

Inspection of Public Records (IPRA)

Capitan Municipal Schools is committed to providing access to public records in accordance with the New Mexico Inspection of Public Records Act (IPRA), NMSA 1978, §§ 14-2-1 through 14-2-12. Members of the public may inspect district public records unless disclosure is restricted by law. Some records, including protected student education records, cannot be released through an IPRA request.

Requesting public records

Requests to inspect or obtain copies of district public records may be submitted to:

Records Custodian: Jamie Shepperd

Email: Jamie.shepperd@capitantigers.org

Mail or in person: PO Box 278 Capitan, NM 88316]

Phone: (575) 354-8500

Please describe the records you seek with enough detail for the district to identify and locate them. Written requests should include your name, address, and telephone number. Requests may also be made orally, although IPRA's written-request procedures apply to written requests.

If the records are available for inspection, the district will provide a reasonable opportunity to inspect them. If you would like copies, please say so in your request and indicate whether you prefer electronic or paper copies.

Copying fees

There is no charge to inspect public records. The district may charge reasonable fees for copies.

The records custodian will advise you of any applicable copying fee before copies are provided. The district is responsible for making public records available for inspection as required by IPRA, while protecting information that cannot lawfully be disclosed.