



Village of Corrales
Resolution No. 11-048

**DESIGNATING OFFICIAL CUSTODIAN OF
PUBLIC RECORDS, INSPECTION OF PUBLIC
RECORDS POLICY, AND FEE SCHEDULE**

WHEREAS, NMSA Chapter 14, Article 2 and Article 3 classifies inspection and exemptions from public inspection of public records, and

WHEREAS, NMSA 1978, § 14-3-18 provides for municipal records on computer databases to set reasonable fees for personnel time to research, retrieve and make electronic copies.

WHEREAS, the duties of City Clerk, as defined in § 3-13-1 NMSA 1978, are protection of public records and furnishing copies of public records; and


WHEREAS, NMSA 1978, § 3-13-1-A (4) states, "upon request, furnish copies of municipal records. The Clerk may charge a reasonable fee for the cost of furnishing copies of municipal records".

NOW, THEREFORE BE IT RESOLVED, by the Village Council, the Governing Body of the Village of Corrales, that the Office of Village Clerk shall be the official custodian of public records for the Village of Corrales, to adhere to all official guidelines as statutes and regulations are adopted; and

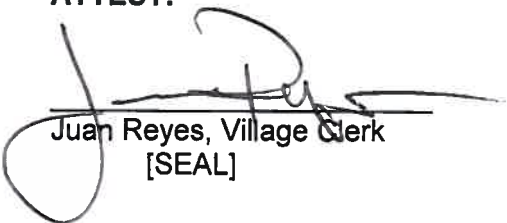
BE IT FURTHER RESOLVED, Exhibit A shall be the Public Records Policy and Fee Schedule and may be amended as required by statute and regulations.

APPROVED THIS 25th DAY OF OCTOBER, 2011.

VILLAGE OF CORRALES


Philip Gasteyer, Mayor

ATTEST:


Juan Reyes, Village Clerk
[SEAL]

PROCEDURES FOR REQUESTING RECORDS

1. An oral or written request is made to Village Clerk; however, the procedures and penalties prescribed by the Public Records Act apply only to written requests. A written request shall provide the name, address and telephone number of the person requesting to review or copy records. Records must be identified clearly and accurately. The recommended form is available at the Municipal Office or may be downloaded at www.corrales-nm.org/forms.htm.
2. Police incident reports are in the Village Police Department and shall be made through that department.
3. Fire and EMS requests will be processed through the Village Clerks' office. Requests that fall under the HIPPA Privacy Rule shall be processed by the EMS personnel.
4. Inspection will be granted immediately when practical under the circumstances, but not later than fifteen days.
5. If the inspection is not granted within three business days, requester will receive a letter from the custodian of record providing a timeline of availability.
6. Burdensome or large requests may take longer than 15 days. If time extends past 15 days, requester will receive a letter from the custodian of recording providing a timeline for availability.
7. Confidential information in a specific record will be removed.
8. The Village of Corrales will not create a record that does not exist.
9. If a request to inspect or obtain records is denied, the custodian of record will explain the denial.
10. **Exceptions:** every person has right to inspect any public record of the Village of Corrales, except:
 - Records concerning physical or mental examinations.
 - Letters of reference concerning employment, licensing or permits.
 - Letters which are matters of opinion in personnel files.
 - Law enforcement records revealing confidential sources.
 - Records protected by the Confidential Materials Act.
 - Records as otherwise provided by law.

Authorized timetable for responding to requests for copies of municipal records:

Copies of publications on hand and available for sale at the Front Desk, Village Office	Immediate when practical
Copies of Ordinances, Resolutions, and Policies	3 working days
Copies of Minutes of the Council/Commissions	3 working days after Council/Commission approval
Police Reports, Accident Reports	3 working days
Computer Generated Records	3 working days
Copies of Contracts, Agreements, Leases	3 working days
Copies of Records Requiring Research	3 working days or more based on a case by case review
Timetables are approximate, in cases where "offsite" research is required additional time may be requested by the Village Staff, 14-2-8 (D) and 14-2-10.	

COPY FEES FOR PUBLIC RECORD REQUEST

NOTE: This fee schedule only includes fees for Request for Public Records copies. It does not include fees for other Village services.

ADMINISTRATION

Photocopy documents 11"x 17" or smaller	B/W - \$1.00 per page (a 2-sided document is \$2.00) Color -\$2.00 per page (a 2-sided document is \$4.00)
RFPR documents 11" x 17" or smaller	- \$1.00 per page (a 2-sided document is \$2.00)
RFPR documents larger than 11"x 17"	- \$10.00 per page plus \$15 per hour * , 1-hr minimum
CD/DVD's (any document or audio file)	- \$10.00 (if mailed cost of postage will be added)
Requests for email or faxed documents Must Be PAID in Advance * *	- \$1.00 per page... (paid in advance)
Audio cassette tape	- \$10.00 per tape
Electronic Information research and production	- \$15.00 per hour ***

*** \$15 per hour; will be charged if an employee is required to go off-site to duplicate a large format document.**

*** * The Village Clerk's office will email or fax documents, subject to the availability of staff time, and that by making a request for the Village to fax or e-mail the requested material THE REQUESTER IS SPECIFICALLY WAIVING ANY TIME LIMITATIONS THAT ARE applicable to a response under the Inspection of Public Records Act**

***** Electronic Format or Electronic Information:**

If an Inspection of Public Records Act request requires searching, manipulating, retrieving, compiling or reviewing data from an electronic information system, a reasonable fee may be charged for the service, NMSA 1978. § 14-3-18 (E). The fee to produce information in electronic format is an average staff salary hourly wage.

POLICE

Police Reports per page - **\$1.00 per page**

FIRE & EMS

Fire and EMS Reports per page - **\$1.00 per page**