

# **VILLAGE OF RUIDOSO**

## **NOTICE OF RIGHT TO INSPECT PUBLIC RECORDS**

By law, under the Inspection of Public Records Act, every person has the right inspect public records of the Village of Ruidoso. The Act also makes compliance requests to inspect public records an integral part of the routine duties of the employees of the Village of Ruidoso.

Requests to inspect public records should be submitted to the records custodian, in the Village Clerk's Office, Ruidoso Village Hall, 313 Cree Meadows Drive, New Mexico 88345. Telephone: (575) 258-4343, Ext.1002; Fax: (575)258-5361; [IrmaDevine@ruidoso-nm.gov](mailto:IrmaDevine@ruidoso-nm.gov)

Requests may be made to the records custodian orally or in writing. However, procedures and penalties prescribed by the Act apply only to written requests. requests must contain the name, address and telephone number of the person the request and describe the records sought in sufficient detail to enable the custodian to identify and locate records. The Village of Ruidoso is not required a record that does not exist.

The records custodian must permit inspection immediately or as soon as practicable, no later than fifteen (15) calendar days after the inspection request is received, the custodian deems the request to be excessively burdensome or broad which case an additional reasonable period of time shall be allowed to complete the If that occurs, the requestor will be notified in writing. Additionally, if inspection permitted within three (3) business days, the requestor will receive a written explaining when the records will be available for inspection or when the public 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 records custodian explaining the reasons inspection has been denied, mailed fifteen calendar days after the records custodian received the inspection request.

Public records are available for inspection between the hours of 8:00 a.m.-and 1:00 p.m.-4:30 p.m. on regular business days in the presence of the or her authorized designee. Public records requests for the Ruidoso Police will be handled and processed at the Ruidoso Police Department at their fee schedule. Original records may not be removed from the Village offices. received after 3:00 p.m. will be considered a transaction for the following business

If a person requesting inspection would like a copy of a public record, a reasonable will be charged to cover copy and personnel costs as allowed by state law. Copying may be required in advance, before the copies are made. In addition, a fee actual postage rates for mailed records will be charged.