



City of Albuquerque

Office of the City Clerk

Timothy Keller, Mayor

Ethan Watson, City Clerk

FISCAL YEAR 2025 CITY OF ALBUQUERQUE NOTICE OF RIGHT TO INSPECT PUBLIC RECORDS

The Inspection of Public Records Act: Under the Inspection of Public Records Act (“IPRA”), NMSA 1978, 14-2-1 to -12 (1947, as amended through 2025), every person has the right to inspect public records maintained by the City of Albuquerque. It is the responsibility of the City to make non-exempt public records available for inspection.

Submitting requests: A request to inspect public records may be submitted to the Office of the City Clerk orally or in writing. Requests can be submitted online at nextrequest.cabq.gov (the City’s online record processing software). Alternatively, requests may be submitted in person or by mail to the Office of the City Clerk, located at 600 2nd Street NW, Plaza del Sol Building 7th Floor, Albuquerque, New Mexico 87102, by phone at (505) 924-3650 or via e-mail at cityclerkipra@cabq.gov.

Information needed to process a request:

- **Contact information:** A written request must contain sufficient contact information for the person making the request, including: name, mailing or email address, or a telephone number.
- **Description of Records:** The request must describe the records sought in sufficient detail to enable the records custodian to identify and locate the requested records.
- **Email Searches:** Searches for emails will be run up until the date the request was submitted to the City if not otherwise specified. Requesters should specify departments, individuals, email addresses, dates, and keywords for email searches when known. The City will send proposed search terms to requesters to ensure the searches are run as intended by the requester, the City will allow for the requester to clarify the search parameters within the confines of the original request.
- **Additional material:** Please let our office know if you have documents, case numbers, or dates relating to your request and upload the records or information into NextRequest. Such additional information has proven to be a useful resource in identifying, locating, and producing records.

Narrowing requests: If your request is deemed excessively broad or burdensome, you may be able to reduce the time required to process your request by narrowing your request. Please work with us by clarifying what you need and provide us with additional information so that we can identify the records in which you are interested.

Multiple pending requests: If a request is deemed broad and burdensome and the requester has multiple requests pending, we recommend requesters advise on how they would like us to prioritize their requests. If we do not hear from the requester about how they would like their requests prioritized, then the request will be assigned to a staff person who will begin working on partial productions in the normal course and scope of their work.

Production of records: The City will provide a copy of a public record in an electronic format if specifically requested and the record is available in an electronic format. If the requester specifically

requests production in an electronic format, production of records in NextRequest, or a flash drive will satisfy this requirement. NextRequest is a helpful tool for producing small amounts of records. Larger productions including productions of emails, will *not* be produced via NextRequest and instead be placed on electronic storage devices like a disk or flash drive. If possible, the City will provide the electronic record in the file format in which it exists at the time of the request.

Due to a significant number of uncollected requests, the City will make records responsive to public records requests available for sixty (60) days. If the requester would like to access the records after sixty days, then the requester will be required to submit a new request. The City will not continue processing a request if there are partial productions that have not been collected or deposits that have not been paid.

Cost: The City may charge fees and costs pursuant to Section 14-2-9 of the Inspection of Public Records Act. The standard fees are set in the appendix attached hereto as exhibit A.

Fees and Costs

Unless otherwise provided by law, the City's fees and costs are as follows:

- The fee for paper copies is \$1.00 per printed page.
- The fee for a copy of a video produced via evidence.com/Axon platform is \$1.00 per video.
- The fee for the extraction of each 911 calls and Dispatch Aires is \$5.00.
- The fee for a 4 gigabyte electronic storage flash drive is \$9.00. This fee includes both the actual cost of the flash drive as well as a fee for copying records onto the flash drive.
 - Productions that require electronic storage mediums greater than 4 gigabytes will be charged at the actual cost to the City to purchase such device, in addition to a fee for copying records to the electronic storage medium.

The City will charge the actual cost to mail records to requesters.

Free Records

Requests for Albuquerque Police Reports that result in 10 pages or less will be provided to the requester free of charge. In lieu of copies, any person may also come and inspect the records they have requested in person free of charge.

Fee Waiver

A requester may apply for a waiver of the fees up to \$25.00 annually by submitting a "Fee Waiver Affidavit For IPRA Requests" form. The City Clerk will determine whether to waive the fees by issuing a "Determination of Fee Waiver Request" letter. A person requesting copies will be provided with an invoice and a receipt, upon request, for the payment of any copies of public records.

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Attest: *Ethan Watson*