

RESOLUTION NO. 2019-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PINOS ALTOS MUTUAL DOMESTIC WATER CONSUMERS ASSOCIATION TO ADOPT AN “INSPECTION OF PUBLIC RECORDS POLICY”

WHEREAS, pursuant to regulations promulgated by the Office of the New Mexico Attorney General, commonly referenced as the “Inspection of Public Records Act”, the Board of Directors of the Pinos Altos Mutual Domestic Water Consumers Association will comply with the Inspection of Public Records Act through the following procedure:

PROCEDURE

- A. It is the intent of the Board to protect the private information of the Members of the Association to the greatest degree possible by law.
- B. All requests must be made to the association in writing on the attached Appendix A “REQUEST FOR PUBLIC RECORDS FORM”.
- C. The Secretary will be the records custodian.
- D. As we are a volunteer Board, the Secretary will respond within three (3) business days of the receipt of the request acknowledging that the request has been received and stating when and how the request will be met. The response letter will be signed by the Secretary.
- E. The Association will make the records available as follows: The person requesting the records DOES NOT have to be allowed to view the records in someone’s home. Rather, copies of existing records, redacted as per Statute, will be mailed to requestor at the address provided on the Request Form.
- F. If the records requested are not available, then the Association needs to state the reason for the absence of those records from the custodian’s control or custody, and when, if possible, those records will likely be available.
- G. If the requestor is asking for records that the Association historically has not kept, then the Association is not required to develop or create those records. This type of request would be excessively burdensome and will be denied.
- H. The Association WILL NOT PROVIDE RECORDS pertaining to the personal, confidential contact information of the members of the association. This information

includes the address, phone number, e-mail, account number of our members, meter number(s) or any information pertaining to membership in the association, i.e. water consumption, in any format. This information is considered for Association use only for the purpose of conducting business such as billing, collections, notices and contacting the Association members on Association related business. If any member requires that the membership be contacted for an issue, the request must come to the Board per the By-Laws to call a special meeting of the membership.

- I. The Association will make copies of the records upon a written request. The association will charge \$1.00 per page, plus \$20.00 per hour charge to pay the Secretary and/or Bookkeeper for this task. A minimum of one hour will be charged when copies are requested. Payment must be received in the form of a money order or cashier's check prior to copies being made.

PASSED, ADOPTED and approved this 22nd day of August, 2019, at the ~~regular~~ ^{Special} meeting of the Board of Directors.



President

Alan Phillips

Vice-President

Rebecca S. Donivoddie

Treasurer



Member at Large

ATTEST:



Secretary

(seal)

