

## **Albuquerque Institute for Mathematics and Science Information Request Policy (IPRA)**

How to submit a request for public records from Albuquerque Institute for Math and Science @UNM.

AIMS @ UNM follows procedures contained in the New Mexico Inspection of Public Records Act (NMSA 1978, Chapter 14, Article 2) and 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**

1. 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 AIMS Custodian of Records will send the requested documents.
  - A specific description of the records requested.
2. Deliver your request **by mail** to:

Jolene Jaramillo  
933 Bradbury SE  
Albuquerque, NM..87106

or **in person** to:

Jolene Jaramillo  
933 Bradbury SE  
Albuquerque, NM..87106

or **by email** to: [business@aims-unm.org](mailto:business@aims-unm.org)  
or **by fax** to: (505) 243-9235

## **What to Expect**

- Upon receipt of written or electronic Inspection of Public Records request, the AIMS @ UNM Custodian of Records will respond in writing within three calendar 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 AIMS Business Office at 933 Bradbury SE, Albuquerque, NM 87106.
- Arrangements can be made to have the requests mailed if necessary.
- The district charges 50 cents per page for copies of records. AIMS can invoice you when you receive the copies.
- You may make your own copies or scan documents at no charge.
- If records are available in electronic form and you request the documents in electronic form, the documents will be forwarded at no cost to you.
- If you wish to have documents on CD, AIMS will charge the cost of the CD, or at no cost if you wish to provide your own CD.