

**Cibola County Commission**

T. Walter Jaramillo, Chairman  
Robert Armijo, 1<sup>st</sup> Vice-Chair  
Jack Molerres, 2<sup>nd</sup> Vice-Chair  
Patrick Simpson, Commissioner  
Lloyd F. Felipe, Commissioner

**Cibola County**

**515 West High Street**

**Grants, New Mexico 87020**

Phone (505) 287-9431 – Fax (505) 285-5434



Tony M. Boyd  
County Manager

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**RESOLUTION NO. 16-20**  
**INSPECTION OF PUBLIC RECORDS**

**WHEREAS**, the Board of County Commissioners of Cibola County, met upon notice of a duly published Regular Business meeting on March 23, 2016, at 5:00 P.M. in the Cibola County Convention Room, 515 West High Street, Grants, NM 87020, 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 Cibola County adopted Resolution : Implementing a Uniform Fee Schedule for Reproducing Public Records in the Custody of the County of Cibola, which details copy fees for administrative offices of the County and elected offices not otherwise set by statute; 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 Cibola County Commission that the following Inspection of Public Records Procedures is hereby adopted.

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

The Cibola County Commission designates Natalie Grine, Recording and Filing Deputy Clerk, 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, Natalie Grine, located at 515 West High Street, Grants, NM 87020, (505) 285-2535, (505) 285-2562 (facsimile), [ngrine@co.cibola.nm.us](mailto:ngrine@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 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 1/2" x 11"	\$0.50	\$1.00
8 1/2" 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**

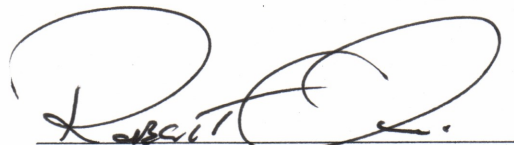
- a. Actual fees associated with mailing request via USPS certified, return receipt

**Section VI. Application**

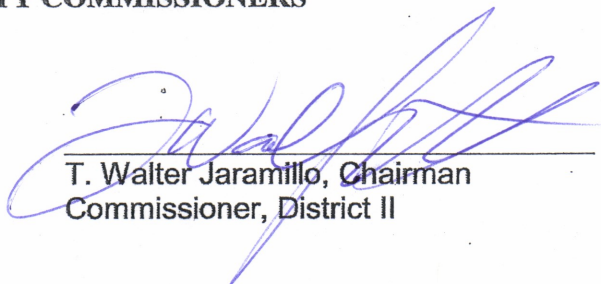
This Resolution applies to all records in the County's for which fees and/or procedures have not been set by statute.

**APPROVED, ADOPTED, AND PASSED** on this 23<sup>rd</sup> day of March, 2016.

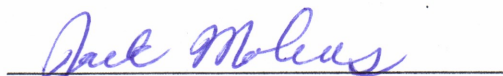
**BOARD OF COUNTY COMMISSIONERS**



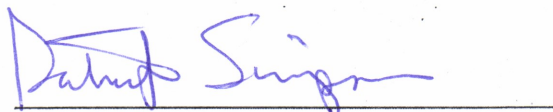
Robert Armijo, 1<sup>st</sup> Vice Chair  
Commissioner, District I



T. Walter Jaramillo, Chairman  
Commissioner, District II



Jack Moler, 2<sup>nd</sup> Vice Chair  
Commissioner, District III

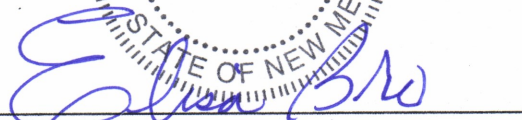


Patrick Simpson  
Commissioner, District IV

**ABSENT**

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Lloyd F. Felipe  
Commissioner, District V

Attest:



Elisa Bro  
Cibola County Clerk