



**Resolution No. 4-5-18.9A**

**Establishing Public Records Copying Charges**

WHEREAS, the County of Sandoval is a political subdivision of the State of New Mexico, and is duly organized and existing pursuant to the constitution and laws of the State.

WHEREAS, the governing body of the County recognizes the public's right to inspect public records at no charge, and endorses as a fundamental right, the public's access to public records as a crucial aspect of our democracy.

WHEREAS, applicable State law provides for the imposition of reasonable fees when the requester asks the County to make copies of public records; and the County recognizes the need to impose reasonable fees to offset costs of providing said copies.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commission of Sandoval County that;

1. Effective April 5, 2018, the following charges shall apply to all County departments and offices except for the Sandoval County Clerk's Office, Sandoval County Probate Office, and the Sandoval County Treasurer's Office, for requested physical copies of public records, payable in advance before copies will be made:
  - a. \$0.25 per page, 8.5"x11" to 8.5" x 14," one-sided, black and white copies
  - b. \$0.50 per page, 8.5"x11", one-sided, color copies
  - c. \$0.50 per page, 11"x14" to 11" x 17," one-sided, black and white copies
  - d. \$0.25 per page, 8.5"x11", one-sided, black and white copies for employee personnel files after the first 10 pages. First 10 pages at no charge once in a six month period.
  - e. \$1.00 per page, 8.5"x11" maps, one-sided, color copies
  - f. \$2.00 per page, 11"x17" maps, one-sided, color copies
  - g. \$15.00 per page, 24"x36" maps, one-sided, color copies
  - h. \$20.00 per page, 36"x48" maps, one-sided, color copies
  - i. \$1.00 per page, 8.5"x11" copy from microfilm, one-sided, black and white copies
  - j. \$7.00 per CD for copies of electronic documents
  - k. \$15.00 per USB/Thumb Drive (8gb or smaller in size) for copies of electronic documents
  - l. \$20.00 per DVD for copies of video, audio and/or pictures (*Service only available for Sheriff's Office requests*)
  - m. \$5.00 per background check (*Service only available through the Sheriff's Office*)

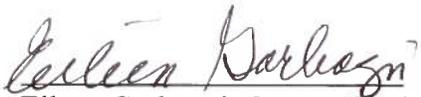
Copies of documents already in electronic format, and eligible for release on the County's online public records portal, shall be provided at no charge through the online portal. Those who wish to have

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RESOLUTION Pg. 1 of 2  
Eileen Garbagni, Sandoval County Clerk B: 421 P: 7609

electronic copies, but do not wish to use the online portal, shall be subject to the charges above for a CD or USB/Thumb Drive.

2. Effective April 5, 2018, the following charges shall apply to the Sandoval County Clerk's Office and the Sandoval County Probate Office for requested physical copies of public records, payable in advance before copies will be made:
  - a. \$1.00 per page, 8.5"x11," one-sided, black and white copies
  - b. \$5.00 per page for copies of maps
  - c. \$1.00 for a certified copy of a document
  
3. Effective April 5, 2018, the following charges shall apply to the Sandoval County Treasurer's Office for requested physical copies of public records, payable in advance before copies will be made:
  - a. \$50.00 per CD for copies of delinquent tax information

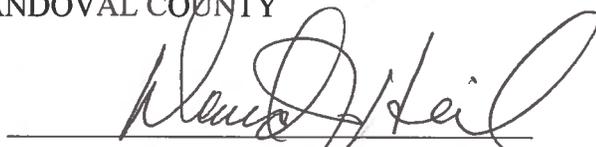
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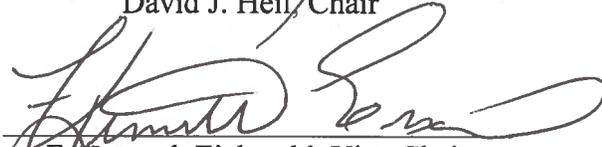
  
Eileen Garbagni, County Clerk

APPROVED AS TO FORM:

  
Heather R. Smallwood,  
Assistant County Attorney

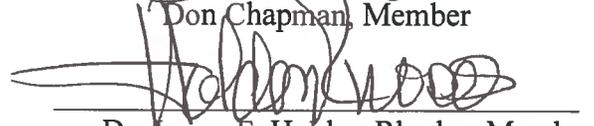
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