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State of New Mexico
General Services Department
Risk Management Division

ADMINISTRATIVE SERVICES DIVISION
(505) 476-1857

FACILITIES MANAGEMENT DIVISION
(505) 827-2141

PURCHASING DIVISION
(505) 827-0472

RISK MANAGEMENT DIVISION
(505) 827-2036

STATE PRINTING & GRAPHIC SERVICES BUREAU
(505) 476-1950

TRANSPORTATION SERVICES DIVISION
(505) 827-1958

Confidential information with details regarding open claim data for property and casualty and workers' compensation is provided herewith. This information is provided for review in the course and scope of your official duties.

All of the enclosed documents are confidential pursuant to NMSA §15-7-9. These documents include information and data that are specifically held by the New Mexico State Risk Management Division of the General Services Department and are confidential under NMSA §15-7-9 et. seq. They are not to be disclosed to any person for private or personal reasons and are not to be released to the public by anyone. Your authority to refrain from producing them in response to an Inspection of Public Records Act ("IPRA") request may be found at NMSA §14-2-1(A)(S). The penalties for improper disclosure of these records or their content is found within NMSA §15-7-9(C). These penalties include a fine of not more than \$1,000 and a prohibition against state employment for a period of five years. A full copy of NMSA §15-7-9 accompanies this letter.

We strongly recommend that each person having a legitimate state interest to whom you provide access to these documents be advised of their obligation to maintain these records and their content in confidence. You may do this by providing them with a copy of this letter and its attachment.

In order for us to maintain an accurate record of our compliance with the obligations imposed upon us by NMSA §15-7-9, we request that you sign and return to us the enclosed counterpart of this letter attesting to the fact that your request for these documents as the designated officer of your agency is made within the scope of your official duties and is not being made for any personal or private purpose. Upon receipt of your signed, returned copy, we will promptly contact you to make arrangements for your access to the documents you have requested.

Attachment: 15-7-9. Confidentiality of Records; penalty

Acknowledgement

I acknowledge having received and read this letter and attest to the fact that my request for the identified documents is made within the scope of my official duties.

Print Name _____ Date _____

Signature _____

Title _____ Agency _____

Direct Contact Phone#: _____

E-Mail Address: _____

After signing please email this document to the General Services Department, Risk Management Division at gsd.lpcb@state.nm.us.

Please contact the Loss Prevention Control Bureau at gsd.lpcb@state.nm.us if you have questions or require additional information.

N. M. S. A. 1978, § 15-7-9

§ 15-7-9. Confidentiality of records; penalty

A. The following records created or maintained by the risk management division are confidential and shall not be subject to any right of inspection by any person not a state officer, member of the legislature or state employee within the scope of his official duties:

(1) records pertaining to insurance coverage; provided any record of a particular coverage shall be available to any public officer, public employee or governmental entity insured under such coverage; and

(2) records pertaining to claims for damages or other relief against any governmental entity or public officer or employee; provided such records shall be subject to public inspection by New Mexico citizens one hundred eighty days after the latest of the following dates:

(a) the date all statutes of limitation applicable to the claim have run;

(b) the date all litigation involving the claim and the occurrence giving rise thereto has been brought to final judgment and all appeals and rights to appeal have been exhausted;

(c) the date the claim is fully and finally settled; or

(d) the date the claim has been placed on closed status.

B. Records protected pursuant to Subsection A of this section shall be made available as necessary for purposes of audit or defense. Any person performing such audit or providing such defense shall keep such records confidential, except as required otherwise by law.

C. Any person who reveals records protected pursuant to Subsection A of this section to another person in violation of this section is guilty of a misdemeanor and shall, upon conviction, be fined not more than one thousand dollars (\$1,000). The state shall not employ any person so convicted for a period of five years after the date of conviction.