

IPRA Request

Tatum Municipal School's IPRA Request

The Tatum Municipal School District follows procedures contained in the New Mexico Inspection of Public Records Act (NMSA 1978, Chapter 14, 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 address where the requested documents will be sent.

How to Submit a Request for Public Records

Write your request in a letter, an email, or a memo.

Include the following information:

- Your full name
- Your phone number
- The mailing address where the TMSD Custodian of Records will send the requested documents.
- A specific description of the records requested.

You may deliver your request-

by mail to:
Custodian of Public Records
PO Box 685
Tatum, NM 88267

or deliver in person to:
Superintendent's Office
306 W. 3rd Street
Tatum, NM 88267

or by email to:
BLittle@tatumschools.org

or by fax to:
(575) 398-8220
Attn: Custodian of Records

What to Expect

Upon receipt of written or electronic Inspection of Public Records request, the TMSD Custodian of Records will respond in writing within three business days to acknowledge receipt of that request. After determining if the requested records exist, and are subject to inspection, copies of the records will be made available for review at the Tatum MSD district offices at 306 West 3rd Street, Tatum, NM.

Arrangements can be made to have the requests mailed if necessary. If there is a charge for voluminous requests, we will notify requestor of associated costs for copies of records. Requestor will be invoiced upon receipt of copies.