



Northern Regional Housing Authority Notice of Right to Inspect Public Records

Access to public records is one of the fundamental rights afforded to people in a democracy. Even where there is no statute, a common law right to inspect and copy public records affords members of the public the opportunity to keep a watchful eye on government. *Nixon v. Warner Communications, Inc.*, 435 U.S. 589 (1978). As acknowledged by the New Mexico Supreme Court, “[w]ritings coming into the hands of public officers in connection with their official functions should generally be accessible to members of the public so that there will be an opportunity to determine whether those who have been entrusted with the affairs of government are honestly, faithfully and competently performing their function as public servants.” *State ex rel. Newsome v. Alarid*, 90 N.M. 790, 795, 568 P.2d 1236 (1977) (quoting with approval *MacEwan v. Holm*, 359 P.2d 413, 420-21 (Or. 1961)).

However, there are circumstances where the right to inspect public records is outweighed by specific competing interests protecting the confidentiality of certain records. For example, NRHA has a duty to protect private, personal information (PPI). NRHA will strive to ensure that all reasonable requests to inspect public records are promptly and efficiently granted. Requests to inspect public records should be submitted to the records custodian at: 2400 Sagebrush Las Vegas, NM or by email at ipra@northernregional.org. The form can be found on the following page.

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. Written requests may be submitted in person or sent via US mail, or by email. 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 15 calendar days after the records custodian receives the inspection request. If inspection is not permitted within three 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, mailed or electronically mailed (whichever means the request has been delivered to the records custodian) within 15 calendar days after the records custodian receives 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 printed documents 11 inches by 17 inches or smaller is \$.50 per page. The fee for an electronic document (only if it exists in this file format) to a computer disk or storage device is \$5.00. Additional fees may exist. 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 will be provided upon request to the person requesting the copies.





Northern Regional Housing Authority
Internal tracking

The request to inspect public records is:

Approved _____

Disapproved for the following reason(s):

3 Day Notice _____ by _____

15 Day Deadline _____

Date Completed _____ by _____

Number of copies _____

Cost: _____

