

SERIES: General Agency Operations (SRCA-100)

NUMBER: SRCA-106

TITLE: Internal Review Committee

PURPOSE:

To provide for consistent and comprehensive review of record retention and disposition schedules prior to the schedules being presented to the New Mexico Commission of Public Records for adoption.

SCOPE:

This policy applies to all employees of State Records Center and Archives (SRCA).

DEFINITIONS:

“**Commission**” means the New Mexico Commission of Public Records [Section 14-3-2, NMSA 1978].

“**Functional records retention and disposition schedule (FRRDS)**” means rules adopted by the commission pursuant to Section 14-3-4 NMSA 1978 describing records of an agency, establishing a timetable for their life cycle and providing authorization for their disposition.

A. GENERAL PROVISIONS:

The SRCA Internal Review Committee is established to formally review retention schedules developed by the Agency Analysis Bureau. Committee members are appointed by virtue of their positions. Members include: the state records administrator, deputy state records administrator, records management division director, archives and historical services division director and the administrative law division director.

B. COMMITTEE MEMBER RESPONSIBILITIES:

The responsibilities of the committee include advising the state records administrator about the adoption of schedules and more specifically:

State Records Administrator and Deputy State Records Administrator:	General expertise related to records management, electronic records, preservation, and destruction issues.
Records Management Division Director:	Expertise in the development of schedules (style and format), government structure, and records management techniques.
Archives and Historical Services Division Director	Archival review of records designated as permanent or targeted for archival review prior to final disposition.
Administrative Law Division Director	Review style and format of rules prior to finalization by the commission.

1205 Camino Carlos Rey | Santa Fe, NM 87507 | www.srca.nm.gov

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Attorney General

Hon. Brian S. Colón
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Hon. Maggie Toulouse Oliver
Secretary of State

Debra Garcia y Griego
Department of Cultural Affairs

Kenneth Ortiz
General Services Department

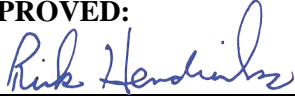
Committee members will review FRRDS and comment, informally, within two work days of receipt.

C. AGENCY ANALYSIS BUREAU RESPONSIBILITIES:

The agency analysis bureau chief will circulate the draft FRRDS's to the review committee at least two months prior to the next regularly scheduled commission meeting.

[2/01/96 adopted; 3/31/02 renumbered; 12/21/2012 revised and renumbered; 01/21/2016; revised 04/24/20]

APPROVED:

A handwritten signature in blue ink, appearing to read "Rick Hendricks", is written over a horizontal line.

Rick Hendricks, Ph. D
State Records Administrator

EFFECTIVE DATE:

April 24, 2020