



**BOARD OF COUNTY COMMISSIONERS
RESOLUTION 23-04**

INSPECTION OF PUBLIC RECORDS

WHEREAS, the Cibola County Board of Commissioners met upon notice of meeting duly published at the Cibola County Administration Building, 700 East Roosevelt Ave., Suite 50, Grants, NM 87020, on January 12, 2023, at 5:00 p.m. as required by law; and,

WHEREAS, Section 14-2-7 of the Inspection of Public Records Act (NMSA 1978, Section 14-2-1 to -12) states that each public body shall designate at least one custodian of public records who shall: Receive and respond to requests to inspect public records, provide proper and reasonable opportunities to inspect public records, and provide reasonable facilities to make or furnish copies of the Public Records during usual business hours; and,

WHEREAS, Article 9, Section 14 of the constitution of the State of New Mexico holds in part that, "the state nor any county, school district or municipality" shall, "make any donation to or in aid of any person, association or public or private corporation..."; and,

WHEREAS, the reproduction of public records by electronic or traditional means is an expense to the taxpayers of the County both financially and through the use of staff time; and,

WHEREAS, NMSA 1978, Section 14-2-9 (1993) provides that a Custodian of public records of the State or one of its political subdivisions, "(1) may charge reasonable fees for copying the public records, unless a different fee is otherwise prescribed by law; (2) shall not charge fees in excess of one dollar (\$1.00) per page for documents eleven inches by seventeen inches in size or smaller; (3) may require advance payment of the fees before making copies of public records; (4) shall not charge a fee for the cost of determining whether any public record is subject to disclosure; and (5) shall provide a receipt upon request.

NOW, THEREFORE, BE IT RESOLVED, by the Cibola County Commission that the following Inspection of Public Record Procedure is hereby adopted.



Section I. Designation of Custodian of Public Records

The Cibola County Commission designates Cibola County Clerk's Office, as its custodian of public records.

Section II. Duties of the Public Records Custodian

- A. Receive and respond to requests to inspect County Commission public records.
- B. Provide proper and reasonable opportunities to inspect County Commission public records.
- C. Provide reasonable facilities to make or furnish copies of County Commission public records during regular business hours.

Section III. Submission of Public Records Requests

- A. Requests to inspect public records should be submitted to the records custodian, Cibola County Clerk's Office, at 700 East Roosevelt Ave., Suite 50, Grants, New Mexico, 87020, (505) 285-2535, (505) 285-2562 (facsimile), natalie.grine@co.cibola.nm.us.
- B. In accordance with the Inspection of Public Records Act, a person desiring to inspect public records may submit a request to the records custodian orally or in writing, though the procedures and penalties prescribed by the Act apply only to written requests.
- C. A written request must contain the name, address and telephone number of the person making the request.
- D. Written requests may be submitted in person, sent via US mail, by email, or by facsimile.
- E. The request must describe the records sought in sufficient detail to enable the records custodian to identify and locate the requested records.

Section IV. Procedures for Inspection

- A. The records custodian must permit inspection immediately or as soon as practicable, but no later than fifteen calendar days after the records custodian receives the inspection request.
- B. If inspection is not permitted within three business days, the person making the request will receive a written response explaining when the records will be available for inspection or when the public body will respond to the request.
- C. If any of the records sought are not available for public inspection, the person making the request is entitled to a written response from the records custodian explaining the reasons inspection has been denied. The written denial shall be delivered or mailed within fifteen calendar days after the records custodian received the request for inspection.
- D. All Available records will be inspected at the Cibola County Clerk's Office located at 700 East Roosevelt Ave., Suite 50, Grants, New Mexico, 87020, (505) 285-2535, (505) 285-2562 (facsimile), between the hours of 8:00am and 4:30pm, Monday-Friday, excluding holidays.

Section V. Inspection Fees

If a person requesting inspection would like a copy (paper or electronic) of a public record, a reasonable fee may be charged as detailed in the list below, which the records



custodian may request be paid before the copies are made. A receipt indicating that the fees have been paid for making copies of public records will be provided upon request to the person requesting the copies.

- A. Photo Copies up to 11" by 17"** (excluding All Departmental GIS copies)
 - a. \$1.00/one-sided page
 - b. \$1.50/two-sided page
 - c. \$1.00/one-sided page in excess of 3 pages for Summary of Tax statements (Treasurer's Office)
 - d. \$1.00/one-sided page in excess of 3 pages for Property Records Cards (Assessor's Office)

- B. Large Documents/Plat Maps** (excluding All Departmental GIS copies)
 - e. \$3.00/copy larger than 11 x 17 up to 18 x 23
 - f. \$5.00/copy size 18 x 24
 - g. \$8.00/copy for any size plat map (fulfilled with County Clerk equipment)

C. All Departmental GIS copies and Electronic Data

a. Hard Copy Rates

Page Size	Black & White	Aerial/Color
A- 8 1/2" x 11"	\$1.00	\$1.50
8 1/2" x 14"	\$2.00	\$3.50
B- 11" x 17"	\$3.00	\$4.25
C- 17" x 22"	\$3.50	\$6.75
D- 22" x 34"	\$4.25	\$8.50
E- 34" x 44"	\$8.50	\$17.00
36" plus-per ft.	\$2.50	\$5.00

- b. \$15.00/hr. for custom mapping plus material rates per chart above.
- c. \$20.00/hr. for research and retrieval of general electronic data.
- d. \$10.00 for postage and material for general electronic data.
- e. GIS data disk (includes postage and material)
 - i. \$150 for Parcel Data
 - ii. \$150 for Cibola County Roads
 - iii. \$350 for Address Points

D. Electronic Data (exists in electronic format at time of request)

- a. \$15 Set Up Fee and \$20.00 per CD
- b. No fee to email existing documents

E. Documents Scanned or Faxed

- a. \$2.50 per document scanned to electronic format plus electronic data fees per #4 above (for documents that do not exist in electronic format at time of request)
- b. \$2.50 per document faxed (for documents that exist in hard copy format at the time of request)



- c. \$2.50 per document faxed plus copy fees per #1 above (for documents that do not exist in hard-copy format at time of request)

F. Postage Fees

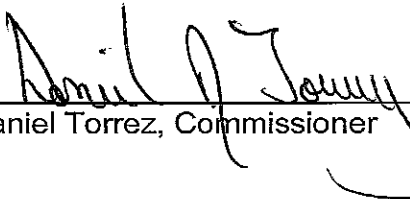
- a. Actual fees associated with mailing request via USPS certified, return receipt.

Section VI. Application

This Resolution applies to all records in the County's possession for which fees and/or procedures have not been set by statute.

APPROVED, ADOPTED, AND PASSED on this 12th day of January 2023.

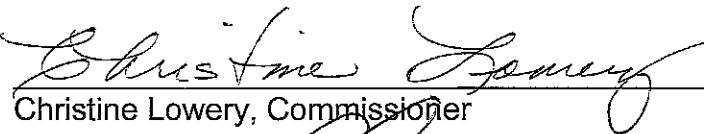
BOARD OF COUNTY COMMISSIONERS



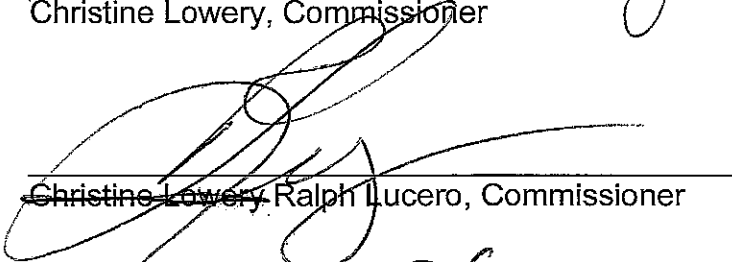
Daniel Torrez, Commissioner



Martha Garcia, Commissioner




Christine Lowery, Commissioner



~~Christine Lowery~~ Ralph Lucero, Commissioner



Robert Windhorst, Commissioner



Michelle E. Dominguez
Cibola County Clerk

