



**SIERRA COUNTY  
BOARD OF COUNTY COMMISSIONERS  
RESOLUTION NO 110-135**

**PUBLIC NOTICE DESCRIBING PROCEDURES FOR REQUESTS FOR INSPECTION  
OF PUBLIC RECORDS**

**WHEREAS**, the Board of County Commissioners of Sierra County, met in a regular meeting on January 6, 2023, at 10:00 A.M. in the Sierra County Administration Office, 1712 N. Date Street, Truth or Consequences, NM 87901; and,

**WHEREAS**, access to public records is one of the fundamental rights afforded people in a democracy and, even absent statute, the Courts have recognized the public's common law right to inspect and copy public records; and,

**WHEREAS**, the right to inspect public records affords the public an opportunity to determine whether those who have been entrusted with the affairs of government are honestly, faithfully, and competently performing their function as public servants; and

**WHEREAS**, the Board of County Commissioners of Sierra County reaffirms its strong commitment to not only the statutory access granted pursuant to the Inspection of Public Records Act, NMSA 1978, Section 14-2-1 to -12, but also to the public's common law right to inspect and copy public records; and,

**WHEREAS**, pursuant to Section 14-2-7 of the Inspection of Public Records Act (NMSA 1978, Section 14-2-1 to -12), the Board of County Commissioners has designated the County Manager as the custodian of the County's records to 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** that the Board of County Commissioners of Sierra County establishes a formal procedure for managing requests for inspection of public records, and sets forth a fee schedule for such records.

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

The Sierra County Commission designates the Sierra 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, Amber Vaughn, Sierra County Manager, 1712 N. Date Street, Truth or Consequences, NM 87901, (575) 894-6215, and [avaughn@sierraco.org](mailto:avaughn@sierraco.org).
- 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. 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.
- D. A written request must contain the name, address and telephone number of the person making the request.
- E. Written requests may be submitted in person or sent via US mail or e-mail.
- F. 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. 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. The records custodian shall request advance payment of the applicable copying fees be paid in advance. 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. There shall be no charge assessed to Sierra County Departments for copies. There is no charge to request to inspect a public record of Sierra County.

Item	One Side Page
Photo Copies	\$1.00
Reader/Printer Copies	\$1.00
Newspaper	\$1.00
Ordinances & Resolutions	\$1.00 (per page)
18" x 24" Plats	\$4.00
24" x 36" Plats	\$6.00
36" Plus Plats	\$1.00 for each additional foot
Electronic Data	\$0.35/CD and \$0.45/DVD plus \$5.00 for each 30 minutes of video
Notary Public	\$3.00
Tax File Database	\$150.00

**Section VI. Application**

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

**Section VII. Repeal of Prior Resolutions**

All resolutions inconsistent with this Resolution are hereby repealed with its adoption.

**APPROVED, ADOPTED, AND PASSED** on this 6th day of January, 2023.

**BOARD OF COUNTY COMMISSIONERS**

Travis Day  
Travis Day, Commissioner

Hank Hopkins  
Hank Hopkins, Commissioner

James E. Paxon  
James Paxon, Commissioner

Attest:

Shelly K. Trujillo  
Shelly K. Trujillo  
Sierra County Clerk