

NEW MEXICO SCHOOL FOR THE ARTS
HIGH SCHOOL

INSPECTION OF PUBLIC RECORDS POLICY

The New Mexico School for the Arts recognizes that every person has a right to inspect any public records of this state except:

- Records pertaining to physical or mental examinations and medical treatment of persons confined to any institution;
- Letters of reference concerning employment, licensing or permits;
- Letters of memorandums which are matters of opinion in personnel files or students' cumulative files;
- Law enforcement records that reveal confidential sources, methods, information or individuals accused but not charged with a crime. Law enforcement records include evidence in any form received or compiled in connection with any criminal investigation or prosecution by any law enforcement or prosecuting agency, including inactive matters or closed investigations;
- As provided by the Confidential Materials Act (14-3A-1, 14-3A-2 NMSA 1978);
- Attorney-client privileged information; and
- As otherwise provided by law.

Records Custodian

The Records Custodian is designated by the Head of School.

The designated Records Custodian shall:

- Receive and respond to requests to inspect public records;
- Provide proper and reasonable opportunities to inspect public records, and
- Provide reasonable facilities to make or furnish copies of the public records during usual business hours.
- Provide procedures for access, inquiry or appeal of inspection/review requests.
- Provide the first ten pages of requested single page copies or a district report, at no cost to members of the community each fiscal year, thereafter provide copies at a rate of 25 cents per page. This charge also applies to employees requesting copies of their personnel files.

This Inspection of Public Records Policy was amended by the Governing Council of the New Mexico School for the Arts, effective August 5, 2014.

NEW MEXICO SCHOOL FOR THE ARTS

ATTEST;



SHERRY THOMPSON, Chair
of the Governing Council



PAULA TACKETT, Secretary
of the Governing Council