

RESOLUTION NO. 2023-02
NOTICE OF THE RIGHT TO INSPECT PUBLIC RECORDS
PINOS ALTOS MUTUAL DOMESTIC WATER CONSUMERS ASSOCIATION

WHEREAS, by law, under the Inspection of Public Records Act, every person has the right to inspect the public records of the Pinos Altos Mutual Domestic Water Consumers Association. Compliance with requests to inspect public records is an integral part of the routine duties of the officers and employees of the Pinos Altos Mutual Consumer Water Consumers Association.

WHEREAS, the Pinos Altos Mutual Domestic Water Consumers Association will adopt and use the Inspection of Public Records Act Compliance Checklist, listed as Appendix IV in the Inspection of Public Records Act Compliance Guide, and included in this resolution.

WHEREAS, this resolution replaces Resolution No. 2019-01 passed and adopted on August 22, 2019.

PROCEDURES FOR REQUESTING INSPECTION:

- A) Requests to inspect public records should be submitted to the records custodian, who is also serving as Secretary on the Board of Directors, at PO Box 1798 Silver City, NM 88062, phone # 575-654-6461 or secretary@pamdwca.org.
- B) A person desiring to inspect public records may submit a request to the records custodian orally or in writing. However, the procedures and penalties prescribed by the Act apply only to written requests. A written request must contain the name, address and telephone number of the person making the requests. Written requests may be submitted in person or sent via US mail or via email. The request must describe the records sought in sufficient detail to enable the records custodian to identify and locate the requested records.
- C) The records custodian must permit inspection immediately or as soon as practicable, but no later than fifteen (15) calendar days after the records custodian receives the inspection request. If inspection is not permitted within three (3) business days, the person making the request will receive a written response explaining when the records will be available for inspection or when the public body will respond to the request. If any of the records sought are not available for public inspection, the person making the request is entitled to a written response from the records custodian explaining the reasons inspection has been denied. The written denial shall be delivered or mailed within fifteen (15) calendar days after the records custodian receives the request for inspection.

PROCEDURES FOR REQUESTING COPIES AND FEES:

- D) If a person requesting inspection would like a copy of a public record, a reasonable fee may be charged. The fee for printed documents eight and one half (8.5) inches by fourteen (14) inches or smaller is \$1.00 per page. The fee for any pages larger than eight and one half (8.5) inches by fourteen inches (14) would be the actual cost to have them printed at a printing shop.

- E) The fee for downloading copies of public records to a computer disk or storage device would be the actual cost of the disk or storage device.
- F) If a person requests that a copy of a public record be transmitted via USPS, the actual cost to mail by regular mail will be charged.
- G) If a person requests that a copy of a public record be transmitted via email, the actual costs for transmitting will be charged.
- H) The records custodian may request that applicable fees for copying and/or transmitting public records be paid in advance before the copies are made or transmitted. A receipt indicating that the fees have been paid will be provided upon request to the person requesting the copies.

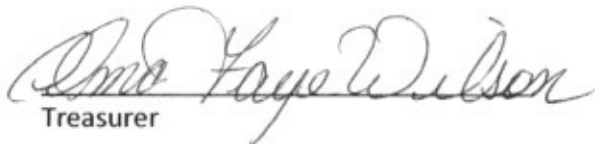
PASSED, ADOPTED AND APPROVED on the fifteenth (15) day of November, 2023.



President



Vice President



Treasurer



Member at Large

ATTEST:



Secretary

(seal)

