NOTICE OF RIGHT TO INSPECT PUBLIC RECORDS OF THE NEW MEXICO HEALTH INSURANCE EXCHANGE

By law, under the Inspection of Public Records Act, NMSA 14-2-1 *et seq.*, every person has the right to inspect public records of the New Mexico Health Insurance Exchange (NMHIX). Compliance with requests to inspect public records is an integral part of the routine duties of the officers and employees of the NMHIX and we are committed to providing access to public records in an efficient and responsible manner.

Procedures for Requesting Inspection

Requests to inspect public records should be submitted to the NMHIX records custodian, Yolanda Miles, as provided below. You may submit a request to the records custodian orally or in writing. However, the procedures and penalties prescribed by the Act apply only to written requests. A written request must contain the name, address, and telephone number of the person making the request. Written requests may be submitted in person or sent via US mail, email, or facsimile. The request must describe the records sought in sufficient detail to enable NMHIX to identify and locate the requested records. Please include in your request if you would accept a response by email with the responsive records attached electronically, or if you intend to visit the NMHIX offices to inspect the records in person. If you inspect the records in person and request copies to be made of certain records, or if you would like the records printed and mailed to you, NMHIX charges a fee of $.50 per page. NMHIX requires payment for the copies to be made in advance.

Please submit your written requests as follows:

By U.S. mail or hand delivery:	Records Custodian 6301 Indian School Road NE, Suite 100 Albuquerque, NM 87110
By fax:	Attn: Records Custodian (505) 314-5353
By email:	Records Custodian recordscustodian@nmhix.com (505) 314-5301

NMHIX shall permit inspection immediately or as soon as practicable, but no later than 15 calendar days after the records custodian receives the inspection request, as long as the request is not unreasonably broad or burdensome. If inspection is not permitted within three business days, we will send you a written response explaining when the records will be available for inspection or when NMHIX will respond to the request.

If any of the records you request are exempt from production under the Act, NMHIX will provide you a written response explaining the reasons inspection has been denied.