

A RESOLUTION OF GRANT COUNTY  
SETTING POLICY FOR THE RETENTION OF RECORDS  
OF MEETINGS OF THE GRANT COUNTY COMMISSION

WHEREAS, the County of Grant has statutory responsibility and authority pursuant to Paragraph C of Section 10-15-1 of the Open Meetings Act to keep written minutes of all its meetings; and,

WHEREAS, this paragraph of State Statute also provides as follows:

that such minutes shall include at a minimum the date, time and place of the meeting, the names of members in attendance and those absent, the substance of the proposals considered and a record of any decisions and votes taken that show how each member voted. All minutes are open to public inspection. Draft minutes shall be prepared within ten working days after the meeting and shall be approved, amended or disapproved at the next meeting where a quorum is present. Minutes shall not become official until approved by the policymaking body.

and,

WHEREAS, the Grant County Clerk is required, pursuant to Section 4-40-4 NMSA 1978 Comp., to record in a book to be provided for that purpose all proceedings of the Grant County Commission; and, the Grant County Clerk uses audiotapes of Commission meetings to assist the Clerk in drafting minutes of Commission meetings for its approval.

NOW, THEREFORE, IT IS HEREBY RESOLVED THAT once the minutes of a Commission meeting are approved by the Commission, they become the official record of the meeting; and that the Grant County Clerk shall maintain these minutes as the official record of the meeting; and that any tape-recordings of the meeting existing at that time

Meeting Records Retention Resolution  
F- 7/17/98

Filed for record on the 24<sup>th</sup> day of July, A.D., 1998 at 9:35  
Book 250 Page 2720-11  
LARRY D. RAMOS  
County Clerk

9721

should not be considered to be the official record of the meeting and should, therefore, be destroyed to avoid confusion of the Commission, the Clerk and the public.

PASSED, ADOPTED AND APPROVED, by the Grant County Commission, this 23rd day of July, 1998.

THE GRANT COUNTY COMMISSION:

Manuel T. Serna  
Manuel T. Serna, Chairman

Zeke Santa Maria  
Zeke Santa Maria, Member

Carl W. Scholl  
Carl W. Scholl, Member

ATTEST:

Gabriel Ramos by Jeff Paulzel  
Gabriel Ramos, County Clerk  
Jeff Paulzel, Deputy

STATE OF NEW MEXICO

County of Grant

I hereby certify that this instrument was filed for record on the 24th day of July A.D., 19 98 at 9:35 o'clock A. M., and duly recorded in book 250 of the records of MISC. at page 9720-21

Witness my hand and seal of office  
Gabriel Ramos  
COUNTY CLERK, GRANT CO., N.M.  
Jeff Paulzel Deputy