LOWER RIO GRANDE
Public Water Works Authority
325 Holguin Road Vado, New Mexico 88072 (575) 233-5742
www.LRGauthority.org

Lower Rio Grande Public Water Works Authority

INSPECTION OF PUBLIC RECORD POLICY

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 Lower Rio Grande Public Water Works Authority. The Act also makes compliance with requests to inspect public records an integral part of the routine duties of the officers and employees of the Lower Rio Grande PWWA.

The board of directors of the Lower Rio Grande PWWA has designated the general manager as the records custodian.

Requests to inspect public records should be submitted to the records custodian, located at the Lower Rio Grande PWWA Mesquite Office, 215 Bryant, mailing address P.O. Box 2646, Anthony, NM 88021, phone 575-233-5742, fax 575-233-3961, email publicrecords@LRGauthority.org.

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 inspection, the person making the request is entitled to a written response from the record custodian explaining the reasons inspection has been denied. The written denial shall be delivered or mailed with 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 eight and one half inches by fourteen inches (8"x14") or smaller is one dollar ($1.00) per page.

Lower Rio Grande PWWA is unable to provide copies larger than this or quantities of copies in excess of one-hundred (100) pages, and will charge the cost of having larger copies or quantities made at a business which provides this service. 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.

Adopted on September 16, 2009 at a regular board of directors meeting and amended at a regular meeting of the board of directors on November 18, 2015.

Robert Nieto, Board Chairman

Seal:

Lower Rio Grande Public Water Works Authority
Special Districts
New Mexico
2009 NMSA
73-26-1

Attest:

Alma Boothe, Board Secretary