



Cottonwood Valley Charter School

P.O. Box 1829
Socorro, NM 87801
575-838-2026

www.cottonwoodvalley.org

cvcs@cdc.org

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 Cottonwood Valley Charter School. The Act also makes compliance with requests to inspect public records an integral part of the routine duties of the Governing Council and employees of Cottonwood Valley Charter School.

Requests to inspect public records should be submitted to:

Karin Williams, Records Custodian
201 Neel Avenue / PO Box 1829
Socorro, NM 87801
Phone: 575.838.2026
Fax: 575.838.2420
e-mail: kwilliams@cottonwoodvalley.org

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. Written requests may be submitted in person or sent via US mail, e-mail or facsimile. The request must describe the records 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 15 calendar days after the records custodian 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 records custodian explaining the reasons inspection has been denied. The written denial shall be delivered or mailed within 15 calendar days after the records custodian received the request for inspection.

If a person requesting inspection would like a copy of a public record, a reasonable fee may be charged. The fee for documents eleven inches by seventeen inches or smaller is 25 cents per page. The fee for larger documents is 35 cents per page. For records other than documents, the reasonable fee is 50 cents per item. The records custodian may request that applicable fees for copying public records be paid in advance, before 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.