



NMRLD

NEW MEXICO
REGULATION &
LICENSING DEPARTMENT

STATE OF NEW MEXICO
MICHELLE LUJAN GRISHAM, GOVERNOR
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CANNABIS CONTROL DIVISION

NOTICE OF RIGHT TO INSPECT PUBLIC RECORDS

By law, under the Inspection of Public Records Act (IPRA), §14-2-1 NMSA 1978 *et seq.*, and §26-2C-36 of the Cannabis Regulation Act, every person has the right to inspect public records in the possession of the Cannabis Control Division (CCD) of the Regulation and Licensing Department (RLD). Compliance with requests to inspect public records is an integral part of the routine duties of the officers and employees of the CCD.

Procedures for Requesting Inspection. Requests to inspect public records should be submitted to the Regulation and Licensing Department, located at:

Toney Anaya Building
PO Box 25101
2550 Cerrillos Road
Santa Fe, NM 87505
Phone: (505) 476-4500
Email: RLD.IPRA@state.nm.us

A person desiring to inspect public records in the possession of the CCD may submit a request to the RLD records custodian orally or in writing. However, persons who make oral requests will be asked to complete a written IPRA request form that has been developed by the RLD or submit their own written request including the requestor's name, address, and telephone number. The written request must also contain a description of the records to be inspected providing sufficient detail to enable a records custodian to identify and locate the requested records. Please note that the procedures and penalties prescribed by the IPRA apply only to written requests to inspect public records. Written requests may be submitted in person or sent via US mail, or email.

When responding to an IPRA request received by the CCD, a Division employee must permit inspection immediately or as soon as practicable, in accordance with the law. Public records information contained within electronic databases managed by vendors contracted with the CCD may be accessed for inspection via in-person appointments scheduled at the CCD office located at 1209 Camino Carols Rey in Santa Fe, NM. Accessing such electronic database records will be facilitated by a CCD employee and will often involve obtaining assistance from the database vendor. An appointment must be made with the CCD to inspect electronic records and such appointments will be made available to the requester in two-hour increments during normal business hours.

If inspection of requested public records 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 the public body will respond to the request. If the CCD records custodian determines that a written request is excessively burdensome or broad, an additional



reasonable period of time shall be allowed to comply with the request. The custodian shall provide written notification to the requester within fifteen (15) days of receipt of the request that additional time will be needed to respond to the written request. If any of the records sought are not available for public inspection, the person making the request is entitled to a written response from the CCD explaining the reason(s) inspection of specific records has been denied. The written denial shall be delivered or mailed within fifteen (15) calendar days after the records custodian receives the request for inspection.

Procedures for Requesting Copies and Fees. If a person requesting inspection would like a copy of a public record, a reasonable fee may be charged.

Printed materials 11”x17” or smaller will be provided for a fee of \$ 0.25/page.

Oversized printed materials will be provided for a fee of \$ 0.50/page.

Videos/DVDs will be provided for a fee of \$ 6.75/each.

Electronic records provided via transfer of the records to a storage device (flash drive) will be provided for a fee of \$13.00/each, plus any actual costs incurred by the CCD due to fees charged by the third-party vendor, when applicable.

The Division may request that applicable fees for copying public records be paid in advance, before the copies are made. A receipt indicating that the fees have been paid will be provided upon request to the person requesting the copies.

