



NOTICE OF RIGHT TO INSPECT PUBLIC RECORDS

By law under the Inspection of Public Records Act (IPRA) NMSA 1978, 14-2-1 *et seq.*, every person has the right to inspect public records of the Office of the State Engineer (OSE). Compliance with requests to inspect public records is an integral part of the routine duties of the officers and employees of the OSE.

Procedures for Requesting Inspection: Requests to inspect public records should be submitted to the agency records custodian using the information below:

New Mexico Office of the State Engineer
Attn: Records Custodian
2905 Rodeo Park Drive East, Bldg. 5
P.O. Box 25102
Santa Fe, NM 87504-5102
Phone: (505) 827-6150
Email: OSE-IPRA@ose.nm.gov

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 IPRA apply only to written requests. A written request must contain the name, address and telephone number of the person making the request. Written requests may be submitted via email, U.S. Mail, or in person. The request must describe the records sought with reasonable particularity and in sufficient detail, including the timeframe, to enable the records custodian to identify and locate the requested records.

The records custodian must permit inspection immediately or as soon as practicable, in accordance with the law. 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 agency 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 that the records are not available or do not exist. If a request is denied, a written denial shall be delivered or mailed within fifteen (15) calendar days after the records custodian receives the request for inspection.

Copies and Fees: If a person requesting inspection would like a copy of a public record, a reasonable fee may be charged.

Printed materials 11" x 17" or smaller	\$ 0.75/page
Oversized printed materials	\$ 1.00/page
CDs/DVDs	\$ 10.00/each
Electronic records to a storage device (flash drive)	\$ 10.00/each

The records custodian may request that applicable fees for copying public records be paid in advance before copies are made. A receipt indicating that the fees have been paid will be provided upon request to the person requesting the copies.