



## **NOTICE OF RIGHT TO INSPECT PUBLIC RECORDS**

Under the Inspection of Public Records Act, NMSA 1978 § 14-2-1 et seq., every person has the right to inspect public records maintained by Sandoval County. Compliance with requests to inspect public records is an integral part of the duties of the officers and employees of Sandoval County. It is the responsibility of the County to make public records available for inspection. Sandoval County's records custodian is Wayne Johnson, County Manager.

Requests to inspect public records should be submitted via the Sandoval County Online Public Records Portal located at [www.sandovalcountynm.gov/public-records-request](http://www.sandovalcountynm.gov/public-records-request). The Portal is free to use and allows for submission, tracking, communication with the assigned records custodian, and payment of any copy charge invoices. The Portal also allows the secure electronic downloading of responsive documents provided in response to records requests.

A written request must give the requester's name, address, and telephone number. An email address may substitute for a telephone number. An email address is required for correspondence with Sandoval County when submitting a request for records through the Portal and downloading electronic documents. All requests must describe the records sought in sufficient detail to enable the records custodian to identify and locate the requested records.

The County will provide a copy of a public record in an electronic format if the record is already available in an electronic format. The County may provide the electronic record in the file format in which it exists at the time of the request; it is not required to convert it to another file format.

The County will respond within fifteen calendar days after receiving the request explaining either (1) when the records will be available for inspection or (2) when the County will respond to the request. If any of the records sought are not available for inspection, the requester will receive a written response explaining why inspection has been denied. If the County deems a written request to be excessively burdensome or broad, an additional reasonable period of time shall be allowed to comply with the request.

If a requester wants a copy of a public record, the County may charge a reasonable fee. The County may charge up to \$0.25 per page for standard paper copies of documents up to 11"x17" in size per Resolution No. 4-5-18.9A or up to \$1 per page for Clerk's Office and Probate Office copies. Please see the attached, Resolution No. 4-5-18.9A, for a list of fees. Per the Recording Act, § 14-8-1 et seq., public records maintained by the County Clerk and are subject to the attached Sandoval County Clerk's Schedule of Fees. The County may also charge up to \$20.00 for costs associated with downloading electronic records to a DVD, CD or USB/Thumb Drive as well as for the actual costs associated with transmitting copies by mail, facsimile, or other method. The County may request that applicable 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.

Wayne Johnson,  
County Manager



**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

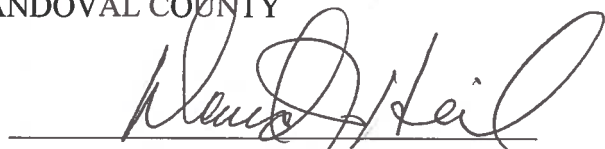
electronic copies, but do not wish to use the online portal, shall be subject to the charges above for a CD or USB/Thumb Drive.

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


ATTEST:

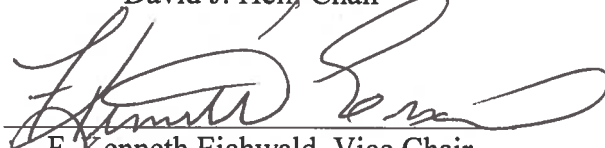
BOARD OF COUNTY COMMISSIONERS  
SANDOVAL COUNTY

  
Eileen Garbagni, County Clerk

  
David J. Heil, Chair


APPROVED AS TO FORM:

  
Heather R. Smallwood,  
Assistant County Attorney

  
F. Kenneth Eichwald, Vice Chair

  
Jay C. Block, Member

  
Don Chapman, Member

  
Dr. James F. Holden-Rhodes, Member



Anne Brady-Romero

Sandoval County Clerk

**SANDOVAL COUNTY CLERK'S FEE SCHEDULE**

<b>Business License</b>	
Annual Business License	\$35.00
Late Fee after 5 business days	\$10.00

<b>Certification Fees:</b>	
Military Discharge DD214	No Charge
Certified Copy of Marriage License	\$2.00 per copy
Certification	\$1.00 per document

<b>Marriage License</b>	
Marriage License	\$25.00
Certified Copy of Marriage License	\$2.00 per copy
Military Copy/Certification	No Charge

<b>Recording &amp; Filing Fees:</b>	
Copy Fee	\$1.00 per page
Images emailed (Electronic copies)	\$1.00 per page
Plat Copy 24 x 36	\$5.00 per page
Plat Copy 8 ½ x 11	\$1.00 per page
Recording Fee (Includes 10 entries)**	\$25.00 per document
**INCREMENTS OF 10 ENTRIES PER DOCUMENT CHARGED AN ADDITIONAL \$25.00 EX: 11-20 ENTRIES = \$50.00, 21-30 ENTRIES = \$75.00 ET AL.	
Military Discharge DD214	No Charge

**Payable to: Sandoval County Clerk OR Sandoval County**