

## NOTICE OF RIGHT TO INSPECT PUBLIC RECORDS

Alto lakes Water & Sanitation District Board of Directors

By law, under the Inspection of Public Records Act, every person has the right to inspect public records of the Alto Lakes Water & Sanitation District (ALW&SD). The Act also makes compliance with requests to inspect public records an integral part of the routine duties of the officers and employees of ALW&SD.

Procedures for requesting inspection: Requests to inspect public records should be submitted to the records custodian (Secretary of the ALW&SD), via District Manager, located at P.O. Box 750 Alto, NM 88312, phone (575) 336-4333, email [dedington@altolakes.net](mailto:dedington@altolakes.net) .

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 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; 1) a form requesting copies is to be filled out and signed and 2) a reasonable fee will be charged for paper copies. Many of the ALW&SD records are filed in electronic form and can be found in the web site at <http://www.altolakes.net/> . Before a records request is made, it is recommended that the web site be visited for access to documents contained at the web site. District reproduction capabilities are limited to 8.5 X 14 inches and smaller. Pages larger than 8.5 X 14 inches require the district to use a local copy service.

### Service Fees:

#### Copies:

1 -10 pages - \$0.20 per page

11 – 100 pages = \$15.00 plus \$0.20 per page

101 plus pages = \$20.00 plus \$0.20 per page

Large copies: documents larger than 8.5 X 14 inches  
\$30.00 plus reproduction costs

Delivery charge for more than 25 pages = \$25.00

For records other than documents, the reasonable fee is to be determined. The District may request that applicable minimum fees for copying and delivery of public records be paid in advance, before the copies are made. A receipt indicating that the fees have been paid for making copies and/or delivery of public records will be provided upon request to the person requesting the copies.

Due to limited staff availability for reproduction purposes, if a person is requesting copies of more than 25 pages of records, same day copy service will not be available. District staff will ask for a physical delivery address and have copies delivered to that address by a delivery company (UPS, FEDEX, etc...) once duplication is complete but not later than 10 working days after request of copies. A delivery fee will be charged to cover the cost of shipping as stated under service fees.

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Gary Parker, Secretary  
January 23, 2014