

# Southwest Secondary Learning Center

## Public Records Request

The Southwest Secondary Learning Center follows procedures contained in the New Mexico Inspection of Public Records Act (NMSA 1978, Article 2) and the New Mexico Attorney General's published compliance guide.

### Record Request Guidelines

- Requestors should be specific in describing the records requested.
- Requests for justifications of actions are not proper requests under the law.
- Requests must include the requestor's full name, phone number, and the mailing/email address where the requested documents will be sent.
- Requests will be responded to in the same medium in which they are received.

### How to Submit a Request for Public Records

**1. Write your request in a letter, an email, or a memo. Include the following information:**

- Your full name
- Your phone number
- A specific description of the records requested.
- Whether the request is for inspection or delivery of the records.

**2. Deliver your request by mail to:**

Records Request  
10301 Candelaria Road NE  
Albuquerque, NM 87112  
or by email to: records@sslc-nm.com  
or by fax to: (505) 296-0510

### What to Expect

- Upon the receipt of a written or electronic Inspection of Public Records request, the Custodian of Records will comply with such request or will respond in writing within three (3) days as to when the records will be sent or made available for inspection.
- The Custodian of Records will comply with the request within 15 calendar days unless the request is excessively burdensome or broad and an additional reasonable period of time is needed in which to comply.
- After determining if the requested records exist, and are subject to inspection, copies of the records will be made available for review at 10301 Candelaria Road NE, Albuquerque, NM or arrangements will be made to have the records mailed or sent electronically.
- Requests for delivery of records will be charged in accordance with board policy and state guidelines