

VILLAGE OF RUIDOSO

NOTICE OF RIGHT TO INSPECT PUBLIC RECORDS

By law, under the Inspection of Public Records Act, every person has the right to inspect public records of the Village of Ruidoso. The Act also makes compliance with requests to inspect public records an integral part of the routine duties of the officers and employees of the Village of Ruidoso.

Requests to inspect public records should be submitted to the records custodian, located in the Village Clerk's Office, Ruidoso Village Hall, 313 Cree Meadows Drive, Ruidoso, New Mexico 88345. Telephone: (575) 258-4343, Ext.1002; Fax: (575)258-5361; or E-mail: IrmaDevine@ruidoso-nm.gov

Requests may be made to the records custodian orally or in writing. However, the procedures and penalties prescribed by the Act apply only to written requests. Written requests must contain the name, address and telephone number of the person making the request and describe the records sought in sufficient detail to enable the records custodian to identify and locate records. The Village of Ruidoso is not required to create a record that does not exist.

The records custodian must permit inspection immediately or as soon as practicable, but no later than fifteen (15) calendar days after the inspection request is received, unless the custodian deems the request to be excessively burdensome or broad which in such case an additional reasonable period of time shall be allowed to complete the request. If that occurs, the requestor will be notified in writing. Additionally, if inspection is not permitted within three (3) business days, the requestor 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, mailed within fifteen calendar days after the records custodian received the inspection request.

Public records are available for inspection between the hours of 8:00 a.m.-12:00 p.m. and 1:00 p.m.-4:30 p.m. on regular business days in the presence of the Village Clerk or her authorized designee. Public records requests for the Ruidoso Police Department will be handled and processed at the Ruidoso Police Department at their established fee schedule. Original records may not be removed from the Village offices. Requests received after 3:00 p.m. will be considered a transaction for the following business day.

If a person requesting inspection would like a copy of a public record, a reasonable fee will be charged to cover copy and personnel costs as allowed by state law. Copying fees may be required in advance, before the copies are made. In addition, a fee to cover the actual postage rates for mailed records will be charged.

(Revised by Village Clerk on 1/12/09)