



**RESOLUTION NO. 2020-033 (Amendment 1)**

**DESIGNATING OFFICIAL CUSTODIAN OF PUBLIC RECORDS**

WHEREAS, New Mexico State Statute Chapter 14, Article 1, Article 2 and Article 3 classifies preservation, restoration, destruction, inspection and exemptions from public inspection of public records, and

WHEREAS, the duties of City Clerk, as defined in Section 3-13-1 NMSA 1978, are protection of public records and furnishing copies of public records.

NOW, THEREFORE BE IT RESOLVED that the following are hereby designated as the records custodians for the City:

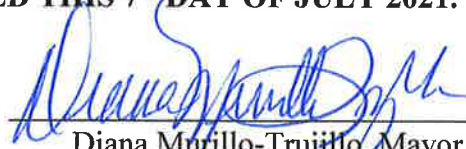
- a) The Municipal Court Clerk as the records custodian for the City of Anthony Municipal Court.
- b) The City Clerk as the records custodian for all other departments within the City. In the event the City Clerk is unable to serve due to absence or other excusable cause, the Deputy City Clerk or City Manager shall serve as alternates:

Records custodians shall serve in accordance with the Inspection of Public Records Act, NMSA 14-2-1 et seq. Duties of the records custodian shall include the following:

- 1) Receive and respond to public record requests.
- 2) Provide proper and reasonable opportunities to inspect public records.
- 3) Provide reasonable facilities to make or furnish copies of the public records during usual business hours.
- 4) The records custodian may charge a reasonable fee for copying the public records in accordance with the Inspection of Public Records Act.

BE IT FURTHER RESOLVED that the City of Anthony follows RESOLUTION NO. 2019-003 Records Retention and Disposition policy in accordance with the New Mexico Municipal Records Retention Schedule.

**PASSED, APPROVED, AND ADOPTED THIS 7<sup>th</sup> DAY OF JULY 2021.**

  
 \_\_\_\_\_  
 Diana Murillo-Trujillo, Mayor




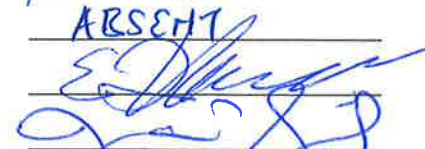
{SEAL}  
ATTEST:


  
 \_\_\_\_\_  
 Esther Motongo, City Clerk

**ROLL CALL VOTE:**

Mayor Pro Tem Fernie Herrera	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
<del>Trustee Gloria Gameros</del>	<del>YES</del>	<del>NO</del>
Trustee Elva Flores	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
Trustee Javier Silva	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO

  
 \_\_\_\_\_  
 ABSENT

  
 \_\_\_\_\_

  
 \_\_\_\_\_