PROCEDURE TO REQUEST AND OBTAIN COPIES OF PUBLIC RECORDS: Any individual may submit a request to inspect public records, with the exception of those records specified by the New Mexico Inspection of Public Records Act, NMSA 1978, §14-2-1. Requests for public records may be submitted orally or written, however, the procedures and penalties prescribed by the New Mexico Inspection of Public Records Act only applies to written requests (NMSA 1978, §14-2-8A). Public information requests to inspect or to purchase copies of public records must be submitted to the custodian of public records. The custodian of public records for the Ciudad Soil and Water Conservation District is Board Supervisor Maria Young. Public information requests may be submitted in any of the following manners:

Postal mail:
Ciudad SWCD Attn: Maria Young, Board Supervisor PO Box 93463, Albuquerque, NM 87199.

Online:
On the Ciudad website a form may be filled out with the written request here.

A written request shall provide the name, address and telephone number of the person seeking access to the records and shall identify the records sought with reasonable particularity (NMSA 1978, §14-2-8C). Inspection will be granted as soon as practical, but not later than fifteen days, unless the request is deemed as burdensome or broad (NMSA 1978, §14-2-8D). If a response to a written request for inspection is not possible within fifteen business days, the custodian of records will explain in writing when the records will be available for inspection (NMSA 1978, §14-2-8D). The fifteen day period will not begin until the request is delivered to the designated custodian of public records (NMSA 1978, §14-2-8D). If a request is determined to be burdensome or broad the request may exceed fifteen days (NMSA 1978, §14-2-10). If the time to allow inspection extends past 15 days, the requester will receive a letter from the custodian of recording providing a timeline for availability. Requested public records containing information that is exempt and nonexempt from disclosure shall be separated by the custodian prior to inspection, and the nonexempt information shall be made available for inspection (NMSA 1978, §14-2-9A). In the event that a written request is not made to the custodian having possession of or responsibility for the public records requested, the person receiving the request shall promptly forward the request to the custodian of the requested public records, if known, and notify the requester (NMSA 1978, §14-2-8E). Ciudad SWCD is not obligated to create a record that does not exist (NMSA 1978, §14-2 8B). If a request to inspect or obtain records is denied, the custodian of records will explain the denial in accordance with NMSA 1978, §14-2-11.

IPRA Request Policy 2025 FEE SCHEDULE FOR COPIES OF PUBLIC RECORDS: The following charges shall apply for requested copies of public records, payable to Ciudad SWCD: Public Record Copy Fee Photocopy of documents $1.00 per page. Charges for shipping requested records, if applicable, will be added to the total amount due, and will be payable by the requesting party prior to shipping/mailing.