

**THE BOARD OF COUNTY COMMISSIONERS OF**

**GRANT COUNTY**

**RESOLUTION NO. R-24-15**

**ESTABLISHING INSPECTION OF PUBLIC RECORDS COPYING CHARGES**

**WHEREAS**, the County of Grant 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 the costs of providing said copies.

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

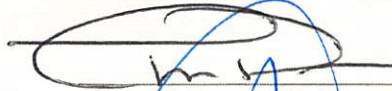
1. Effective March 1, 2024, the following charges shall apply to all County departments for requested physical copies of public records, payable in advance before copies are made:
  - a. \$0.50 per page, 8.5"x 11", one-sided, black and white copies
  - b. \$1.00 per page, 8.5"x 14" to 11"x 17", one-sided, black and white copies
  - c. \$1.50 per page, 17"x 22", one-sided, black and white copies
  - d. \$1.00 per page, 8.5"x 11", two-sided, black and white copies
  - e. \$1.50 per page, 8.5"x 11", two-sided, black-and-white copies
  - f. \$2.00 per page, 8.5"x 14 to 11"x 17", two-sided, black and white copies
  - g. \$3.00 per page, 17"x 22", two-sided, black and white copies
  - h. \$6.00 Blue Line or other Engineering Copies
  - i. \$10.00 per disc, DVD or CD

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 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.

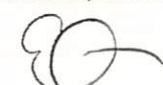
The Act allows agencies to charge a reasonable fee for copies of public records. For copies saved to a CD or jump drive, the County may charge the cost of the employee's time required to download the records. For example, if the employee is paid twenty dollars (\$20.00) per hour and the scanning takes thirty (30) minutes, the cost of the time will be ten dollars (\$10.00). The County will mail documents if the requester provides the agency with (1) advance payment for the actual costs required for delivery or adequate prepaid postage and (2) the costs associated with copying or scanning the request.

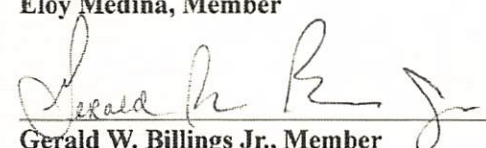
BOARD OF COUNTY COMMISSIONERS  
GRANT COUNTY, NEW MEXICO:

[SEAL]

  
Chris M. Ponce, Chairman

  
Alicia Edwards, Member

  
Eloy Medina, Member

  
Gerald W. Billings Jr., Member

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Harry Browne, Vice Chair

Attest:

  
Marisa Castrillo, Clerk