

1901262

# SANTA FE COUNTY

## *Resolution No. 2001-063*

### A RESOLUTION REPEALING RESOLUTION NO. 1996-37 AND ESTABLISHING PROCEDURES UNDER THE NEW MEXICO INSPECTION OF PUBLIC RECORDS ACT

**WHEREAS**, in 1999, the New Mexico Legislature amended the Inspection of Public Records Act, NMSA 1978, §§ 14-2-1 through 14-2-12 (hereinafter referred to as the "Act") and;

**WHEREAS**, by Resolution No. 1996-37, the Board of County Commissioners designated the Public Information Officer as the custodian of public records for Santa Fe County;

**WHEREAS**, the County no longer employs a public information officer;

**WHEREAS**, it is necessary to ensure compliance with the Act by establishing policies and procedures which shall govern requests made for public documents under the Act.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF SANTA FE COUNTY** that the Board of County Commissioners hereby adopts the following procedures regarding the inspection of public records:

1. The County Attorney is hereby designated as the custodian of public records for Santa Fe County.
2. Each County department or office shall designate a records liaison.
3. Public records means all documents, papers, letters, books, maps, tapes, photographs, recordings and other materials, regardless of physical form or characteristics, that are used, created, received, maintained or held by or on behalf of the County of Santa Fe and relate to public business, whether or not the records are required by law to be created or maintained. Those records also include documents for any of its boards and commissions, including but not limited to the Board of County Commissioners, and any other boards or commissions, regardless of title, which are created by the Board of County Commissioners. Public records also include those items maintained by any of the departments or elected officials within the county government of Santa Fe County, but does not include law enforcement records documents held or maintained by the Santa Fe County Sheriff's Department and specifically excepted from inspection by the Act.

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4. The County Attorney or designated records liaison shall respond to all requests for inspection of County records within the time and in the manner provided in the Act.

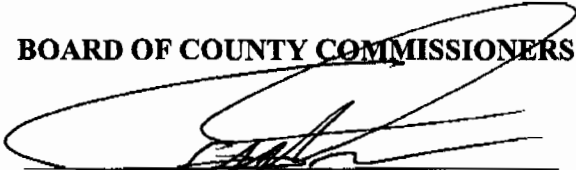
5. Any County employee who receives a written request for public records shall forward the request to the County Attorney no later than twenty-four (24) hours of receipt of such request.

6. The County Attorney or designated records liaison shall charge a set fee for copying any public records.

7. The County Attorney or designated records liaison may require advance payment of the fees before making copies of the public records, and shall require full payment from the requesting person before relinquishing the requested public records.

APPROVED, ADOPTED AND PASSED this 30<sup>th</sup> day of April, 2001.

BOARD OF COUNTY COMMISSIONERS

  
Paul Duran, Chairman

  
ATTEST  
  
Rebecca Bustamante, County Clerk



Approved as to form:

  
Steven Kopelman, County Attorney

1155.372  
COUNTY OF SANTA FE } SS  
STATE OF NEW MEXICO  
I hereby certify that this instrument was filed  
for record on the 9 day of May A.D.  
20 01 at 8:12 o'clock PM  
and was assigned file number 1901  
page 262-263 of the records of

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

  
Deputy