

# South Valley Regional Association of Acequias

## 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 Arenal, Atrisco, Armijo (Ranchos de Atrisco), Pajarito, and Los Padillas Acequias. The Act also makes compliance with requests to inspect public records an integral part of the routine duties of the officers of the Acequias.

Procedures for Requesting Inspection. Requests to inspect public records should be submitted to the records custodian, Santiago Maestas, President, located at 5734 Evans Rd. SW, Albuquerque, NM 87105, (505) 877-8200, maestasy@netzero.net.

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 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 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 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 will receive a written response explaining when the records will be 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 with 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 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 recs will be provided upon request to the person requesting the copies.