To Whom It May Concern:

Pursuant to the [New Mexico Inspection of Public Records Act](https://www.nmag.gov/uploads/files/Publications/ComplianceGuides/Inspection%20of%20Public%20Records%20Compliance%20Guide%202015.pdf) and [House Bill 278](https://www.nmlegis.gov/Sessions/19%20Regular/final/HB0278.pdf), the New Mexico Missing and Murdered Indigenous Women Task Force (task force) and Indian Affairs Department (the department) hereby request the following departmental policy/guidelines/forms and aggregate calculations:

We request copies of the departmental or agency policy and guidelines for handling incidents or cases of missing persons, homicides, and/or suspicious deaths. We also request example reports from each year 2014-2019 for the following cases to include the Missing Person Clearinghouse form (if applicable, if this is done electronically we request an electronic print out if available): missing person (adult), missing person (juvenile), female homicide (closed case, initial report only), suspicious death (initial report only). We understand these reports may be redacted.

We request aggregate counts from dates 2014-2019 of

* solved missing persons
  + Total number (not including wilderness Search and Rescue Missions where the subject was entered as a missing person)
  + Total number of missing persons in each available racial and ethnic category, and number for which race/ethnicity is unknown
  + Total number of missing persons by sex (male and female), and number for which sex is unknown
* unsolved missing persons
  + Total number
  + Total number of missing persons in each available racial and ethnic category, and number for which race/ethnicity is unknown
  + Total number of missing persons by sex (male and female), and number for which sex is unknown
* solved homicides
  + Total number
  + Total number of cases in each available racial and ethnic category, and number for which race/ethnicity is unknown
  + Total number of cases by sex (male and female), and number for which sex is unknown
* unsolved homicides
  + Total number of unsolved homicide cold cases
  + Total number of cases in each available racial and ethnic category, and number for which race/ethnicity is unknown
  + Total number of cases by sex (male and female), and number for which sex is unknown
* suspicious deaths
  + Total number
  + Total number of suspicious deaths in each available racial and ethnic category, and number for which race/ethnicity is unknown
  + Total number of cases by sex (male and female), and number for which sex is unknown

Please provide each responsive document/record as soon as it is available, rather than waiting until the Department has collected all responsive documents for this request.

I request all public records (relevant to data collection) as defined by the Inspection of Public Records Act. *See* N.M. Stat §14-2-6(E) defining public records as “all relevant documents, papers, letters, books, mapsrelated to data collection maintained by the department and other materials, regardless of physical form or characteristics, that are used, created, received, maintained or held by or on behalf of any public body and relate to public business whether or not the records are required by law to be created or maintained.”  Pursuant to NMSA §14-2-9(B), please provide any documents available in electronic format electronically.

If you do not provide information responsive to any of the above requests, please specify whether the reason is because there is no such record or whether you are denying the request and if so, the exception upon which you are relying.

In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request.

Should you have any questions or need clarification on any one of these requests, please write to me or call me at your earliest convenience. Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 15 business days, as the statute requires.

Sincerely,