



Inspection of Public Records Act Request

City of Texico, New Mexico

Records Custodian / City Clerk | 219 N. Griffin St., P.O. Box 208, Texico, NM 88135

Phone: (575) 482-3314 | Fax: (575) 482-9124 | Email: cityclerk@yucca.net

1. Requestor Information

Date of Request:

Preferred Contact: Email Phone Mail

Name:

Organization (optional):

Mailing Address:

Phone:

Email:

2. Request Type

Inspect records only Receive copies Inspect and receive copies

Email/electronic copy, if available Pick up paper copies Mail paper copies

3. Records Requested

Please describe the records with enough detail for the City to identify and locate them. Include dates, names, locations, subject matter, document types, departments, or file names when possible.

Date range, if known:

Dept./subject, if known:

4. Requestor Acknowledgment

I understand that no reason is required to inspect public records. I also understand that fees may apply for copies, mailing, storage media, or other allowable transmission costs, and that payment may be required before copies are produced.

Signature / Typed Name:

Date:

For City Use Only

Date received: Received by: Tracking #:

3-business-day response due: 15-calendar-day response/production due:

Fulfilled Partial / redacted Denied Additional time notice sent

Fee estimate / notes:

Completed date:



IPRA Notice and Request Procedures

Inspection of Public Records Act, NMSA 1978, §§ 14-2-1 through 14-2-12

Right to inspect public records

- Every person has a right to inspect public records of the City of Texico, subject to exceptions and confidentiality protections provided by law.
- Public records containing both exempt and nonexempt information may be redacted so that nonexempt information can be made available for inspection.
- The City is not required to create a record that does not exist, compile information into a new record, or answer questions that are not requests for existing records.

How to submit a request

- Requests may be made orally or in writing; however, IPRA response procedures and penalties apply to written requests.
- A written request must include the requester's name, address, and telephone number, and must identify the records sought with reasonable particularity.
- No person requesting public records is required to state the reason for inspecting the records.
- Written requests may be submitted in person, by mail, by fax, or by email to the City of Texico Records Custodian / City Clerk.

Response timeframes

- The Records Custodian will permit inspection immediately or as soon as practicable under the circumstances, but not later than 15 calendar days after receiving a written request.
- If inspection is not permitted within 3 business days, the City will provide a written response explaining when the records will be available for inspection or when the City will respond to the request.
- If a request is excessively broad or burdensome, additional reasonable time may be allowed. The City will provide written notice within 15 calendar days that additional time is needed.
- If any requested records are denied, the City will provide a written explanation of the denial within 15 calendar days, unless additional time is allowed under IPRA.

Copies, electronic records, and fees

- There is no fee to inspect public records.
- If records exist electronically and an electronic copy is specifically requested, the City will provide the record electronically if available, in the file format in which it exists at the time of the request.
- Reasonable fees may be charged for copies and allowable transmission costs. Fees for printed pages 11 x 17 inches or smaller may not exceed \$1.00 per page unless another fee is prescribed by law.
- The City may request advance payment before copies are produced and will provide a receipt upon request.

Submit requests to:

Records Custodian / City Clerk, City of Texico

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