



# ANIMAL SERVICE CENTER OF THE MESILLA VALLEY

3551 Bataan Memorial West,  
Las Cruces, NM 88012

## INSPECTION OF PUBLIC RECORDS POLICY

Phone: (575) 382-0018  
Fax: 575.373.2819

EVERYONE HAS THE RIGHT TO INSPECT ANY PUBLIC RECORD OF THE ANIMAL SERVICE CENTER OF THE MESILLA VALLEY (ASCMV), EXCEPT:

1. Records concerning physical or mental examinations.
2. Letters of reference concerning employment, licensing, or permits.
3. Letters which are matters of opinion in personnel files.
4. Law enforcement records revealing confidential sources.
5. As provided by the Confidential Materials Act.
6. As otherwise provided by law.

### PROCEDURES FOR REQUESTING RECORDS:

1. An electronic or written request is made to the custodian of record. The Executive Director of the ASCMV is the custodian of record for the ASCMV. If a record is readily available where it is created, stored, or maintained, the request may be made in that office. Animal Control incident records are held by the Dona Ana County Sheriff's Department, City of Las Cruces Police Department, or other governmental agency responsible for providing animal control services in the corresponding jurisdiction, and request for such records shall be made to those agencies.
2. A written request shall provide the name, address, and telephone number of the person requesting review of records. Records shall be identified as accurately as possible.
3. Inspection shall be granted within 3 business days, or when is practicable under the circumstances, but no later than 15 calendar days.
4. If the inspection is not granted within 3 business days, the person requesting review of records shall receive a letter from the custodian of record stating when the inspection will be available.
5. Confidential information in a specific record shall be removed.
6. The ASCMV is not required to create a record that does not exist.
7. Very difficult or large requests may take longer than 15 days. If time extends past 15 days, the person requesting review of records shall receive a letter from the custodian of record stating when the inspection will be available.
8. If a request to inspect records is denied, the custodian of record shall explain the denial.
9. If the custodian of record does not deliver the records requested, or denies the inspection of records incorrectly, a penalty may be imposed on the ASCMV.
10. Actions to enforce the Inspection of Public Records Act are taken by the Attorney General, or the District Attorney.

### FEES FOR REPRODUCTION OF PUBLIC RECORD:

Service	Description	Fee
Routine Copies of Documents	May be charged in advance. If mailing is expected, actual costs for postage will also be charged.	\$1.00 per page
Video Tape Copy	CD Format	\$25.00 per each video transfer