

**ALAMOGORDO PUBLIC SCHOOL DISTRICT  
NOTICE OF RIGHT TO INSPECT PUBLIC RECORDS**

**Note: Student Records are not public records. To obtain Student Records, please contact Marla Garcia at 575.812.5971 or [marla.garcia@alamogordoschools.org](mailto:marla.garcia@alamogordoschools.org)**

By law, under the Inspection of Public Records Act, every person has the right to inspect public records of the Alamogordo Public School District. Compliance with requests to inspect public records is an integral part of the routine duties of the officers and employees of the Alamogordo Public School District.

- Requestors should be specific in describing the records requested.
- Requests for justifications of actions are not proper requests under the law.
- Requests must include the requestor's full name, phone number, and the mailing address or email address where the requested documents will be sent.

**Procedures for Requesting Inspection**

Requests to inspect public records should be submitted to the Records Custodian:

Rachel Burks  
1211 Hawaii Avenue  
Alamogordo, NM 88310  
Telephone 575.812.6022; Fax 575.812.6069 [rachel.burks@alamogordoschools.org](mailto:rachel.burks@alamogordoschools.org)

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, email or facsimile. 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 or mailed within 15 calendar days after the records custodian receives the request for inspection.

Be advised that the common practice of replying, forwarding or branching e-mails could result in an excessively broad and burdensome request due to the repetitive nature of such emails. Excessively broad and burdensome requests could lead to extended time frames for review, resulting in a delay of delivery.

**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 fifty cents (50¢) per page. The fee for larger documents is one dollar (\$1.00) per page. If the records are provided electronically, the cost of the flash drive or other storage media will be charged. 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 for making copies of public records will be provided upon request to the person requesting the copies.