



New Mexico
Department of Finance
and Administration

407 Galisteo St,
Santa Fe, NM 87501
(505) 827-4985

Cabinet Secretary Designate Wayne Propst
Deputy Cabinet Secretary Renee Ward

Governor Michelle Lujan Grisham

RIGHT TO INSPECT PUBLIC RECORDS

Under the New Mexico Inspection of Public Records Act (Act) every person has the right to inspect public records of this state unless an exception applies. The Department of Finance and Administration (DFA) is responsible for making public records under the custody and control of DFA available for inspection unless an exception applies.

COPYING FEES

The DFA charges copying fees as follows:

- \$1.00 per page for copies made of original documents;
- actual costs for downloading copies of public records to a computer disk or other storage device, including the actual cost of the disk or storage device;
- actual costs of transmitting copies by mail, electronic mail or facsimile; and
- no fee in excess of \$1.00 per page for documents 11"x17" or smaller.

The DFA requires advance payment prior to providing the records and provides a receipt upon payment. The DFA does not charge a fee for the cost of determining whether any public record is subject to disclosure.

READ BEFORE REQUESTING

The Custodian must permit the inspection immediately or as soon as practicable, no later than 15 days after receiving a written request. If the inspection is not permitted within 3 business days, the Custodian shall explain in writing when the records will be available for inspection or when the DFA will respond to the request. The 3-day period begins when the written request is delivered to the Custodian. A person who is not the Custodian but receives an IPRA request must forward the request to the Custodian and notify the requester why he or she does not have the records, the records' location and the name and address of the correct custodian.

PROCEDURES FOR REQUESTING INSPECTION

Request should be submitted at <https://www.nmdfa.state.nm.us/legal/ipra-request/> through the DFA Records Request Portal.

However, requests may also be submitted by mail to:

Attn: Public Records Custodian
DFA Office of the Secretary
407 Galisteo Street, Suite 180
Santa Fe, NM 87501