



**Children, Youth &  
Families Department**

STATE OF NEW MEXICO

# Notice of Right TO INSPECT PUBLIC RECORDS

By law, under the Inspection of Public Records Act (IPRA), every person has the right to inspect public records. The procedures outlined below are specific to requests pertaining to records in possession of the New Mexico Children, Youth & Families Department. Requests for records specific to other state agencies are best directed to the localized records custodian at each agency.

## **Procedures for Requesting Inspection**

Requests to inspect public records in possession of the **New Mexico Children, Youth & Families Department** should be submitted to the Department's records custodian, **Kathleen Hardy, Children, Youth & Families Department, P.O. Drawer 5160, Santa Fe, NM 87501**, or by email to [kathleen.hardy@cyfd.nm.gov](mailto:kathleen.hardy@cyfd.nm.gov).

Any person wishing to inspect public records may submit a request to the records custodian in writing. A written request must contain the **name, address, email address** and **telephone number** of the person making the request. The request must describe the records sought with reasonable particularity 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 days after the records custodian receives the written request, unless the custodian determines that the written request is overly burdensome or broad and an additional reasonable period of time is needed to respond. 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. The three-day period shall not begin until the written request is delivered to the office of the Custodian. 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 days after the records custodian received the written 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 printed documents eleven inches by seventeen inches or smaller is **\$ .25** per page. A reasonable fee may be charged for downloading copies of public records to a computer disk or storage device, including but not limited to a fee covering the cost of the device. Reasonable fees may be charged for transmitting public records, including transmissions by mail, by e-mail, or by facsimile. The records custodian may request that applicable fees for copying or transmitting public records be paid in advance, before the copies are made or transmitted. A receipt indicating that the fees have been paid will be provided upon request. Generally, the Children, Youth & Families Department will provide responsive records via email free of charge.

For a copy of the Inspection of Public Records Act Compliance Guide, please visit the New Mexico Attorney General's website at [www.nmag.gov](http://www.nmag.gov).

**Scan Here  
for IPRA  
Contact**

