



# Office of the Santa Fe County Assessor

Gus Martinez, NMCA  
County Assessor

## Public Record/Data Request(s)

### Procedure

I. It is the intent of the Office of the Santa Fe County Assessor (hereinafter referred to as "OSFCA") to apply the following procedures for every public record/data request:

- A. Any person wishing to inspect public records/data of the OSFCA pursuant to the Inspection of Public Records Act must submit a written request.
- B. The written request shall provide the name, address and telephone number of the person seeking access to the records and shall identify the records sought with reasonable particularity. No person requesting records/data shall be required to state the reason for inspecting the records/data. A copy of the Request for Public Records Form and Request to Inspect Database or GIS Information Form for use in making requests for public records/data of Santa Fe County can be found at the following link:

[https://www.santafecountynm.gov/county\\_attorney/public\\_records](https://www.santafecountynm.gov/county_attorney/public_records)

or an email request for records/data can be sent directly to the Santa Fe County Records Custodian at [recordscustodian@santafecountynm.gov](mailto:recordscustodian@santafecountynm.gov)

- C. Requests must be submitted to the Santa Fe County Records Custodian. Contact information for the Santa Fe County Records Custodian can also be found at the link above.
- D. If the request is made directly to the OSFCA, the Quality Assurance Section shall immediately forward the request to the Santa Fe County Records Custodian for processing.
- E. The Assessor designates the OSFCA Quality Assurance Section as the point of contact for the Santa Fe County Records Custodian when that individual is processing an IPRA/data request pertaining to records/data of the County Assessor's Office.
- F. After receiving the written request, the Quality Assurance Section shall provide the requested records/data to the Santa Fe County Records Custodian immediately or as soon as is practicable under the circumstances. If more than seven days are objectively necessary in order to provide the requested records/data to the Santa Fe County Records Custodian, that information will be communicated to the Records Custodian by



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the Quality Assurance Section immediately after receipt of the request. The Quality Assurance Section shall then cooperate with a designated Assistant County Attorney to determine how long it will take to gather the records/data.

- G. Upon the OSFCA Quality Assurance Section receiving an IPRA request either directly or from the Santa Fe County Records Custodian, the Quality Assurance staff member will notify the Operations Manager, Chief Deputy Assessor and Assessor of the request via email.
- H. Upon the completion of gathering records/data responsive to the public record/data request, the Quality Assurance staff member shall forward those records/data to the Santa Fe County Records Custodian. In the event that the OSFCA Quality Assurance Section determines that the data request is too large to send as an attachment to an email, they shall coordinate with the Santa Fe County Records Custodian to upload the data directly to the requestor's FTP site or place on a disc and provide to Records Custodian.
- I. The OSFCA Quality Assurance Section shall ensure that the OSFCA Public Request spreadsheet is documented, as complete and made readily available for quality assurance inspections, as necessary.

Approved:   
Gus Martinez, OSFCA Assessor

Date: 3/13/19