



# EAST TORRANCE

## Soil & Water Conservation District

P.O. Box 58 , Estancia, NM 87016

715 S. 5<sup>th</sup> Street, Estancia

505-384-2272 ext.5 505-384-3043 Fax

#### Board of Supervisors

Ryan Schwebach  
*Chairman*

Bill Wrye  
*Vice-Chair*

Jim Berlier  
*Secretary / Treasurer*

Johnny Lujan  
*Member*

Mike Valdez  
*Member*

#### District Staff

Cheri Lujan  
*District Manager*

*Student Worker*

#### District Partners

United States  
Department of  
Agriculture

Natural Resource  
Conservation Services

New Mexico  
Department of  
Agriculture

Central New Mexico  
Weed Association

United States Forest  
Service

New Mexico State  
Forestry

Bureau of Land  
Management

State Land Office

State Forestry

Torrance County  
Cooperative Extension  
Service

Office of the State  
Engineer

Torrance County

Estancia Basin Water  
Planning Committee

Estancia Farm Service  
Agency

Neighboring Soil &  
Water Conservation  
Districts  
*Claunch-Pinto  
Ciudad  
Edgewood*

## NOTICE OF RIGHT TO INSPECT PUBLIC RECORDS

By Law, under the Inspection of Public Records Act, every person has the right to inspect public records of the East Torrance Soil & Water Conservation District. The Act also makes compliance with requests to inspect public records an integral part of the routine duties of the officers and employees of the East Torrance Soil & Water Conservation District.

Procedures for Requesting Inspection. Requests to inspect public records should be submitted to the records custodian, (Cheri Lujan) at 715 South 5<sup>th</sup> Street, 505-384-2272 ext.103, [cheri.lujan@nm.nacdnet.net](mailto:cheri.lujan@nm.nacdnet.net), fax # 505-384-3043.

A person desiring to inspect public records may submit a request to the records custodian orally or in writing. However, if made orally a written request will be asked to follow the procedures and penalties prescribed by the Act which only apply to written requests. A written request must contain the name, address and telephone number of the person making the request. The request must describe the records sought in sufficient detail to enable the records custodian to identify and locate the requested records.

The records custodian must permit inspection immediately or as soon as practicable, as but no later than fifteen (15) calendar days after the records custodian receives the inspection request. If inspection is not permitted with 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 any of the records sought are not available for public inspection, the persons making the request is entitled to a written response from the records custodian explaining the reasons inspection has been denied. The Written denial shall be delivered or mailed within fifteen (15) days after the records custodian received 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, but no more than a dollar a page. The records custodian 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 for making copies of public records will be provided upon request to the person requesting the copies.