

## **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 County of Grant. 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 County of Grant.

Procedures for Requesting Inspection. Requests to inspect public records should be submitted to the records custodian, located at 1400 U.S. 180, Silver City, New Mexico 88062, telephone number 575-574-0008, and fax number 575-574-0073.

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 not 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. For requests that are determined to be excessively burdensome or broad, the records custodian shall follow the governing provisions of the Act in responding to such requests.

Procedures for Requesting Copies and Fees. If a person requesting inspection would like a copy of a public record, a reasonable fee may be charged. The fee for standard letter size documents (8.5" x 11"), legal size documents (8.5" x 14"), or smaller shall be \$ .25 per page. The fee for copying documents larger than legal sized documents (8.5" x 14") but not larger than 11" x 17" in size shall be \$ .50 per page. For any documents larger than 11" x 17" in size, the fee charged shall not exceed the actual cost of copying the oversized document.

### Contact Information for Records Custodians:

#### Grant County Clerk's Office

Robert Zamarripa  
Phone: 575-574-0046  
Email: grantrzamari@cybermesa.com  
Fax: 575-574-0076

#### Grant County Assessor's Office

Randy Villa  
Phone: 575.574.0030  
Email: rvilla@grantcountynm.com  
Fax: 575-574-0074

#### Grant County Sheriff's Office

Lynn Baca  
Phone: 575-574-0141  
Email: lbaca@grantcountynm.com  
Fax: 575-574-0147

#### Manager's Office, Detention Center, Public Works Department, Road Department, DWI Program, Seniors Program, and Planning Department

Abigail E. Robinson  
Phone: 575-574-0008  
Email: abigailrobinson5@gmail.com  
Fax: 575-574-0073

#### Grant County Treasurer's Office

Alfred Sedillo  
Phone: 575-574-0061  
Email: asedillo@grantcountynm.com  
Fax: 575-574-0075