

SANTA FE COUNTY

Resolution No. 2000 - 42

1755236

**RESOLUTION ADOPTING THE CRIMINAL DRUG TREATMENT,  
AND REGISTERED SEX OFFENDER CLASSIFICATION  
RECORDS MANAGEMENT POLICY**

**WHEREAS**, in the course of its regular operations, the Housing Authority comes into possession of criminal records, as well as records of drug treatment or registered sex offender status of both residents and applicants; and

**WHEREAS**, these records must be maintained securely and kept from improper use; and

**WHEREAS**, the Housing Authority is dedicated to maintaining the confidentiality of its residents and applicants and will not disclose to any person or entity the contents of such documents except for the official use in the application process or in court proceedings; and

**WHEREAS**, the Board of County Commissioners has the authority to approve the Resolution adopting the Criminal, Drug Treatment, and Registered Sex Offender Classification Records Management Policy.

**NOW THEREFORE BE IT RESOLVED**, by the Santa Fe County Board of Commissioners that the Criminal, Drug Treatment, and Registered Sex Offender Classification Records Management Policy, which is included as Exhibit "A" of this resolution is hereby adopted.

**APPROVED, ADOPTED AND PASSED THIS** 11<sup>th</sup> day of April, 2000.


**Board of County Commissioners**

  
Joe S. Grife Jr., Chairman

1112.797  
COUNTY OF SANTA FE ) SS  
STATE OF NEW MEXICO )  
I hereby certify that this instrument was filed  
for record on the 12 day of Apr A.D.  
20 00, at 10:27 o'clock a.m.  
and was duly recorded in book 1735  
page 236-239 of the records of  
Santa Fe County.

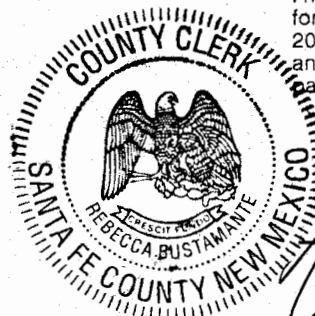
Witness my Hand and Seal of Office  
Rebecca Bustamante  
County Clerk, Santa Fe County, N.M.

  
Deputy

  
Rebecca Bustamante, County Clerk

**Approved as to Legal Form:**

  
Office of the County Attorney



**CRIMINAL, DRUG TREATMENT, AND REGISTERED SEX  
OFFENDER CLASSIFICATION RECORDS MANGEMENT  
POLICY**

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**PURPOSE**

In the course of its regular operations, the Santa Fe County Housing Authority comes into possession of criminal records as well as records of drug treatment or registered sex offender status of both residents and applicants. While necessary to accomplish Housing Authority business, these records must be maintained securely and kept from improper use.

**ACQUISITION**

All adult applicants and residents shall complete the Santa Fe County Housing Authority's Authorization for Release of Police Records when they apply for housing or their name has come up on the waiting list. This check is done for the purpose of screening applicants for housing. All requests for criminal records or records of drug treatment or registered sex offender status will direct the records to be sent to the Housing Specialist requesting the information. Only these individuals shall have access to the records received. He or she shall discuss the records with other Santa Fe County Housing Authority employees only as required to make a housing decision.

**MAINTENANCE**

The Santa Fe County Housing Authority will keep all criminal records or records of drug treatment or sex offender status that are received confidential. These records will be used only to screen applicants for housing or to pursue evictions. The records will not be disclosed to any person or other entity except for official use in the application process or in court proceedings. No copies will be made of the records except as required for official or court proceedings.

Criminal records or records of drug treatment or registered sex offenders status will be kept in a file separate from other application or eviction information. These files will be maintained in a different cabinet that is locked and kept in a secure location. Only specified employees shall have access this cabinet.

**DISPOSITION**

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The records shall be destroyed once action is taken on the application for housing and any grievance hearing or court proceeding has been completed and the action is finalized. A notification of destruction will be maintained.

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ACCOUNT NUMBER #915

## AUTHORIZATION FOR RELEASE OF POLICE RECORDS

Name (must be printed legibly)

Social Security Number

Date of Birth

PURSUANT TO NMSA 1978, SECTION 29-10-6(A) (Repl. Pam. 1990), OF THE NEW MEXICO ARREST RECORD INFORMATION ACT, HEREBY APPOINT:

Santa Fe County Housing Authority, 52 Camino de Jacobo, Santa Fe, New Mexico 87505

AS AN AUTHORIZED AGENT FOR ME FOR THE PURPOSE OF INSPECTING (AND/OR OBTAINING COPIES) ANY NEW MEXICO ARREST RECORD INFORMATION MAINTAINED BY THE DEPARTMENT OF PUBLIC SAFETY, INCLUDING INFORMATION CONCERNING FELONY OR MISDEMEANOR ARRESTS.

TO THE CUSTODIAN OF THE RECORDS IN QUESTION, I HEREBY DIRECT YOU TO RELEASE SUCH INFORMATION TO THE AUTHORIZED AGENT AS DESCRIBED ABOVE.

I HEREBY RELEASE THE CUSTODIAN OR CUSTODIANS OF SUCH RECORDS AND THE DEPARTMENT OF PUBLIC SAFETY, INCLUDING ANY OF THEIR AGENTS, EMPLOYEES, OR REPRESENTATIVES IN ANY CAPACITY, FROM ANY AND ALL CLAIMS OF LIABILITY OR DAMAGE OF WHATEVER KIND OR NATURE, WHICH AT ANY TIME COULD RESULT TO ME, MY HEIRS, ASSIGNS, ASSOCIATES, PERSONAL REPRESENTATIVE OR REPRESENTATIVES OF ANY NATURE BECAUSE OF COMPLIANCE BY SAID CUSTODIAN OR CUSTODIANS WITH THIS "AUTHORIZATION FOR RELEASE OF POLICE RECORDS: AND MY REQUEST CONTAINED HEREIN FOR THIS RELEASE OR BECAUSE OF ANY USE OF THESE RECORDS. THIS RELEASE IS BINDING, NOW AND IN THE FUTURE, ON MY HEIRS, ASSIGNS, ASSOCIATES, PERSONAL REPRESENTATIVES OF ANY NATURE.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

(\*ATTN:NOTARY-ENSURE DOCUMENT IS SIGNED IN YOUR PRESENCE AND NAME , DOB, SS INFORMATION IS VERIFIED WITH A VALID ID)

SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 19\_\_

(SEAL)

\_\_\_\_\_  
(NOTARY PUBLIC)

MY COMMISSION EXPIRES: \_\_\_\_\_