



NEW MEXICO
State Records Center and Archives
COMMISSION OF PUBLIC RECORDS
Your Access to Public Information

SERIES: General Agency Operations (SRCA-100)

NUMBER: SRCA-105

TITLE: New Mexico Commission of Public Records Meetings

PURPOSE:

Pursuant to the Public Records Act [Section 14-3-1 NMSA 1978 et seq.], the New Mexico Commission of Public Records shall meet at least four times during the year. It is the purpose of this policy to provide guidelines to staff in preparing for these meetings in order to inform the members of the commission of proposed action to be taken; and to conduct efficient meetings. These guidelines are in addition to the rules promulgated by the commission under 1.13.1 NMAC.

SCOPE:

This policy applies to all employees of State Records Center and Archives (SRCA).

DEFINITIONS:

“**Commission**” means the New Mexico Commission of Public Records.

A. GENERAL PROVISIONS:

It is the policy of the SRCA to prepare informative and action material for consideration by the commission well in advance of a scheduled meeting. Staff also shall consult 1.13.1 NMAC for rules related to the commission’s compliance with the Open Meetings Act.

B. MEETING PREPARATION:

The following are guidelines for meeting preparation, unless otherwise requested by the chair of the commission:

- Regular meetings of the commission will be scheduled at least one month in advance.
- Meeting agendas will be prepared at least two months prior to the scheduled meeting. The final agenda will be available at least 72 hours prior to the meeting.
- Rules to be presented to the commission shall be complete with synopsis (if applicable) two weeks prior to the meeting.
- Commission packets will be delivered to all commissioners at least one week prior to the meeting.

[1.2.20.001, 5/4/95; renumbered 3/31/02; 12/21/2012 revised; 01/21/2016 revised; 04/24/20 revised]

APPROVED:



Rick Hendricks, Ph.D.
State Records Administrator

EFFECTIVE DATE:

April 24, 2020

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Hon. Hector Balderas
Attorney General

Hon. Brian S. Colón
Chairman/State Auditor

Hon. Maggie Toulouse Oliver
Secretary of State

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