

Inspection of Public Records Act (IPRA) – How to Submit a Request

Village of Hatch, New Mexico

Pursuant to NMSA 1978, Chapter 14, Article 2

The Village of Hatch is committed to transparency and open government. Under the New Mexico Inspection of Public Records Act (IPRA), every person has the right to inspect public records of the Village of Hatch, except those records that are exempt by law.

Below are the instructions for submitting an IPRA request.

How to Submit an IPRA Request

To request public records, please submit a written request to the Village's designated Records Custodian. Your request **must include your name, contact information, and a description of the records you are seeking.**

Requests may be submitted in any of the following ways:

By Email:

eporras@villageofhatch.org

By Mail:

Village of Hatch
Attn: Records Custodian
P.O. Box 220
Hatch, NM 87937

In Person:

Village of Hatch
133 N. Franklin St.
Hatch NM 87937

What to Include in Your Request

For faster processing, please provide:

- Your full name and contact information
- A clear and specific description of the records you want to inspect
- The date range of the records, if applicable
- Your preferred method of receiving the records (inspection, electronic copies, or paper copies)

Specificity helps the Village locate the correct records and reduces delays.

Response Time

Under NMSA 1978, §14-2-8:

- The Village of Hach must acknowledge your request **within 3 business days**.
 - If the records are readily available, they will be provided promptly.
 - If additional time is needed due to the volume or complexity of the request, the Records Custodian will provide a written explanation and an estimated date of completion.
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Fees

As allowed by NMSA 1978, §14-2-9:

- **\$0.25 per page** for standard paper copies
- Actual costs for photographs, maps, recordings, electronic media, or oversized documents
- **Postage fees** if records are mailed
- **Payment is required before copies are made or mailed**

There is **no fee** to inspect records in person.

Using the IPRA Request Form

To help ensure accuracy, the Village of Hatch encourages requestors to use the official IPRA Request Form, available [here](#):

Use of the form is optional but greatly helps expedite processing.

Questions?

If you have any questions about submitting an IPRA request or the status of an existing request, please contact the Records Custodian at:

eporras@villageofhatch.org or 575-267-5216