



NEW MEXICO
State Records Center and Archives
COMMISSION OF PUBLIC RECORDS
Your Access to Public Information

SERIES: General Agency Operations (SRCA-100)

NUMBER: SRCA-114

TITLE: State and Personal Vehicle Use Policy

PURPOSE:

The purpose of this policy is to establish a policy for the limitations and the use of personal vehicles for official purposes for the State Records Center and Archives (SRCA).

SCOPE:

All SRCA employees whose duties require the use of state motor vehicles and employees who are authorized to use privately owned vehicles for official purposes; including, but not limited to, those employees who routinely use vehicles in the performance of their duties.

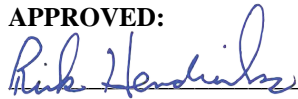
DEFINITIONS: [1.5.3.7 NMAC ADMINISTRATION AND USE OF STATE VEHICLES]

“Privately Owned Vehicle” means a car, truck, or other motorized vehicle owned by and registered to a SRCA employee.

GENERAL PROVISIONS:

- A. All state-owned or leased vehicles shall be operated in compliance with federal, state, and local laws.
- B. Each authorized driver shall familiarize himself/herself with applicable state regulations concerning the use of state vehicles (1.5.3 NMAC ADMINISTRATION AND USE OF STATE VEHICLES)
- C. The use of privately owned vehicles for official business is prohibited, unless specifically requested and authorized in writing by the state records administrator.

APPROVED:



Rick Hendricks, Ph.D.
State Records Administrator

EFFECTIVE DATE:

04/29/20

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

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Attorney General

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