



# WAGON MOUND PUBLIC SCHOOLS

Post Office Box 158 • 300 Park Avenue • Wagon Mound, New Mexico 87752  
Voice: 575-666-3000 FAX: 575-666-9001

## **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 Wagon Mound Public Schools. Compliance with requests to inspect public records is an integral part of the routine duties of the officers and employees of the Wagon Mound Public Schools.

### **Procedures for Requesting Inspection**

Requests to inspect public records should be submitted to the records custodian:

Anita Romero, Superintendent  
Wagon Mound Public Schools  
PO Box 158  
300 Park Avenue  
Wagon Mound, NM 87752  
Voice: 575-666-3001 \* Fax: 575-666-9001  
email: [anita.romero@wm.k12.nm.us](mailto:anita.romero@wm.k12.nm.us)

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. Written requests may be submitted in person or sent via US mail, email or facsimile. 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 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 15 calendar days after the records custodian receives the request for inspection.

Requirements of access and inspection apply only to existing records and do not require creation of new records. Public inspection of a document that otherwise would be a public record may be denied by the Superintendent if (1) the record is made confidential by statute, or (2) the record involves the privacy interests of persons. If a public record contains material that is not subject to disclosure, the District will delete such material and make available to the requestor such material in the record as is subject to disclosure.

Records contained on a computer will be provided only in the form in which the information can be made available using existing computer programs.

Copies of radio or recording tapes of discs, video or films, pictures, slides, graphics, illustrations, or similar audio or visual items or devices will not be furnished unless such items or devices have been shown or played at a public meeting of the Board.

A fee shall be levied on each request to cover the cost of making copies, staff time, computer time, etc. Fees will be collected prior to releasing material.

The fees will be based upon the following:

- 10¢ per page for materials indicated as Board minutes, agendas, financial records, contracts, courses of study, or statistical summaries.
- 35¢ per copy for materials not listed above that require additional clerical and/or professional staff time to make available.
- Actual Cost, if available, will be assessed.
- Free Copies shall be furnished if they are to be used in claims against the United States.

A receipt indicating that the fees have been paid will be provided upon request to the person requesting the copies.