

NOTICE OF RIGHT TO INSPECT PUBLIC RECORDS

Under the law, every person has a right to inspect public records, with certain limited exceptions.

Any person wishing to inspect public records of this County may submit a written request to the San Juan County records custodian, Joseph F. Sawyer, 100 South Oliver, Aztec, NM 87410. Requests may be submitted by mail, by fax to 505-334-3168, or through the following link: <https://sanjuancountynm.justfoia.com/publicportal> or the County's website at www.sicounty.net. The written request shall provide the name, address and telephone number of the person seeking access to the records and shall identify the records with reasonable particularity.

Inspection of records will be allowed as soon as is practicable under the circumstances, not later than fifteen days after receipt of the request. If the inspection is not permitted within three days after the request has been delivered to the custodian, a written explanation will be provided. Copies may be available by request at the office of the custodian. If copies are requested, a fee may be charged.

Any questions about the procedure may be addressed to the Legal Department.