

INSPECTION OF PUBLIC RECORDS NOTICE

The Public Schools Facility Authority (PSFA) accepts records requests via U.S. Mail, email, telephone or in person.

In Person Location or U.S. Mail Address

Records Custodian
Public School Facilities Authority
1312 Basehart Rd. SE Suite 200
Albuquerque, New Mexico 87106-4365

Email

records_custodian@nmopsfa.org

Telephone: (505) 843-6272

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 PSFA.

Procedures for Requesting Inspection

- Submit request to the records custodian, at the addresses and telephone number stated above.
- 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 Inspection of Public Records Act apply only to written requests.
- A written request must contain the following:
 - Name, address and telephone number of the person making the request.
 - Written requests may be submitted in person or sent via US mail or email.
- The request must describe the records sought in sufficient detail to enable the records custodian to identify and locate the requested records.

PSFA's Responsibilities

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.

Fee for Copying Records

The fee for printed documents 8.5 inches by 11 inches or smaller is \$.50 per page. The fee for larger documents is \$1.00 dollar per page. 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 will be provided upon request to the person requesting the copies.