

Public Records Inspection Request

The Inspection of Public Records Act is intended to provide the public with access to information regarding governmental affairs. The law requires public access to virtually all public records, with a few exceptions. For more information, visit: <http://www.nmag.gov/oma-and-ipra-nm-sunshine-laws.aspx>

Each state agency and local governmental entities have designated a records custodian to whom requests to inspect records should be addressed. To request to inspect records from the State Treasurer's Office, please send a written request to:

Leonard Waites, Records Custodian
Martin Luther King Jr. Commission
310 San Pedro NE
Albuquerque, NM 87108
Office: (505) 222-6465
leonard.waites@state.nm.us

The procedures and penalties prescribed by the Inspection of Public Records Act apply only to written requests. **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.** If a person requesting inspection would like a copy of a public record, a reasonable fee may be charged. The fee for documents 11×17 inches or smaller is 25¢ per page; for larger documents, 50¢ per page; and for CDs, \$6.75 each. 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.