

# **PROCEDURES FOR REQUESTING INSPECTION**

## **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 Town of Taos. 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 Town of Taos.

Procedures for requesting inspection: Requests to inspect public record should be submitted to the records custodian via the Town's online public records request portal located at [www.taosgov.com](http://www.taosgov.com). On the left side of the main page under Town Clerk, click on Public Records, then Public Records Portal Link. Requesters may also visit the Town Clerk's Office at 400 Camino de la Placita and use a public computer to submit a request.

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 (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.

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 documents eleven inches by seventeen inches or smaller is \$1 per page after the first three pages. Please see the Town Clerk for a fee schedule for other records. 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.