

CITY OF SANTA
CITY HALL

IPRA Training and Update



CITY OF SANTA FE
CITY ATTORNEY

What is IPRA?

The Inspection of Public Records Act allows every person the right to inspect public records, with some exceptions.

Some records may be subject to redactions or may be exempt from inspection based on exemptions within the IPRA statute and/or other laws.

The City-designated Records Custodians are responsible for producing responsive material “immediately or as soon as practicable... but not later than fifteen days” from the date the original request is received – or as soon as reasonably possible if a request is deemed overly broad or burdensome.



About Us

The Office of Records Custodians is responsible for receiving and responding to all requests for public records from the City of Santa Fe.

We work in collaboration with other City actors to collect, review, and produce records in response to a public records request in accordance with statutory deadlines.

Office of Records Custodians Team

RECORDS CUSTODIANS



IPRA Manager

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Public Records Specialists



Cindy Whiting



Kiesha Chavez



Maciek Jasik



Matt Bergh

LEGAL COUNSEL



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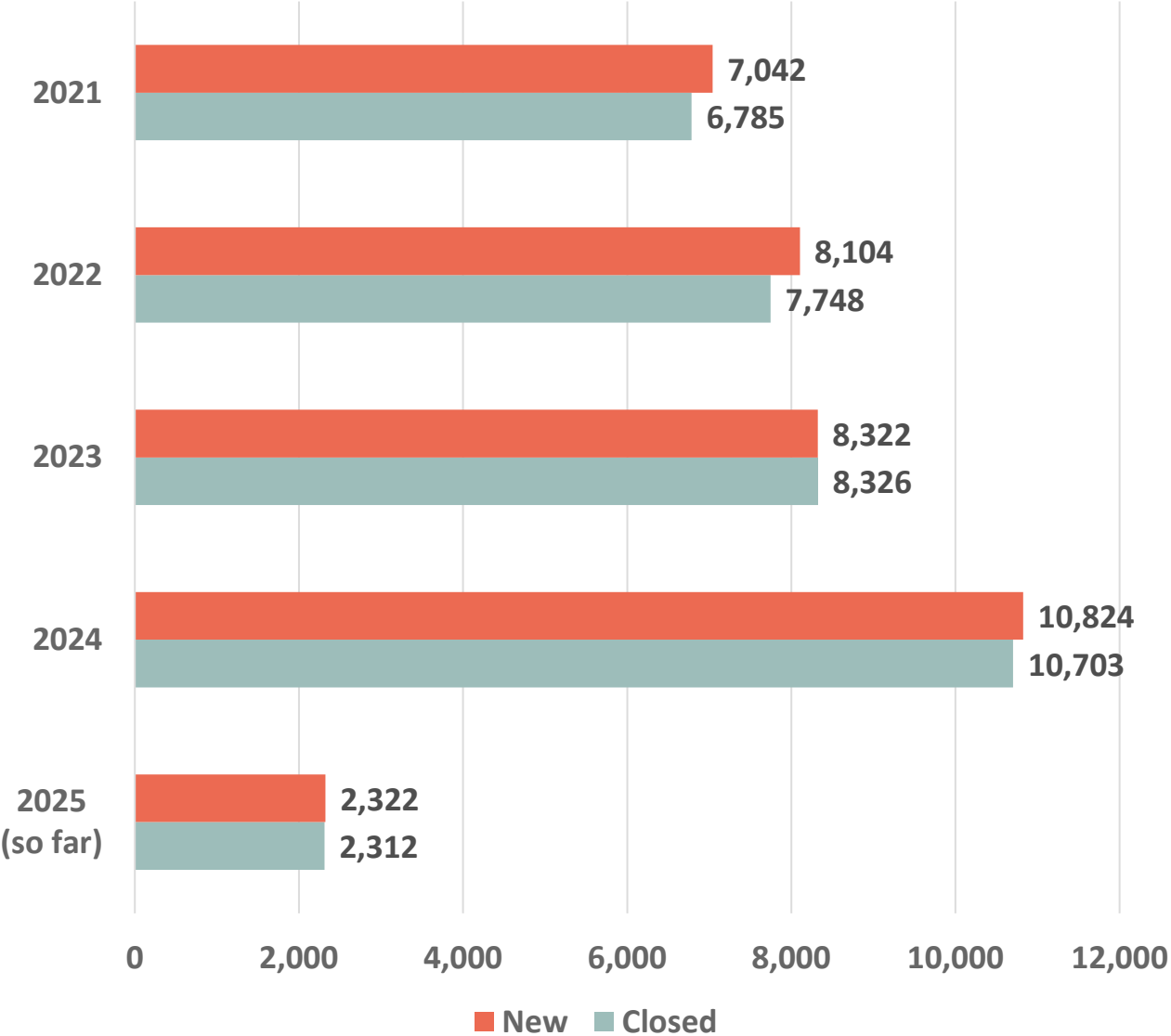
How the Office of Records Custodians Communicates with You

The Office of Records Custodians began using a public records request platform in 2020. “NextRequest” is a public records portal used to receive, track, and fulfill requests for public records. We also use it to communicate with both requestors and staff on a regular basis. We publish most of the records produced to allow customers to search the City’s NextRequest portal prior to submitting a request. We are currently entering into a contract for a new online software that will offer additional user features.

Request Trends

The number of requests for public records have increased around 10-15% annually between 2021 and 2023, and over 25% in 2024.

In response to 38,432 requests, the City has produced 118,360 records via NextRequest since May 2020.



2024 Requests

Correspondence

E-mails, text messages, memos, etc.

117 or 1.1%

Evidence

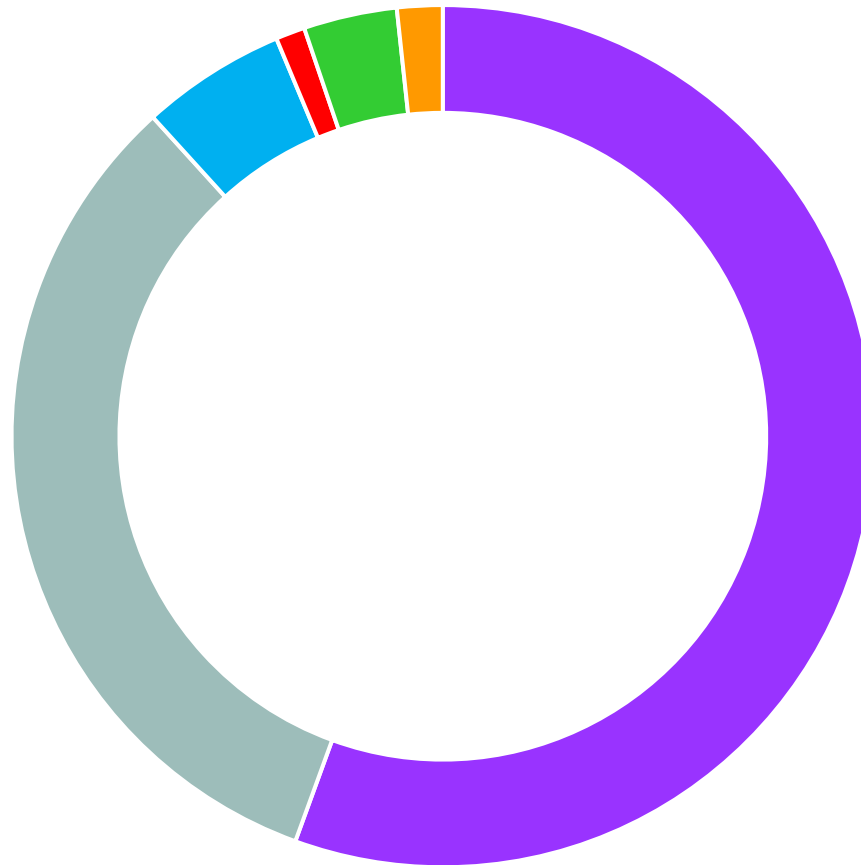
Body cam, dash cam, photos, evidence logs, lab reports, etc.

580 or 5.4%

Criminal Reports

All non-traffic related reports

3,490 or 32.2%



Permits

Building permits and applications

374 or 3.5%

Media

Requests from media sources

182 or 1.7%

Accident Reports

All traffic related reports

5,929 or 54.8%

IPRA Trainings Completed in 2024 and 2025:

222 City employees and elected officials from:

Human Resources

Tourism Santa Fe

Land Use and Planning Department

Arts and Culture Department

Office of Economic Development

Santa Fe Police Department

Governing Body

Municipal Court

City Attorney's Office

Constituent Services

Senior Staff

High School & College Interns

The Office of Records Custodians is continuing to provide trainings to new and current staff, elected officials and City actors across all departments throughout the City.

Key Points



UNDERSTANDING OF IPRA



UNDERSTANDING THE ROLE
OF THE OFFICE OF
RECORDS CUSTODIANS AND
YOUR ROLE

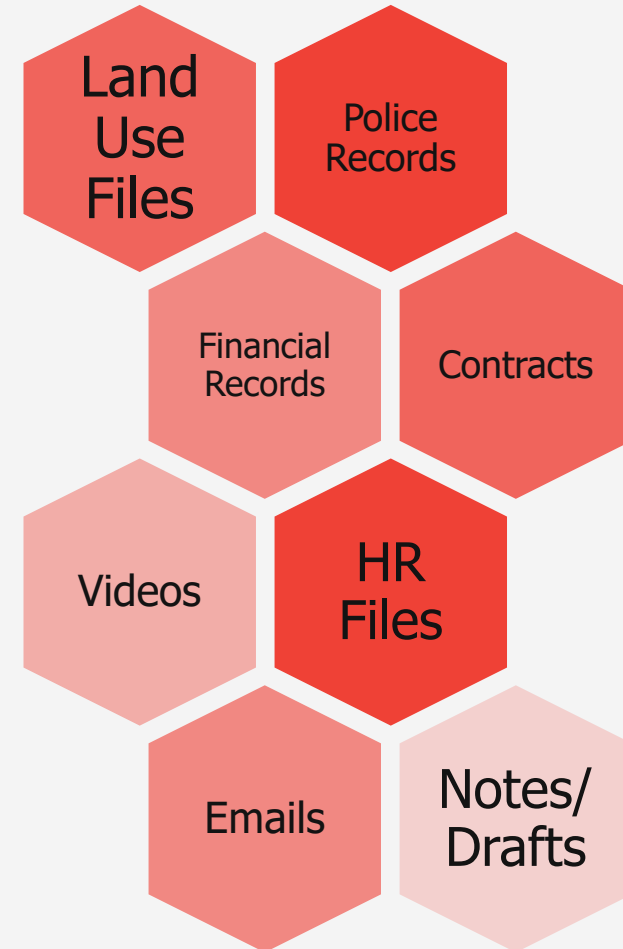


STANDARDIZED APPROACH
TO FULFILLING REQUESTS

What is a public record?

By IPRA's definition, a public record includes "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"

But what does that really mean?



What types of records are requested?

Police records

Videos/photos

Emails, text messages,
communications

Land Use files

Historical records

Personnel files and other Human
Resources records

Fire Department records

Policy and procedures

Statistics

Zoning applications

Financial records

City clerk records

Meeting agendas, minutes,
packets, etc.

Some records are available online

The City already offers various records online, making it easy for Records Custodians to direct a requestor to the page. Some examples of records already available online include:

Meeting Minutes

Accident Reports (as of November 24, 2024)

Meeting Agendas

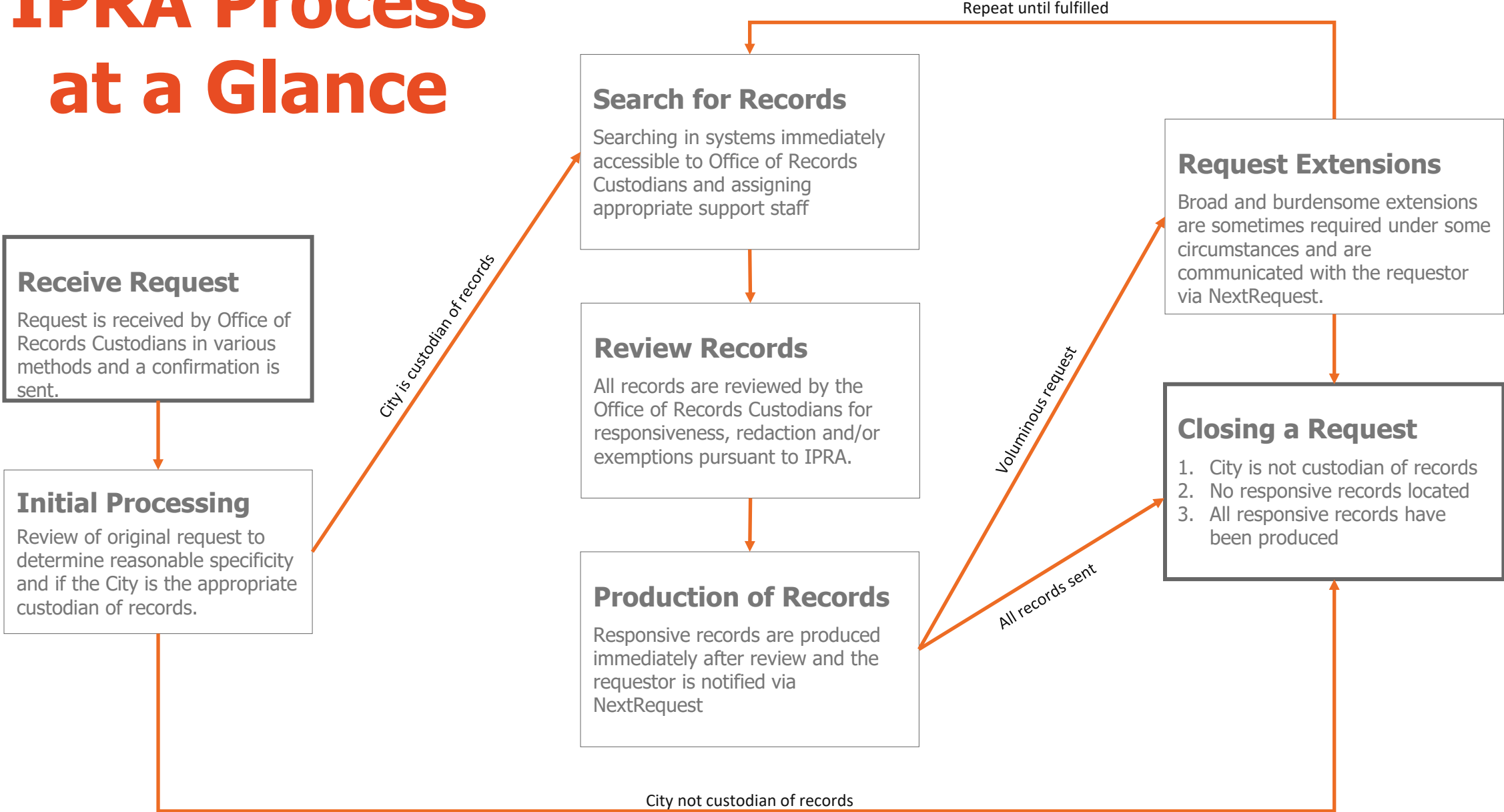
Compensation and Class Studies

Resolutions and Ordinances

Contracts

Police Directives and Policies

IPRA Process at a Glance

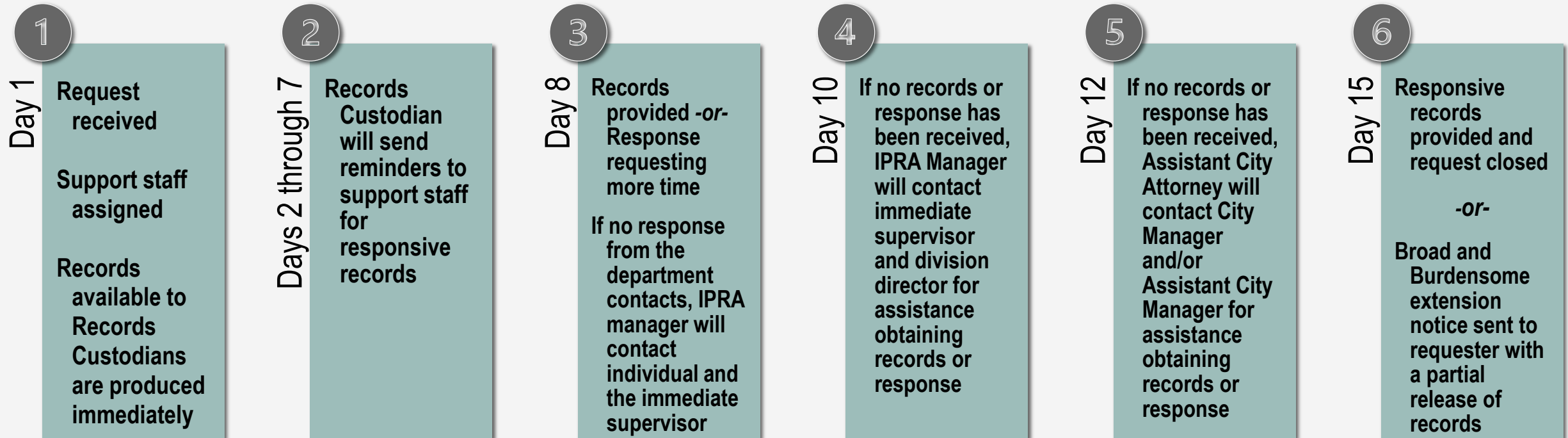


Who responds to requests?

The Office of Records Custodians is responsible for collecting and distributing responsive material to customers; however, the job gets done as a collective effort with all City actors. Collecting responsive materials is accomplished by all staff, elected officials, and other City actors:

- Office of Records Custodians runs email searches in City email servers
- Staff, elected officials, and other City actors collect relevant records that are not accessible to the Office of Records Custodians and upload them to NextRequest
- Office of Records Custodians communicates with staff to identify records, redactions, and/or records that are exempt from disclosure
- Office of Records Custodians follows up to comply with meeting statutory deadlines

Internal communication timeline



E-mail search terms

The Office of Records Custodians sends a notification similar to this with search terms we used to identify possibly responsive records. You are not required to provide e-mails from your inbox. Rather, we notify you to review the search terms and request that you provide additional helpful keywords and any records you have that are not e-mails in the City's Outlook system.

Our office has run an email search for all internal emails responsive to this request using the following search parameters:

- [_____]
- [_____]

If there are other search terms you believe will be helpful in our search, please provide those parameters so we may include them in our search. Additionally, if there is any other form of correspondence, including, but not limited to those from personal email accounts, text messages, memos, letters, etc., please provide those to our office for review.

Why is your involvement important?

Adhering to IPRA and internal policy and procedure helps the City:

- Provide responses in a timely manner
- Avoid complaints, fines, and lawsuits
- Comply with IPRA statutes
- Maintain transparency within IPRA guidelines

Key takeaways

- The take aways from this training are:
 - The importance of open communication between departments
 - Better understanding of IPRA and the responsibility the City has to comply with deadlines and production of documents
 - Strategies for improving response time to requests
 - The goal to produce complete and accurate City responses to requests
 - The goal to provide additional public records online

Contact Information

505-955-6643 or recordscustodian@santafenm.gov

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Thank You