



1 and control of the records in order to assemble same, and thereafter, the City Attorney reviews the  
2 records provided in response to such IPRA requests and determines that the records provided are  
3 responsive to such requests and which fall under the delineated exceptions, and in turn directs the  
4 City Clerk to release such records; and

5 **WHEREAS**, in the interest of streamlining the IPRA process for the public and ensuring the  
6 accurate and timely handling of such requests, the Governing Body desires that a “custodian” of  
7 public records position be established in the City Attorney’s Office.

8 **NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE**  
9 **CITY OF SANTA FE** that in an effort to continue the Governing Body’s on-going commitment for  
10 the City of Santa Fe to be open, transparent and accessible to the public:

11 1. The Governing Body hereby establishes a full-time, dedicated position of “custodian”  
12 of public records in the City Attorney’s Office for prompt and complete disclosure of public records.

13 2. The “custodian” will be a trained professional who specializes in the disclosure of  
14 public records.

15 3. In accordance with IPRA, the “custodian” of public records shall:

16 A. Act as the City of Santa Fe's custodian of public records  
17 for purposes of IPRA and ensure compliance therewith;

18 B. Coordinate with the various Departments of the City of  
19 Santa Fe the identification of public records responsive to requests made  
20 under IPRA;

21 C. Receive and timely respond to requests to inspect public  
22 records;

23 D. Provide proper and reasonable opportunities for the  
24 inspection of public records;

25 E. Provide reasonable facilities to make or furnish copies of

1 public records during normal business hours; and

2 F. Post in a conspicuous location in the City Manager's

3 Office a notice describing:

4 (1) The right of a person to inspect the City of Santa

5 Fe's records;

6 (2) Procedures for requesting inspection of public

7 records;

8 (3) Procedures for requesting copies of public

9 records;

10 (4) Reasonable fees for copying public records; and

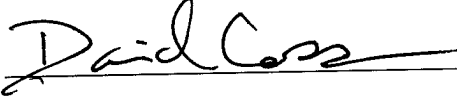
11 (5) The responsibility of the City of Santa Fe to

12 make available public records for inspection.

13 G. Provide to the City Council a quarterly report of IPRA requests

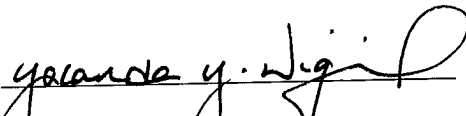
14 received by the City of Santa Fe and the status of the City's responses thereto.

15 PASSED, APPROVED, and ADOPTED this 9<sup>th</sup> day of May, 2012.

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17 DAVID COSS, MAYOR

18  
19 ATTEST:

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21   
22 YOLANDA Y. VIGIL, CITY CLERK

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1 APPROVED AS TO FORM:

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A handwritten signature in black ink, appearing to read "Geno Zamora", is written over a horizontal line. The signature is stylized and cursive.

4 GENO ZAMORA, CITY ATTORNEY

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*M/Melissa/Resolutions 2012/2012-49 IPRA Custodian*