



MASTER MUNICIPAL CLERK ACADEMY

October 26-28, 2022
Embassy Suites – Albuquerque

TOTAL ACADEMY HOURS: 16

-PROGRAM-

**ACADEMY TOPIC: INSPECTION OF PUBLIC RECORDS (IPRA) –
THEME AND VARIATIONS**

WEDNESDAY, OCTOBER 26

11:00 AM – 12:00 PM

REGISTRATION

12:00 PM

LUNCH ON YOUR OWN

1:00 – 1:15 PM

WELCOME FROM President Rebecca Martinez, CMC

1:15 – 3:00 P.M.

THE INSPECTION OF PUBLIC RECORDS ACT IN A NUTSHELL AND HOT TOPICS

The world has changed since the last major legislative update to the Inspection of Public Records Act. Records are no longer just pieces of paper, but also include digital, audio and visual formats. Requestors are inundating public offices with request, often broad and sometimes complicated. This session will explore some of the challenges faced by municipal clerks in responding to requests for their records and what has changed. Since the pandemic, citizens are demanding that records be readily accessible on their schedule and the pressure this places on municipal clerks.

Instructor: Ethan Watson, City Clerk,
City of Albuquerque

3:00 – 3:15 PM

***TELEPHONE/COFFEE BREAK**

3:15 – 5:15 P.M.

RECORDS REQUESTS POLICY & PROCEDURES

Processing a Request from Start to Finish

The Inspection of Public Records Act provides the basis framework for providing records to a requestor, however policies and procedures are necessary to ensure that the response to each request is consistent. This session takes an in-depth look at how a records request is processed and how having and using a policy and procedures manual will provide protection to the clerk and the municipality.

Instructor: Rebecca Martinez, City Clerk, CMC
City of Rio Rancho

5:30 P.M.

DINNER ON YOUR OWN

THURSDAY, OCTOBER 27

7:00 – 7:50 A.M.

BREAKFAST

8:00 – 9:00 A.M.

SOFTWARE OPTIONS FOR PROCESSING RECORDS REQUESTS

A number of software programs have been developed to assist in filling an IPRA request. This session will look at various products, including Next Request, Gov QA, and JustFoia and demonstrate how this process works. Participants will be able to analyze how these tools may be a useful addition to the Inspection of Public Records process.

Instructor: TBA

9:00 – 10:00 A.M.

RECORD REDACTION – TOOLS, TIPS and TRICKS

Requested records may contain information that cannot be provided to a requestor for a variety of privacy and/or confidentiality issues. This session will provide tools for recognizing when parts of records must be redacted as well as tips and tricks to accomplish the task.

Instructor: TBA

10:00 – 10:15 AM

***TELEPHONE/COFFEE BREAK**

10:15 A.M. – 12:15 P.M.

RECORDS RETENTION/DIGITIZATION: How does this dovetail with IPRA?

Digitizing municipal records can provide many benefits, especially for retrieval. This session will discuss details of how a records digitization program can assist when filling IPRA requests.

Instructor: TBA

12:15 – 12:55 PM

LUNCHEON – All Participants

1:00 – 3:00 P.M.

CASE STUDY – IPRA LAWSUITS

Failure to fulfill records requests under IPRA may result in a lawsuit against the municipality. This session will analyze some recent IPRA lawsuits that have been filed and how the municipalities have responded, what the status of the lawsuit is, and what effect the final ruling had.

Instructors: Clinton Nicley, Risk Services Director
New Mexico Self Insurers' Fund
Representative
City of Rio Rancho Attorney's Office

3:00 – 3:15 P.M.

***TELEPHONE/COFFEE BREAK**

THURSDAY, OCTOBER 27 (continued)

3:15 – 5:15 P.M.

LEGISLATIVE CHANGE

Advocacy and Government Collaborations

Amending the Inspection of Public Records Act will require a combined effort on all levels of government. This session will identify areas where changes should be made, the reasons why the changes are suggested and propose updated wording and/or changes to how the law works. The group will discuss and develop strategies for working with the legislature, as well as other governmental partners to successfully advocate and hopefully adopt the changes.

Instructor: Rebecca Martinez, City Clerk, CMC
City of Rio Rancho

AJ Forte, Executive Director
New Mexico Municipal League

5:45 P.M.

RECEPTION - All Participants

FRIDAY, OCTOBER 28

7:00 – 7:50 AM

BREAKFAST

JOINT SESSION WITH INSTITUTE

8:00 – 10:00 A.M.

**LEGISLATIVE PROCESS, SOURCES OF REVENUE,
CURRENT MUNICIPAL ISSUES**

This session will provide an overview of the legislative process including the committee structure, progress of a bill through the legislative system and final action by Legislature and Governor; will provide an in-depth description of the various sources of municipal revenue that makes up the budget--taxes, fees and other sources; will cover the legislative priorities of NM municipalities, and issues that municipalities face from other sectors of the state.

Instructors: AJ Forte, Executive Director
New Mexico Municipal League

Alison Nichols, Director of Policy
New Mexico Municipal League

10:00 – 10:15 A.M.

***TELEPHONE/COFFEE BREAK**

*It is requested that all telephone calls be done during this time period to prevent class disturbance.

FRIDAY, OCTOBER 28 - Continued

10:15 A.M. – 12:15 P.M.

FIRST AMENDMENT AUDITORS

An in-depth look at First Amendment Auditors and how their tactics can impact a municipality. Participants will discuss procedures to minimize costs – both monetary and public relations.

Instructor: AJ Forte, Executive Director
New Mexico Municipal League

12:15 pm

ACADEMY ADJOURNS