



## **NOTICE OF PROCEDURES FOR INSPECTION OF PUBLIC RECORDS**

By law, under the Inspection of Public Records Act, every person has the right to inspect public records of the Rio Rancho Public Schools. The Act also makes compliance with requests to inspect public records an integral part of the routine duties of the officers and employees of the school district.

**Procedures for Requesting Inspection:** Requests to inspect public records should be submitted to the district's Custodian of Records:

Emma Archibeque-Dreher  
500 Laser Rd. NE  
Rio Rancho, NM, 87124  
Phone: (505) 896-0667 ext. 123  
Fax: (505) 896-0662  
E-mail: [edreher@rrps.net](mailto:edreher@rrps.net)

To ensure the request is properly processed, requests for inspection of public records should be submitted in writing and must include 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 Custodian of Records to identify and locate the requested records. The requestor is not required to state the reason for wishing to inspect the records.

Open records requests may be submitted to the Custodian of Records orally; however, the procedures and penalties prescribed by the Act apply only to written requests.

The Custodian of Records 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 or mailed within 15 calendar days after the records custodian received the request for inspection.

### **PROCEDURE FOR REQUESTING COPIES OF PUBLIC RECORDS AND COPYING FEES**

If a person requesting inspection would like a copy of a public record, a reasonable fee may be charged. The fee for documents eleven inches by 17 inches or smaller is \$0.25 per page.

The fee must be paid in advance, before the copies are made. A receipt indicating that the fees have been paid for making copies of public records will be provided upon request to the person requesting the copies.

In order to protect the integrity of its records, the copies must be made by the Custodian of Records or designee using district-owned equipment. RRPS does not permit members of the public to “borrow,” copy, and then return public records to the district.

Rio Rancho Public Schools shall not charge a fee for the cost of determining whether a public record is subject to disclosure.

### **DOCUMENTS NOT CONSIDERED PUBLIC RECORDS**

The following documents are excluded from the definition of public records:

1. Records pertaining to physical or mental examinations and medical treatment of persons confined to any institution.
2. Letters of reference concerning employment, licensing or permits.
3. Letters of memoranda which are matters of opinion in personnel files or students' cumulative files.
4. Law enforcement records that reveal confidential sources, methods, information or individuals accused but not charged with a crime. Law enforcement records include evidence in any form received or compiled in connection with any criminal investigation or prosecution by any law enforcement or prosecuting agency, including inactive matters or closed investigations to the extent that they contain the information listed above.
5. Trade secrets, attorney-client privileged information and long-range or strategic business plans of public hospitals discussed in a properly closed meeting.
6. Public records containing the identity of or identifying information relating to an applicant or nominee for the position of president of a public institution of higher education.
7. As otherwise provided by law, Rio Rancho Public Schools will comply with federal and state laws and regulations which contain requirements to maintain the confidentiality of certain types of records, including but not limited to student records and health records.