

IPRA - Inspection of Public Records Policy and Procedures

Purpose: *Raices del Saber recognizes the importance of operating in a transparent manner by providing the public access to information about its affairs as a public body. In accordance with the Inspection of Public Records Act, NMSA 14-2-1, et seq., Raices describes its policy and procedures for making its records available for public inspection.*

Policy: As a public charter school, Raices del Saber Xinachtli School will meet the requirement of the Inspection of Public Records Act by honoring a person's right to inspect its public records.

Requests to inspect public records should be submitted to the records custodian:

Dr. Hector Giron, Head Administrator/Elva Varela, Office Manager
2211 N. Valley Drive, Las Cruces, NM 88007
hgironadmin@raicesdelsaber.org – evarela@raicesdelsaber.org

Procedures:

- 1) A person who wishes to inspect public records may submit a request to the records custodian in writing.
- 2) A written request must include the name, address, and telephone number of the person making the request.
- 3) Written requests may be submitted in person or sent via mail, email.
- 4) The request must describe the specific records sought in sufficient detail to enable the records custodian to identify and locate the requested records.
- 5) Within fifteen (15) calendar days after the records custodian receives the inspection request, the records custodian will provide access to the requested records.

If an 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 Raices will respond to the request. If any of the records sought are not available for public inspection, the person making the request will receive a written response from the records custodian explaining the reasons inspection has been denied. The written denial from the custodian of records shall:

- a) describe the records sought;
- b) set forth the names and titles or positions of each person responsible for the denial and their reasons for the decision, and
- c) be delivered or mailed to the person requesting the records within fifteen (15) calendar days after the records custodian receives the request for inspection.

[IPRA 14-2-11]

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 one dollar (1.00) per page. The fee for downloading copies of public records to a computer storage device (USB thumb drive) is one dollar (1.00) per document and the person requesting the records must provide the USB thumb drive. If a person requests that a copy of a public record be transmitted via mail, a fee equal to the School's mailing cost may be charged for transmission.

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.

Above fees may be waived for records that are readily available at the discretion of the records custodian. If the inspection request is for a record maintained on the Raices website the IPRA is deemed to have been fulfilled. All agendas and minutes for meetings of the Governing Board shall be posted on the Raices website (raicesdelsaber.org).