



City of Santa Fe, New Mexico

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www.santafenm.gov

Alan Webber, Mayor

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Jamie Cassutt, District 4

Amanda Chavez, District 4

Date: January 31, 2025
To: Governing Body
From: Erin K. McSherry, City Attorney EM

ACTION:

The City Attorney's Office, Office of Records Custodians, respectfully requests approval of \$100,000 in one-time funding from General Fund balances to assist in addressing the City's backlog of review and production of emails and police lapel video, by funding overtime for permanent records specialists (estimating up to \$20,000) and a contract for temporary Record Specialists (estimating up to \$80,000).

BACKGROUND AND SUMMARY:

In general, the City is required to comply with the Inspection of Public Records Act within three days if a record is accessible within that time, or within 15 days if the record is not immediately available. If a request is "broad or burdensome" the City must respond within a reasonable period of time. This funding will assist in reducing the period of time that is reasonable for broad and burdensome requests for emails and body camera footage. There are over 500 IPRA requests currently pending, including 253 requests for video; the five longest-pending requests for emails require a review of over 40,000 emails; and there are 85 total requests for emails pending.

Providing some funds for overtime for current staff will take advantage of their existing background checks and training. Temporary employees hired through a temp agency will be trained to review emails, which does not require a background check or special access to law enforcement records.

FUNDING SOURCE:

Fund Name/Number: General Fund/100

Munis Org Name/Number: City Attorney/1002550

Munis Expenditure Object Name/Number: Overtime/501400 and Professional Contracts/530300

ATTACHMENTS:

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