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INSPECTION OF PUBLIC RECORDS ACT (IPRA) POLICY AND PROCEDURES/GUIDELINES

**PROCEDURE -** Any person wishing to inspect public records may submit an oral or written request to the custodian of public records. The procedures shall be in response to a written request.

1. The written request shall provide the name, address and telephone number of the person seeking access to the records and shall specific describe the records sought. No person requesting records shall be required to state the reason for inspecting the records.
2. The written request can be submitted via:

-Email

-Fax to (505) 764-5501

-Postal mail to: Custodian of Public Records

1401 Old Coors Road SW

Albuquerque, New Mexico 87121

-Delivered in person to: LADE Custodian of Public Records

 1401 Old Coors Road SW

 Albuquerque, New Mexico 87121

**WHAT TO EXPECT**

1. Upon receipt of written or electronic Inspection of Public Records request, the LADE Custodian of Records will respond in writing within three (3) business days to acknowledge receipt of that request.
2. After determining if the requested records exist, and are subject to inspection, copies of the records will be made available for review at LADE located at 1401 Old Coors Road SW, Albuquerque, New Mexico 87121.
3. Arrangements can be made to have the results of requests mailed, if necessary.
4. LADE charges 50 cents per page for copies of records. LADE can invoice you when you receive the copies.