Name: _____

Requestor's Address: _____

Requestor's E-mail Address: _____

Telephone: _____ **Fax:** _____

Description of Public Records requested:

Check all that apply:

Request is for **Inspection** **Copying** **Mailing (postage applies)** **Electronic Format (if available in electronic format)**

Signature

Date

For Official Use Only

Date Received: _____

Received by: _____

Date Request Allowed: _____

Allowed by: _____

Date 3-day notice sent: _____

Sent by: _____

Date 15-day notice sent: _____

Sent by: _____

I hereby acknowledge receipt of the documents requested above on this _____ day of _____
