

## **NOTICE OF RIGHT TO INSPECT PUBLIC RECORDS**

Every person has the right to inspect public records of the City of Raton, except those that are specifically exempt as confidential by law under the Inspection of Public Records Act.

It is the responsibility of the Raton City Clerk to:

- A. receive and respond to requests to inspect public records;
- B. provide proper and reasonable opportunities to inspect public records;
- C. provide reasonable facilities to make or furnish copies of the public records during regular business hours.

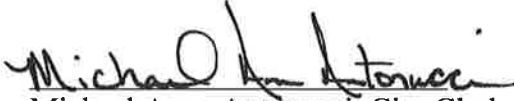
Any person desiring to inspect public records may submit an oral or written request to the City Clerk. However, the procedures and penalties prescribed by the Act apply only to written requests. A written request must contain the name, address and telephone number of the person making the request. The request must describe the records sought in sufficient detail to enable the City Clerk to identify and locate the requested records.

The City Clerk must permit inspection immediately or as soon as practicable, but no later than fifteen (15) calendar days after the City Clerk 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 City Clerk explaining the reasons inspection has been denied. The written denial shall be delivered or mailed within fifteen (15) calendar days after the City Clerk received the request for inspection.

If a person requesting inspection would like a copy of a public record, a reasonable fee may be charged. 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 person requesting the copies.

For review of the Public Records Inspection Act or further explanation of the law, please feel free to inquire at the City Clerk's Office.

Posted 01/05/2021

  
Michael Anne Antonucci, City Clerk

REQUEST TO INSPECT PUBLIC RECORDS

City of Raton
P.O. Box 910
224 Savage Avenue
Raton, NM 87740
(575) 445-9451
(575) 445-3398 fax

Please complete the form below, sign and deliver, mail or fax to the City Clerk

DATE: \_\_\_\_\_

TO: City of Raton
Records Custodian
Attn: \_\_\_\_\_

FROM: \_\_\_\_\_

PHONE: \_\_\_\_\_

Pursuant to the Public Record Inspection Act, I would like to inspect the following records (be specific):

Four horizontal lines for listing records to be inspected.

If your agency does not maintain these public records, please let me know who does, and include the proper custodian's name and address.

I understand that I have the right to inspect existing records during regular business hours and that the City is under no obligation to produce or generate materials or information that does not now exist. The custodian of records has three (3) days to provide the records for inspection or shall explain in writing when the records will be available. I further understand that I will be required to pay the following fees for any copies requested and that such fees will be collected in advance:

Over 50 pages:
\$.15 per page for 8 1/2 x 11 & legal
\$.25 per page for 11x17
\$.10 per page for 8 1/2 x 11 & legal
\$.20 per page for 11 x 17

Thank you for your prompt attention to this matter.

Signed:

\_\_\_\_\_

FOR OFFICE USE ONLY

The above request is:

\_\_\_\_\_ Approved Date records were provided: \_\_\_\_\_

\_\_\_\_\_ Disapproved for the following reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Forwarded to \_\_\_\_\_ Date: \_\_\_\_\_

City Clerk