

Consideration of Lea County Resolution No. 22-APR-089R Appointing Monica Russell, Public Information Officer as a Custodian of Public Records



Rebecca Long (District 2), Member
Voted: Yes No Abstain

Jonathan Sena (District 4), Member
Voted: Yes No Abstain

Pat Sims (District 5)
Voted: Yes No

ATTEST: Keith
Lea

By: Teri Davis, De

**STATE OF NEW MEXICO
COUNTY OF LEA
RESOLUTION NO. 22-APR-089R**

**A RESOLUTION APPOINTING MONICA RUSSELL, PUBLIC INFORMATION OFFICER AS A
CUSTODIAN OF PUBLIC RECORDS**

WHEREAS, on May 23, 2006, the County adopted Ordinance No. 66 providing regulations for the Inspection of Public Records; *and*

WHEREAS, pursuant to NMSA 1978, Section 14-2-7, each public body shall designate at least one custodian of public records; *and*

WHEREAS, each custodian shall receive and respond to requests to inspect public records; *and*

WHEREAS, each custodian shall provide reasonable facilities to review records and make copies of the requested public records; *and*

WHEREAS, on May 22, 2012, the County approved Resolution No. 12-MAY-029R designating Custodians of the County's public records; *and*

WHEREAS, the Commission wishes to add the Public Information Officer as a Custodian of Public Records.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of County Commissioners of Lea County that the records requests for County records shall be made to the following custodians:

1. Lea County Assessor, if the request relates to Property Values
2. Lea County Clerk, if the request relates to Property Records, Probate Records, Election Information or Marriage License Information
3. Lea County Treasurer, if the request relates to Property Tax Information
4. Sheriff's Department, if the request relates to Reports taken by a Sheriff's deputy
5. Lea County Public Information Officer Monica Russell, for all other records requests

PASSED, APPROVED AND ADOPTED on this 14th day of April, 2022, by the Lea County Board of County Commissioners in an open meeting in Lovington, New Mexico.

LEA COUNTY BOARD OF COUNTY COMMISSIONERS

Dean Jackson (District 1), Chair
Voted: Yes No Abstain

Gary G. Eidson (District 3), Vice Chair
Voted: Yes No Abstain

LCBCC Regular Meeting 04-14-2022
Resolution No. 22-APR-089R - A Resolution Appointing Monica Russell, Public Information Officer as a Custodian of Public Records
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The Commission wishes to add the Public Information Officer as a Custodian of Public Records.

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**LEA COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY FORM**

LCBCC Meeting Date: Thursday, April 14, 2022

Submit this summary form & all attachments to the Finance Director clow@leacounty.net & cc the Executive Coordinator ssout@leacounty.net by: **Wednesday, April 6, 2022**

County Manager Approval mgallagher@leacounty.net required for all time sensitive issues that do not meet the above deadline.

DATE SUBMITTED mm-dd-yyyy:	SUBMITTED BY Name, Title, Dept: Michael Gallagher, County Manager
SUBJECT: Custodians of Public Records	ATTACHMENT(S): Resolution
NO. OF ORIGINALS FOR SIGNATURE: 1 Resolution	ACTION REQUESTED: Action Item
BUDGET LINE ITEM NUMBER:	FISCAL BUDGET YEAR: N/A
STRATEGIC PLAN Implementation of 5 Year Strategic Plan: Section 2.6: Transparency and ethical decision making continue to be the framework in which the county operates.	
SUMMARY: On May 22, 2012, the County approved Resolution No. 12-MAY-029R designating Custodians of the County's public records. The Commission wishes to add the Public Information Officer as a Custodian of Public Records. <u>Lea County's Custodians of Public Records:</u> 1. Lea County Assessor, if the request relates to Property Values 2. Lea County Clerk, if the request relates to Property Records, Probate Records, Election Information or Marriage License Information 3. Lea County Treasurer, if the request relates to Property Tax Information 4. Sheriff's Department, if the request relates to Reports taken by a Sheriff's deputy 5. Lea County Public Information Officer for all other records requests	
Requested Items Needed for Presentation Easels/Laptop/Projector/Etc.: Easel <input type="checkbox"/> Laptop <input checked="" type="checkbox"/> Projector <input checked="" type="checkbox"/> Other: _____ <small>If checked, how many;</small>	See Additional Summary Attached <input type="checkbox"/>
SUBMITTER'S RECOMMENDATION(S): Add the Public Information Officer as a Custodian of Public Records	Submitter's Signature Department Director, Etc.
FINANCE REVIEW Fiscal Impact/Cost:	Reviewed by Finance Director
LEGAL REVIEW: (Note: Travel does not need legal review)	Reviewed by County Attorney
COUNTY MANAGER REVIEW:	Approved by County Manager to be Placed on Agenda

Item No. <u>0201</u> RECORDING SECRETARY'S USE ONLY ~ COMMISSION ACTION TAKEN		
Approved: _____	Denied: _____	Other: _____
Resolution No. <u>22-APR-089R</u>	Policy No. _____	Ordinance No. _____
Continued To: _____	Referred To: _____	Comments: _____

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COUNTY OF LEA
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Pat Sims (District 5), Member
Voted: Yes No Abstain

ATTEST: Keith Manes
Lea County Clerk

**APPROVED AS TO FORM AND LEGAL
SUFFICIENCY:**

By: _____
Teri Davis, Deputy Clerk

John W. Caldwell, County Attorney