



New Mexico Bureau of Geology and Mineral Resources
Socorro, NM 87801

A DIVISION OF
NEW MEXICO INSTITUTE OF MINING & TECHNOLOGY

NOTICE OF RIGHT TO INSPECT PUBLIC RECORDS

By law, under New Mexico's Inspection of Public Records Act, every person has the right to inspect public records of the New Mexico Bureau of Geology and Mineral Resources. 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 New Mexico Bureau of Geology and Mineral Resources.

Procedures for Requesting Inspection--Requests to inspect public records should be submitted to Dr. Maureen Wilks, Senior Geologist, Head of Archives & Collections, New Mexico Bureau Geology & Mineral Resources, 801 Leroy Place, Socorro, NM 87801. Tel: (575) 835-5322; Fax (575) 835-6333; email mwilks@nmbg.nmt.edu. Maureen is the designated *records custodian* for the bureau.

A person desiring to inspect public records may submit a request 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. The request must describe the records sought in sufficient detail to enable the records custodian to identify and locate the requested records.

The geological librarian must permit inspection immediately or as soon as practicable, but no later than 15 calendar days after receiving 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 bureau 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 geological librarian has 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. *By law we cannot charge in excess of one dollar (\$1.00) per page for documents eleven inches by seventeen inches in size or smaller.* The bureau 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.