

# IPRA Procedures for Requesting Inspection

By law, under the Inspection of Public Records Act, every person has the right to inspect public records. The procedures outlined below are specific to requests pertaining to records in possession of the New Mexico Border Authority (NMBA).

Requests for inspection of public records under the custody of NMBA should file a written request to [Laura.Romero@nmba.nm.gov](mailto:Laura.Romero@nmba.nm.gov). The request must contain the name, address, email address, and telephone number of the person making the request and 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 fifteen (15) calendar days after the records custodian receives the inspection request unless the custodian determines that the written request is overly burdensome or broad and additional time is needed to respond. If inspection is not permitted within three (3) business days, the person making the request will receive a written response explaining when the records will be available for inspection or when they will receive a response. If the records are not available or exempt from disclosure, a written denial shall be mailed within fifteen (15) calendar days after the request is received.

For a copy of the Inspection of Public Records Act Compliance Guide, please visit the New Mexico Attorney General's website at [www.nmag.gov](http://www.nmag.gov).

Please review the New Mexico State comprehensive [Inspection of Public Records Compliance Guide](#) publication if you have any questions regarding state IPRA requirements or its application.

You may also review [The Inspection of Public Records Act](#) as published by the New Mexico Department of Justice.