

December 2025 Monthly Report – City Clerk’s Office

The City Clerk’s Office continues to serve the City of Roswell and its citizens efficiently and effectively. This monthly report will highlight some of the key functions completed.

- Process incoming and outgoing mail for the city
- Schedule conference rooms in City Hall
- Request to activate/deactivate alarm codes for exit or new employees
- Field and answer all calls/questions from staff
- Attend City Council meetings and various standing committee meetings
- Review and post all committee meeting agendas. Publish approved meeting minutes. Draft minutes and various cancellations for the following committees:
 - Airport Advisory Board
 - Cemetery Commission on Aging
 - Commission of Aging
 - Drought Contingency Task Force
 - Keep Roswell Beautiful
 - Occupancy Tax Board
 - Parks and Recreation
 - Pecos Valley Regional Communication Center
 - Planning & Zoning
 - Roswell Museum BOT
 - Roswell Public Library

City Council: prepare, publish, and distribute meeting agendas, notices, workshops, and special sessions. Proofread and revise abstracts and attachments. Gather data from standing committees. Review and update PowerPoint presentations for the City Council meeting.

<u>Department</u> (November 7, 2025 - January 6, 2026)	<u>New</u>
City Clerk	94
Municipal Court	2
PVRCC (Chaves County Sheriff’s Office)	15
Roswell PD	381

End of Year Report – City Clerk’s Office

Overview

The Clerk’s Office had a productive and challenging year, marked by significant accomplishments in fulfilling public records requests and maintaining compliance with transparency standards.

Major Achievement: Completion of Extensive IPRA Request

One of the most notable undertakings this year was the resolution of a large Inspection of Public Records Act (IPRA) request that originated in May 2024. This request required the review and redaction of over **170 police personnel files**, each containing sensitive information that needed careful handling.

Scope of Work

- **Number of Files:** 170+ personnel files
- **Redactions per File:** Minimum of 300 individual redactions per file
- **Total Redactions:** Estimated at over 51,000 across all documents

This project demanded meticulous attention to detail to ensure compliance with privacy laws while maintaining transparency. The process involved coordination with multiple departments, verification of sensitive data, and adherence to statutory deadlines.

Impact

Successfully completing this request demonstrates the Clerk’s Office’s commitment to public accountability and responsiveness. It also highlights the team’s ability to manage complex, high-volume tasks while maintaining accuracy and confidentiality.

Looking Ahead

As we move into the new year, the Clerk’s Office will continue to focus on improving efficiency in handling records requests, exploring digital solutions for redaction and document management, and ensuring timely responses to all public inquiries.