



**VALENCIA COUNTY  
BOARD OF COUNTY COMMISSIONERS  
RESOLUTION NO. 2015- 04**

**INSPECTION OF PUBLIC RECORDS ACT**

**WHEREAS**, the Board of County Commissioners of Valencia County, met upon notice of meeting duly published on January 5, 2015, at 10:00 A.M. in the Valencia County Administration Building, 444 Luna Avenue, Los Lunas, New Mexico 87301; 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;

**NOW, THEREFORE, BE IT RESOLVED**, by the Valencia County Commission that it designates the Valencia County Manager as its custodian of public records.

The County Manager shall:

- (1) Receive and respond to requests to inspect County Commission public records;
- (2) Provide proper and reasonable opportunities to inspect County Commission public records; and
- (3) Provide reasonable facilities to make or furnish copies of County Commission public records during usual business hours.

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, by the Valencia County Commission, that Requests to inspect public records should be submitted to the records custodian, Jeff Condrey, located at 444 Luna Avenue, Los Lunas, NM 87031, (505) 866-2014, (505) 866-3355 (facsimile), [Jeff.Condrey@co.valencia.nm.us](mailto:Jeff.Condrey@co.valencia.nm.us).

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, by the Valencia County Commission that, 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. A written request must contain the name, address and telephone number of the person making the request. Written requests may be submitted in person or sent via US mail, email or facsimile. The request must describe the records sought in sufficient detail to enable the records custodian to identify and locate the requested records.

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, by the Valencia County Commission that 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. 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. 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.

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, by the Valencia County Commission that if a person requesting inspection would like a copy of a public record, a reasonable fee may be charged, as detailed in the chart 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.

Item	One Side Page	Two Side Page
Photo Copies	\$0.35	\$0.60
Reader/Printer Copies	\$0.50	\$0.50
Newspaper	\$1.00	\$1.50
Ordinances & Resolutions	\$0.50 (per page)	\$0.50
18" x 24" Plats	\$4.00	N/A
24" x 36" Plats	\$6.00	N/A
36" Plus Plats	\$1.00 for each additional foot	
Electronic Data	\$5.00 per CD plus \$0.01 per document	N/A
Documents Scanned to Electronic Format	\$0.25	N/A
Notary Public	\$3.00	NA

APPROVED, ADOPTED, AND PASSED on this 5<sup>th</sup> day of January, 2015.

**BOARD OF COUNTY COMMISSIONERS**



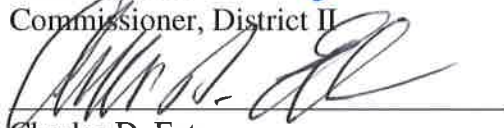
Helen Y. Cole  
Commissioner, District I



Alicia Aguilar  
Commissioner, District II



David A. Hyder  
Commissioner, District III



Charles D. Eaton  
Commissioner, District IV



Jhonathan Aragon  
Commissioner, District V

Attest:

  
Peggy Carabajal, County Clerk