

COMMISSION FOR THE BLIND
NOTICE OF RIGHT TO INSPECT PUBLIC RECORDS

Under the Inspections of Public Records Act, every person has the right to inspect public records. The act makes compliance with requests to inspect public records an integral part of the duties of the officers and employees of the Commission for the Blind.

Procedures. Request to inspect public records should be submitted to the records custodian, Commission for the Blind, 2905 Rodeo Park Dr. E. Bldg. 4 Suite 100, Santa Fe, NM 87505; fax, 505-476-4475. Requests may be submitted orally or in writing. The procedures and penalties prescribed by the Act apply only to written request. 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 calendar days after the records custodian receives the 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 public inspection or when the Commission 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 explaining the reasons inspection has been denied. The written denial shall be delivered or mailed within fifteen calendar days after the records custodian received the request for inspections.

Fees. A reasonable fee may be charged for a copy of a public record. The fee for documents eleven inches by seventeen inches or smaller is \$0.25 per page. For records other than documents, the reasonable fee is \$7.00 for videos/DVDs and \$3.00 for CD or audio tapes. Fees may be required to be paid in advance, including before the copies are made. A receipt will be provided upon request.