



CITY OF ESPAÑOLA

"The Heart of Northern New Mexico...Where Cultures Unite"

NOTICE OF RIGHT TO INSPECT PUBLIC RECORD

John Ramon Vigil
Mayor

Peggy Sue Martinez
Mayor Pro Tem

Councilors

District 1

Dennis Tim Salazar
Aaron J. Salazar

District 2

Peggy Sue Martinez
Nanette D. Rodriguez

District 3

Manuel J. Martinez
Denise D. Benavidez

District 4

Justin J. Salazar-Torrez
Dorothy D. Valdez

Municipal Judge

Joseph W. Madrid

Executive Staff

City Manager

Jordan Yutzy

City Clerk

Debbie J. Garcia

The Municipal Clerk is the Custodian of public records for the City of Española. The Municipal Clerk is responsible to receive and respond to requests for public records and provide an opportunity to inspect public records.

Inspection of public records is allowed by appointment, or during regular business hours which typically are Monday-Friday 8:00 am to 5:00 pm-with some exceptions of legal holidays, and other times as deemed necessary by the City Management.

**PLEASE SUBMIT PUBLIC REQUESTS TO THE
FOLLOWING EMAIL ADDRESS:**

ipra@espanolanm.gov

Debbie J. Garcia

Municipal Clerk

DJGarcia@espanolanm.gov

(505)-747-6012

Erin L. Martinez

Records Clerk III

ELMartinez@espanolanm.gov

(505)-747-6054

405 N. Paseo de Oñate
Española, NM 87532
505-747-6100 (Main)
505-747-6084 (Fax)
www.cityofespanola.org

1.1.1 NOTICE OF RIGHT TO INSPECT PUBLIC RECORDS

By law, under the Inspection of Public Records Act, every person has the right to inspect public records of the City of Española. 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 City of Española.

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. 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 fifteen (15) calendar days after the records custodian receives the inspection request. If inspection is not permitted within three (3) 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 fifteen (15) calendar days after the records custodian received the request for inspection.