



INSPECTION OF PUBLIC RECORDS ACT POLICY

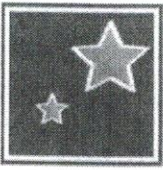
Albuquerque School of Excellence follows procedures contained in the **New Mexico Inspection of Public Records Act (NMSA 1978, Chapter 14, Article 2)** and the **New Mexico Attorney General's** published compliance guide. By law, under the Inspection of Public Records Act, every person has the right to inspect public records of the Albuquerque School of Excellence. 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 **ALBUQUERQUE SCHOOL OF EXCELLENCE**.

Procedures for Requesting Inspection

Requests to inspect public records should be submitted to the Human Resource Department, located at 13201 Lomas Blvd, N.E., Albuquerque, New Mexico 87112 or via email Info@abqse.org, (505) 312-7711 (telephone) or by fax (505) 312-7712

A person desiring to inspect public records may submit a request form* to the designee 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 HR must permit inspection immediately or as soon as practicable, but no later than 15 calendar days after the HR 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 HR explaining the reasons the inspection



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has been denied. The written denial shall be delivered or mailed within 15 calendar days after the records custodian received the request for inspection.

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 documents is \$.50 per page. The HR may request the 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.

Note: Principal/Director or Director's Designee serves as Human Resource Person at Albuquerque School of Excellence.

This Policy is adopted by the Governing Council of Albuquerque School of Excellence, effective as of 5/17/2014.

Albuquerque School of Excellence

Dr. Anderoglu, President of Governing Council

Attest:

Mr. Cetin, Secretary of Governing Council



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Albuquerque School of Excellence
REQUEST TO INSPECT PUBLIC RECORDS

To: Human Resources
Albuquerque School of Excellence
13201 Lomas Blvd Albuquerque NM 87112
(505) 312-7711 (telephone) (505) 312-7712 (fax)
info@abqse.org <http://www.abqse.org>

I would like to inspect and copy the following documents:

Requestors Full Name:

Address:

Telephone #:

I promise to pay \$.50 per page for documents. If the copying charges will exceed \$... please call me to discuss. I understand that I may be asked to pay the fee for copies in advance before you make any copies. Please provide a receipt indicating the copying charges for each document.

Thank You for your prompt attention to this matter.

Sincerely,

Signature