

## NOTICE OF RIGHT TO INSPECT PUBLIC RECORDS

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

Requests to inspect public records **except** for records that are requested from the Clerk's Office, Sheriff's Office and the Geographic Information Systems Office, should be submitted to the records custodian, located at:

Santa Fe County Attorney's Office  
P.O. Box 276 – 102 Grant Avenue, 2<sup>nd</sup> Floor  
Santa Fe, NM 87504-0276  
Phone: (505) 986-6279 Email: [recordscustodian@santafecountynm.gov](mailto:recordscustodian@santafecountynm.gov)  
Website: [santafecountynm.nextrequest.com](http://santafecountynm.nextrequest.com)

Requests to inspection public records from the Clerk's Office, should be submitted to the records custodian, located at:

Santa Fe County Clerk's Office  
100 Catron St.,  
Santa Fe, NM 87501  
Phone: (505-986-6280) Email: [clerk@santafecountynm.gov](mailto:clerk@santafecountynm.gov)

Requests to inspect public records from the Sheriff's Office, should be submitted to the records custodian, located at:

Santa Fe County Sheriff's Office  
35 Camino Justicia  
Santa Fe, NM 87508  
Phone: (505) 986-2455 Fax: (505) 986-2410  
Email: [shfrecordsreq@santafecountynm.gov](mailto:shfrecordsreq@santafecountynm.gov)

Requests to inspect public records from the Geographic Information Systems Office should be submitted to the records custodian, located at:

Santa Fe County Geographical Information Systems (GIS)  
Office P.O. Box 276- 100 Catron St., 2nd Floor  
Santa Fe, NM 87504-0276  
Phone: (505) 986-6318 Fax: (505) 986-6206

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 fifteen (15) calendar days after the records custodian 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 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 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 fee for documents eleven inches by eight and a half inches is \$.50 per page. The fee for larger documents is as set forth on the attached price list. For records other than documents, the reasonable fee is as set forth on the attached price list. Fees for documents produced by the Sheriff's Office and the Geographical Information Systems Office shall be posted by those respective offices. 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.