

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 **Public Employee Labor Relations Board**. Compliance with requests to inspect public records is an integral part of the routine duties of the officers and employees of the **Public Employee Labor Relations Board**.

Procedures for Requesting Inspection. Requests to inspect public records should be submitted to the records custodian, located at:

**PELRB Records Custodian
2929 Coors Blvd. NW
Suite 303
Albuquerque, NM 87120
505-831-5422 (tel)
505-831-8820 (fax)**

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, or facsimile. 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 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 receives the request for inspection.