



**VALENCIA COUNTY  
BOARD OF COUNTY COMMISSIONERS  
RESOLUTION NO. 2016- 05**

**INSPECTION OF PUBLIC RECORDS**

**WHEREAS**, the Board of County Commissioners of Valencia County, met upon notice of a duly published Special Business meeting on January 4, 2016, at 5:00 P.M. in the Valencia County Administration Building, 444 Luna Avenue, Los Lunas, New Mexico 87031; 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"; and,

**WHEREAS**, the Board of County Commissioners of Valencia County adopted Resolution 2008-52: Implementing a Uniform Fee Schedule for Reproducing Public Records in the Custody of the County of Valencia Assessor's Office, which details copy fees for various sized GIS maps; and,

**WHEREAS**, the Board of County Commissioners of Valencia County adopted Resolution 2010-45: Implementing a Uniform Fee Schedule for Reproducing Public Records in the Custody of the County of Valencia, which details copy fees for administrative offices of the County and elected offices not otherwise set by statute; and,

**WHEREAS**, the actual cost of copying documents requested has increased since 2010. Material costs, postage costs, equipment costs and salaries have all increased; and,

**WHEREAS**, the public and staff would benefit from having all copying fees accessible in one resolution and updated as needed yearly in January during the Reorganizational Business Meeting.

**NOW, THEREFORE, BE IT RESOLVED**, by the Valencia County Commission that the following Inspection of Public Records Procedures is hereby adopted.

**Section I. Designation of Custodian of Public Records**

The Valencia County Commission designates the Valencia County Manager as its custodian of public records.

**Section II. Duties of the Public Records Custodian.**

The Custodian of Public Records shall:

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

**Section III. Submission of Public Records Requests**

- A. Requests to inspect public records should be submitted to the records custodian, Danny Monette, located at 444 Luna Avenue, Los Lunas, NM 87031, (505) 866-2014, (505) 866-3355 (facsimile), [danny.monette@co.valencia.nm.us](mailto:danny.monette@co.valencia.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 or sent via US mail, email or 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.

**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"x17" (excluding Assessor's GIS copies)**
  - a. \$0.50/ one-sided page
  - b. \$0.75/ two-sided page
  - c. \$0.50/ one-sided page in excess of 3 pages for Summary of Tax statements (Treasurer's Office)
  - d. \$0.50/ one-sided page in excess of 3 pages for Property Records cards (Assessor's Office)
- B. **Large Documents/plots (excluding Assessor's Office 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 size larger than 18 x 24 (fulfilled with County Clerk equipment)
- C. **Assessor's Office GIS copies and Electronic Data**

a. Hard Copy Rates

Page Size	Black & White	Aerial/Color
A- 8 ½" x 11"	\$0.50	\$1.00
8 ½" x 14"	\$1.75	\$3.50
B- 11" x 17"	\$2.25	\$4.25
C- 17" x 22"	\$3.50	\$6.75
D- 22" x 34"	\$4.25	\$8.50
E- 28" x 40"	\$5.50	\$11.00
36" x 36"	\$7.00	\$14.00
F- 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. \$15.00/hr. for research and retrieval of general electronic data
- d. \$10.00 for postage and material for general electronic data
- e. \$350.00 for GIS data disk (includes postage and material)

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

- a. \$10.00 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 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 for which fees and/or procedures have not been set by statute.

**Section VII. Repeal of Prior Resolutions**

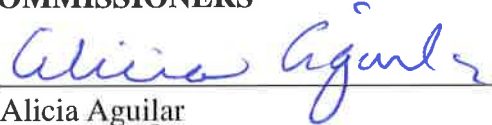
Resolution 2010-45 and all other resolutions inconsistent with this Resolution are hereby repealed with its adoption.

APPROVED, ADOPTED, AND PASSED on this 4<sup>th</sup> day of January, 2016.

**BOARD OF COUNTY COMMISSIONERS**



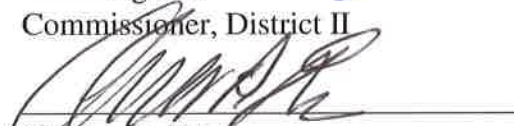
Helen Y. Cole  
Commissioner, District I



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





# VALENCIA COUNTY MANAGER'S OFFICE

## REQUEST FOR PUBLIC RECORDS

In accordance with the New Mexico Public Records Act, NMSA 1978, 14-2-1et seq., as amended, I would like to inspect and /or copy the following documents: (Please identify records with reasonable particularity)

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Request is for:     \_\_\_ Inspection   \_\_\_ Copying   \_\_\_ Mailing   \_\_\_ Emailing   \_\_\_ Faxing

I promise to pay copying charges as listed in the Copy Fee Schedule. If the charges will exceed \$\_\_\_ please call me to discuss. I understand that I may be asked to pay the fee for copies in advance before copies are made.

Requestor's Name: \_\_\_\_\_ Requestor's Signature: \_\_\_\_\_

Requestor's Address: \_\_\_\_\_  
                                    Street/Mailing                                   City/State                                   Zip Code

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

*Within three business days, if inspection or copying has not been allowed, the appropriate County office will deliver or mail a notice to you explaining when inspection will be allowed or when the request will be responded to. Within fifteen days, the request must be allowed unless the County has denied the request or determined that it is excessively burdensome or broad. In that event, the appropriate County office will deliver or mail another notice to you informing you of the denial, or notice that additional time is needed to comply. For further information, please see the Attorney General's Compliance Guide at [www.ago.state.nm.us](http://www.ago.state.nm.us).*

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### FOR DEPARTMENT USE ONLY

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Date received: _____	3 Day deadline: _____	Notice sent: _____
Received by: _____	15 Day deadline: _____	Notice sent: _____
Allowed by: _____	Extension deadline: _____	Notice sent: _____
Disallowed for the following reason(s): _____ _____	No. of copies: _____ Invoice No.: _____ Invoice date: _____	
	Cost of copies: _____	Cost of postage: _____
	Remittance received: _____	Date completed: _____