



Inspection of Public Records Act Policy

1. Purpose. Recognizing that a representative government is dependent upon an informed electorate, the intent of the legislature in enacting the Inspection of Public Records Act was to ensure, and it is declared to be the public policy of this state, that all persons are entitled to the greatest possible information regarding the affairs of government and the official acts of public officers and employees. It is the further intent of the legislature, and it is declared to be the public policy of this state, that to provide persons with such information is an essential function of a representative government and an integral part of the routine duties of public officers and employees.

2. Procedures for Requesting Copies and Fees. By law, under the New Mexico Inspection of Public Records Act, every person has the right to inspect public records of Technology Leadership High School. Requests to inspect public records should be submitted to the Records Custodian:

Thalia Silva
10500 Research Rd SE
Albuquerque, NM 87123
silva@techabq.org
[844] 285-9134

A person desiring to inspect public records may submit a request to the Records Custodian orally or in writing. 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, email or facsimile. 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 business days, the person making the request shall receive a written response explaining when the records will be available for inspection or when the School 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 receives the request for inspection.

If a person requesting inspection would like a copy of a public record, a reasonable fee may be charged. The fee for printed documents 11 inches by 17 inches or smaller is twenty-five cents (.25) per page. The fee for larger documents is fifty cents (.50) per page. The fee for downloading copies of public records to a computer disk or storage device is twenty-five cents (.25) per document and the requester must provide the computer disk or storage device. Ten cents (.10) per page will be charged for transmission by facsimile.

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 will be provided upon request to the person requesting the copies.

Above fees may be waived for records are readily available at the discretion of the School. If the inspection request is for a record maintained on the School's website the Inspection of Public Records request is deemed to have been fulfilled upon response from the School's Records Custodian indicating such. Per the New Mexico Open Meetings Act, all agendas and minutes for meetings of the Governing Board shall be posted on the School's website.