



BOARD OF HOUSING COMMISSIONERS
RESOLUTION NO. 2018-12

INSPECTION OF PUBLIC RECORDS ACT (IPRA) COMPLIANCE POLICY

WHEREAS, the Board of Housing Commissioners (the “Board”) of Albuquerque Housing Authority (the “AHA”), a municipal Public Housing Authority established and existing pursuant to the Municipal Housing Law, NMSA 1978, Section 3-45-5, met in regular session in the Manuel Cordova Conference Room located in Room 186 of the AHA Main Office at the Carnis Salisbury Building at 1840 University Blvd South East, Albuquerque, New Mexico on June 20, 2018, at 12:00 p.m.; and

WHEREAS, NMSA 1978, Section 14-2-1(A) (2011) of the Inspection of Public Records Act, NMSA 1978, Sections 14-2-1 to -12 (1947, as amended through 2013) (the “Act”), states that, except for certain types of records or where otherwise provided by law, every person has a right to inspect public records of the State of New Mexico (the “State”); and

WHEREAS, the Act, recognizing that a representative government is dependent upon an informed electorate, provides that the intent of the legislature in enacting the Act is to ensure, and it is declared to be the public policy of the State, that all persons are entitled to the greatest possible information regarding the affairs of government and the official acts of public officers and employees, and the Act further provides that it is the further intent of the legislature, and it is declared to be the public policy of the State, that to provide persons with such information is an essential function of a representative government and an integral part of the routine duties of public officers & employees; and

WHEREAS, NMSA 1978, Section 14-2-6(G) (2013) of the Act defines “public records” to include “all documents, papers, letters, books, maps, tapes, photographs, recordings and other materials, regardless of physical form or characteristics, that are used, created, received, maintained or held by or on behalf of any public body and relate to public business, whether or not the records are required by law to be created or maintained”; and

WHEREAS, Section 14-2-6(F) (2013) of the Act defines “public body” to include the “executive, legislative and judicial branches of state and local governments and all advisory boards, commissions, committees, agencies or entities created by the constitution or any branch of government that receives any public funding, including political subdivisions, special taxing districts, school districts and institutions of higher education”; and

WHEREAS, Section 14-2-7 of the Act requires the AHA to designate at least one custodian of public records who shall: (i) receive requests, including electronic mail or facsimile, to inspect public records; (ii) respond to requests in the same medium, electronic or paper, in which the request was made in addition to any other medium that the custodian deems appropriate; (iii) provide proper and reasonable opportunities to inspect public records; (iv) provide reasonable facilities to make or furnish copies of the public records during usual business hours, and; (v) post in a conspicuous location at the administrative office and on the publicly accessible website, if any, of the Board a notice describing (1) the right of a person to inspect the Board’s and AHA’s records; (2) procedures for requesting inspection of public records, including the contact information for the custodian of public records; (3) procedures for



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requesting copies of public records; (4) reasonable fees for copying public records, and; (5) the responsibility of the Board and AHA to make available public records for inspection.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF HOUSING COMMISSIONERS OF THE ALBUQUERQUE HOUSING AUTHORITY THAT:

1. The Executive Assistant is hereby designated to be the custodian of public records of the AHA and is authorized to perform all duties and fulfill all responsibilities specified by the Act on behalf of the AHA.
2. In accordance with the provisions of Section 14-2-7 NMSA 1978, the custodian of public records is hereby directed to post in a conspicuous location at the administrative office and on the publicly accessible web site of the AHA (www.abqha.org) a notice describing:
 - a. the right of a person to inspect AHA's public records;
 - b. procedures for requesting inspection of public records, including the contact information for the custodian of public records;
 - c. procedures for requesting copies of public records;
 - d. reasonable fees for copying and transmitting public records; and
 - e. the responsibility of AHA to make available public records for inspection.

PASSED and ADOPTED this 20th day of June 2018.

BY A VOTE OF 4 FOR, AND 0 AGAINST.

Members Absent: Janet McHard

Members voting against: _____

ALBUQUERQUE HOUSING AUTHORITY
BOARD OF HOUSING COMMISSIONERS

By: /s Stephen J. Vogel
Stephen J. Vogel, Vice-Chairperson of the Board

ATTEST:

/s Linda Bridge

Linda Bridge, Secretary to the Board and Executive Director