



Doña Ana County Information Technology

DVD Duplication: Operating Procedure

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Preface:

The Doña Ana County IT Media Department is responsible for recording and streaming all Board of County Commissioners meetings on a weekly basis. These responsibilities can be applied to all official meetings held in the BOCC chambers (Planning and Zoning, and so on). These meetings are made available for the public to attend in person via an online posting 72 hours before any meeting. The meetings are also made available via live on-air stream to the counties website as well. All meetings are burned to DVD disks and kept in a physical disk archive, as well as a digital archive. This document may be subject to updates and approval by management.

Purpose:

The following document is meant to describe the standard operating procedure when copies of meetings presented by Doña Ana County are requested by the public. This document will include the request process, purchase process and cost calculation of physical DVD copies.

Request Process:

Requests for DVD copies of official Doña Ana County government meetings must follow IPRA policy. To submit a request for DVD's the requestor will need to begin an official IPRA request. This can be done in the form of an email, or written request. Once the written request has been submitted to either IT Management or to Public Information Office, the request will be forwarded to management and supervisors to process the request. Once processed, IT Media will contact the requestor and inform them that we have received the request and have begun processing the request. Once the requestor has been contacted by IT Media, the provider of the meeting (Doña Ana County IT Media Department) will have three (3) business days to complete the request. If the request takes longer than expected, the provider will need to inform the requestor of the delay.

Purchase process:

Once the DVD of the requested meeting has been processed, the provider (IT Media) will inform the requestor that the DVD disk is ready to be picked up. All DVD invoices can be picked up in the Doña Ana County Administration office (2nd Floor, 845 N Motel Blvd, Las Cruces, New Mexico 88007). While at the Doña Ana County Administration, requestors can pick up a copy of the invoice of DVD sale and present it to the County Treasurer's office for payment. The Treasurer's office will then save the copy invoice for record of sale. Once payment has been processed the requestor can return to County Administration to present receipt and receive the DVD disk and final invoice for DVD sale. Acceptable forms of payment are cash, and personal checks.

Cost Calculation:

The cost for the physical copies of any public meeting or production will be calculated by adding the amount of time taken to locate the desired meeting, produce the DVD, and the cost of all materials used. The charge for time/workmanship is the sum of cost of work for one quarter hour (1/4hr) based on the IT Media Developer's pay rates. If the DVD takes more time to produce the calculation will be for the amount of time taken.

Cost Formula:

Labor (1/4 hour)	\$4.95
Materials:	\$0.22
Total:	\$5.17 (Per disk)