

TITLE 1 GENERAL GOVERNMENT ADMINISTRATION
CHAPTER 18 EXECUTIVE RECORDS RETENTION AND DISPOSITION SCHEDULES (ERRDS)
PART 419 ERRDS, ECONOMIC DEVELOPMENT DEPARTMENT

1.18.419.1 ISSUING AGENCY: [New Mexico Commission of Public Records] - State Records Center and Archives
[5-25-95; 1.18.419.1 NMAC - Rn, 1 NMAC 3.2.93.1, 7/22/2002]

1.18.419.2 SCOPE: Economic Development Department
[5-25-95; 1.18.419.2 NMAC - Rn, 1 NMAC 3.2.93.2, 7/22/2002]

1.18.419.3 STATUTORY AUTHORITY: Section 14-3-6 NMSA 1978. Administrator: duties. The administrator shall establish a records management program for the application of efficient and economical management methods to the creation, utilization, maintenance, retention, preservation and disposal of official records. The administrator shall establish records disposal schedules for the orderly retirement of records and adopt regulations necessary for the carrying out of the Public Records Act. Records disposal schedules shall be filed with the librarian of the supreme court library, and shall not become effective until thirty days after the date of filing.
[5-25-95, 5-19-97; 1.18.419.3 NMAC - Rn, 1 NMAC 3.2.93.3, 7/22/2002]

1.18.419.4 DURATION: Permanent
[5-25-95, 5-19-97; 1.18.419.4 NMAC - Rn, 1 NMAC 3.2.93.4, 7/22/2002]

1.18.419.5 EFFECTIVE DATE: September 21, 1998, unless a different date is cited at the end of a section or paragraph.
[5-25-95, 5-19-97; 1.18.419.5 NMAC - Rn, 1 NMAC 3.2.93.5, 7/22/2002]

1.18.419.6 OBJECTIVE:
A. To establish a records management program for the application of efficient and economical management methods to the creation, utilization, maintenance, retention, preservation and disposal of official records (Section 14-3-6 NMSA 1978).
B. To establish records disposal schedules for the orderly retirement of records and adopt regulations necessary for the carrying out of the Public Records Act (Section 14-3-6 NMSA 1978).
[5-25-95, 5-19-97; 1.18.419.6 NMAC - Rn, 1 NMAC 3.2.93.6, 7/22/2002]

1.18.419.7 DEFINITIONS:
A. "Administrator" means the state records administrator (Section 14-3-2, NMSA 1978).
B. "Agency" means any state agency, department, bureau, board, commission, institution or other organization of the state government, the territorial government and the Spanish and Mexican governments in New Mexico (Section 14-3-2 NMSA 1978).
C. "Audit" means a periodic examination of an organization to determine whether appropriate procedures and practices are followed.
D. "Commission" means the state commission of public records (Section 14-3-2 NMSA 1978).
E. "Pending litigation" means a proceeding in a court of law whose activity is in progress but not yet completed.
F. "Record destruction" means the process of totally obliterating information on records by any method to make the information unreadable or unusable under any circumstances.
G. "Records management" means the systematic control of all records from creation or receipt through processing, distribution, maintenance and retrieval, to their ultimate disposition.
H. "Records retention period" means the period of time during which records must be maintained by an organization because they are needed for operational, legal, fiscal, historical or other purposes.
I. "Records retention schedule" means a document prepared as part of a records retention program that lists the period of time for retaining records.
J. "Public records" means all books, papers, maps, photographs or other documentary materials, regardless of physical form or characteristics, made or received by any agency in pursuance of law or in connection with the transaction of public business and preserved, or appropriate for preservation, by the agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations or other activities of

the government, or because of the informational and historical value of data contained therein (Section 14-4-2 NMSA 1978).

K. "Non-record" means library or museum material of the state library, state institutions and state museums, extra copies of documents reserved only for convenience of reference and stocks of publications and processed documents are non-records (Section 14-3-2C NMSA 1978). The following specific types of materials are non-records: extra copies of correspondence; documents preserved only for convenience of reference; blank forms and books which are outdated; materials neither made nor received in pursuance of statutory requirements nor in connection with the functional responsibility of the officer or agency; preliminary and non-final drafts of letters, reports and memoranda which may contain or reflect the working or deliberative process by which a final decision or position of the agency, board, department, or subdivision thereof is reached; shorthand notes, steno tapes, mechanical recordings which have been transcribed, except where noted on agency retention schedules; routing and other interdepartmental forms which are not significant evidence of the activity concerned and do not otherwise have value as described above; stocks of publications already sent to archives and processed documents preserved for supply purposes only; form and guide letters, sample letters, form paragraphs; subject files, including copies of correspondence, memoranda, publications, reports and other information received by agency and filed by subject (also referred to as reading files or information files). See also 1.15.2.101 and 1.15.2.102 NMAC, General Administrative Records Retention and Disposition Schedule for general administrative records. [5-25-95, 5-19-97; 1.18.419.7 NMAC - Rn, 1 NMAC 3.2.93.7, 7/22/2002]

1.18.419.8 [RESERVED]

1.18.419.9 INSTRUCTIONS:

- A.** For records of a general administrative nature, refer to the General Administrative Records Retention and Disposition Schedule, 1.15.2 NMAC.
- B.** For records of a financial nature, refer to the General Financial Records Retention and Disposition Schedule, 1.15.4 NMAC.
- C.** For records of a personnel nature, refer to the General Personnel Records Retention and Disposition Schedule, 1.15.6 NMAC.
- D.** For records of medical nature, refer to the General Medical Records Retention and Disposition Schedule, 1.15.8 NMAC.
- E.** Retention periods shall be extended until six months after all current or pending litigation; current claims, audit exceptions or court orders involving a record have been resolved or concluded.
- F.** The descriptions of files are intended to be evocative, not complete. For example, there will always be some documents that are filed in a file that are not listed in the description, and similarly, not every file will contain an example of each document listed in the description.
- G.** Confidentiality is denoted as "-C-". Not all materials in a file may be confidential. Refer to note. Where portions of file may be confidential, refer to legal counsel for agency.
- H.** Access to confidential documents and confidential files shall be only by authorization of agency or attorney general or by court order, unless otherwise provided by statute. Release of confidential documents to law enforcement and other government agencies, shall only be upon specific statutory authorization or court order.
- I.** All records, papers or documents may be photographed, microfilmed, microphotographed or reproduced on film. Such photographs, microfilms, photographic film or microphotographs shall be deemed to be an original record for all purposes, including introduction in evidence in all courts or administrative agencies (Sections 14-1-5, 14-1-6 NMSA 1978).
- J.** Data processing and other machine readable records. Many paper records are being eliminated when the information has been placed on magnetic tapes, disks, or other data processing media. In these cases, the information on the data processing medium should be retained for the length of time specified in records retention and disposition schedules for paper records and should be subject to the same confidentiality and access restrictions as paper records. When the destruction of a record is required, all versions of said record shall be electronically over-written on machine readable media on which it is stored (or media destroyed). See also 1 NMAC 3.2.70.1 (1.13.70 NMAC): Performance Guidelines for the Legal Acceptance of Public Records Produced by Information Technology Systems.

[5-25-95, 5-19-97; 1.18.419.9 NMAC - Rn, 1 NMAC 3.2.93.8, 7/22/2002]

1.18.419.10 - 100 [RESERVED]

1.18.419.101 ACTIVE INDUSTRY FILES:
A. **Program:** economic development division
B. **Maintenance system:** alphabetical or color-coded by company
C. **Description:** contains profile sheet on company, correspondence with contact person, and updated information.

D. **Retention:**
(1) **Prospects:** three years from close of fiscal year in which created
(2) **Suspects:** three years from close of fiscal year in which created
[9-21-98; 1.18.419.101 NMAC - Rn, 1 NMAC 3.2.93.419.21, 7/22/2002]

1.18.419.102 CONSULTANT FILES:
A. **Program:** economic development division
B. **Maintenance system:** alphabetical or color-coded by company
C. **Description:** contains profile sheet on company and correspondence.
D. **Retention:** three years from close of fiscal year in which created
[9-21-98; 1.18.419.102 NMAC - Rn, 1 NMAC 3.2.93.419.22, 7/22/2002]

1.18.419.103 INACTIVE PROSPECT/SUSPECT ON CONSULTANT FILES:
A. **Program:** economic development division
B. **Maintenance system:** alphabetical by company
C. **Description:** contains names of industrial clients, profile sheet on company and correspondence.
D. **Retention:** three years from close of fiscal year in which created
[9-21-98; 1.18.419.103 NMAC - Rn, 1 NMAC 3.2.93.419.23, 7/22/2002]

1.18.419.104 SPECIAL PROJECT FILES:
A. **Program:** economic development division
B. **Maintenance system:** alphabetical by project name
C. **Description:** contains special efforts towards communities or industries.
D. **Retention:** two years after close of fiscal year in which created
[9-21-98; 1.18.419.104 NMAC - Rn, 1 NMAC 3.2.93.419.24, 7/22/2002]

1.18.419.105 EXISTING INDUSTRY FILES:
A. **Program:** economic development division
B. **Maintenance system:** alphabetical by company
C. **Description:** contains location in state and type of manufacturing or industry.
D. **Retention:** three years, then transfer to archives for review
[9-21-98; 1.18.419.105 NMAC - Rn, 1 NMAC 3.2.93.419.25, 7/22/2002]

1.18.419.106 - 110 [RESERVED]

1.18.419.111 COLOR TRANSPARENCIES FILE:
A. **Program:** marketing and promotion division
B. **Maintenance system:** numerical
C. **Description:** contains 4 x 5 original prints on New Mexico which are used for promotional needs, advertising and/or publishing.
D. **Retention:** five years, then transfer to archives for review (1.15.2.124 NMAC)
[9-21-98; 1.18.419.111 NMAC - Rn, 1 NMAC 3.2.93.419.41, 7/22/2002]

1.18.419.112 COLOR TRANSPARENCIES LOG:
A. **Program:** marketing and promotion division
B. **Maintenance system:** numerical
C. **Description:** shows number of transparencies, description of transparencies, etc.
D. **Retention:** one year after close of fiscal year in which created
[9-21-98; 1.18.419.112 NMAC - Rn, 1 NMAC 3.2.93.419.42, 7/22/2002]

1.18.419.113 BLACK AND WHITE PHOTOGRAPHS FILE:

- A. **Program:** marketing and promotion division
- B. **Maintenance system:** alphabetical by geographic area
- C. **Description:** contains photos of New Mexico which are used for promotional needs, advertising and for publication.

D. **Retention:** five years, then transfer to archives for review (1.15.2.124 1NMAC)
[9-21-98; 1.18.419.113 NMAC - Rn, 1 NMAC 3.2.93.419.43, 7/22/2002]

1.18.419.114 BLACK AND WHITE PHOTOGRAPHS LOG:

- A. **Program:** marketing and promotion division
 - B. **Maintenance system:** numerical
 - C. **Description:** shows number and description of photograph.
 - D. **Retention:** one year after close of fiscal year in which created
- [9-21-98; 1.18.419.114 NMAC - Rn, 1 NMAC 3.2.93.419.44, 7/22/2002]

1.18.419.115 MOTION PICTURES FILM:

- A. **Program:** marketing and promotion division
 - B. **Maintenance system:** numerical and title
 - C. **Description:** contains 16mm color sound films.
 - D. **Retention:** five years, then transfer to archives for review (1.15.2.122 NMAC)
- [9-21-98; 1.18.419.115 NMAC - Rn, 1 NMAC 3.2.93.419.45, 7/22/2002]

1.18.419.116 MOTION PICTURES LOG:

- A. **Program:** marketing and promotion division
 - B. **Maintenance system:** numerical
 - C. **Description:** contains number and description of film, who it was loaned to, whether promotional or educational purposes, date loaned, date returned.
 - D. **Retention:** one year after close of fiscal year in which created
- [9-21-98; 1.18.419.116 NMAC - Rn, 1 NMAC 3.2.93.419.46, 7/22/2002]

1.18.419.117 FILM REFERENCE CARD FILE:

- A. **Program:** marketing and promotion division
 - B. **Maintenance system:** chronological
 - C. **Description:** contains showing audience numbers, number of showings, etc.
 - D. **Retention:** one year after close of fiscal year in which created
- [9-21-98; 1.18.419.117 NMAC - Rn, 1 NMAC 3.2.93.419.47, 7/22/2002]

1.18.419.118 ANNUAL FILM REPORT:

- A. **Program:** marketing and promotion division
 - B. **Maintenance system:** none
 - C. **Description:** contains titles, viewers, showings, etc.
 - D. **Retention:** one year after close of fiscal year in which created
- [9-21-98; 1.18.419.118 NMAC - Rn, 1 NMAC 3.2.93.419.48, 7/22/2002]

1.18.419.119 TALLY ON FILM INQUIRIES:

- A. **Program:** marketing and promotion division
 - B. **Maintenance system:** monthly
 - C. **Description:** shows requests by states, clubs, schools, etc.
 - D. **Retention:** one year after close of fiscal year in which created
- [9-21-98; 1.18.419.119 NMAC - Rn, 1 NMAC 3.2.93.419.49, 7/22/2002]

1.18.419.120 COLOR SLIDES FILE:

- A. **Program:** marketing and promotion division
 - B. **Maintenance system:** by event, region or alphabetical
 - C. **Description:** contains color slides of New Mexico.
 - D. **Retention:** five years, then transfer to archives for review (1.15.2.124 NMAC)
- [9-21-98; 1.18.419.120 NMAC - Rn, 1 NMAC 3.2.93.419.50, 7/22/2002]

1.18.419.121 PROJECT REFERENCE CARD:

- A. **Program:** marketing and promotion division
- B. **Maintenance system:** none
- C. **Description:** shows who the slides were loaned to, date loaned out, date returned, etc.
- D. **Retention:** one year after close of fiscal year in which created

[9-21-98; 1.18.419.121 NMAC - Rn, 1 NMAC 3.2.93.419.51, 7/22/2002]

1.18.419.122 - 130 [RESERVED]

1.18.419.131 PROGRAM FILES:

- A. **Program:** state housing authority division
- B. **Maintenance system:** alphabetical
- C. **Description:** contain application, correspondence, copies of certificates, approval or disapproval, contractors bids, work specifications, agreements not to sell, previous participation, builders warranty, release of claimants, verifications of employment/income, work plan, social security, copy of deed to home and photographs of home.

- D. **Retention:** six years after close of fiscal year in which created

[9-21-98; 1.18.419.131 NMAC - Rn, 1 NMAC 3.2.93.419.61, 7/22/2002]

1.18.419.132 FILM OFFICE SYSTEM:

- A. **Program:** film industry
- B. **Maintenance system:** numerical by primary key [alphabetical by division]
- C. **Description:** system used to track and monitor requests for *New Mexico film directory* information. Data include: name of requesting person, or company, address, telephone number, e-mail address, date request received, type of information requested (i.e. photographs, maps), name of responding staff member, date information sent out, etc.

- D. **Retention:** 6 months from date information sent out

E. **Hardcopy input documents:** All documents used as input for *film office system* are filed in the *film industry information request*. Those documents include but are not limited to the following: *film industry information request*, etc.

F. **Hardcopy output documents:** The *film office system* is a data-based system; ad hoc reports may be generated upon request or on demand. When produced, these reports are forwarded to the requesting entity. Some of the reports include the following: *monthly request* report, etc.

[1.18.419.132 NMAC - N, 6/28/2004]

[Retention is on data only, see 1.15.2.302 NMAC for system retention.]

1.18.419.133 FILM INDUSTRY INFORMATION REQUEST:

- A. **Program:** film industry
- B. **Maintenance system:** chronological by date received
- C. **Description:** record concerning film industry information requests received by telephone, walk-in, e-mails, web-master, post office, etc. Form may contain: type of information requested (i.e. photographs, maps, etc); name of requesting person or company, address, telephone number, e-mail address; date request received; date information sent out; name of responding staff member; etc.

- D. **Retention:** 30 days from date received

[1.18.419.133 NMAC - N, 6/28/2004]

1.18.419.134 NEW MEXICO FILM DIRECTORY SYSTEM:

- A. **Program:** film industry
- B. **Maintenance system:** numerical by primary key
- C. **Description:** system maintains information on experienced film industry people in New Mexico who are listed in the *New Mexico film directory system* but not listed in the *New Mexico film directory*. Data include: company name, contact name, telephone number, check amount, description of categories, ad size, ad placement, additional notes, etc.

- D. **Retention:** 30 days from end of fiscal year

E. Hardcopy input documents: All documents used as input for the *New Mexico film directory system*, are filed in the *New Mexico film directory application file*. Those documents include but are not limited to the following: *film directory listing card*, *category and ad placement form*, advertising rate card, display ad specifications, category listing, updated information, etc.

F. Hardcopy output documents: The *New Mexico film directory system* is a data-based system; ad hoc reports may be generated upon request or on demand. When produced, these reports are forwarded to the requesting entity. Some of the reports include the following the *film directory application renewal*, *New Mexico film directory*, etc.

[1.18.419.134 NMAC - N, 6/28/2004]

[Retention is on data only, see 1.15.2.302 NMAC for system retention.]

1.18.419.135 NEW MEXICO FILM DIRECTORY LISTING CARD:

A. Program: film industry

B. Maintenance system: alphabetical by film category, then by surname

C. Description: record concerning experienced film industry people entered into the *New Mexico film directory system* but not listed in the *New Mexico film directory*. Card may contain name, address, telephone number, film industry experience category, etc.

D. Retention: 3 months after input into the *New Mexico film directory system*

[1.18.419.135 NMAC - N, 6/28/2004]

1.18.419.136 NEW MEXICO FILM DIRECTORY APPLICATION FILE:

A. Program: film industry

B. Maintenance system: alphabetical by film category, then by applicants surname

C. Description: record concerning application submitted to the New Mexico film commission by experienced film industry people to be listed in the *New Mexico film directory*. File may contain application instructions, examples, advertising rate card, display ad specifications, *category and ad placement form* (company name, contact name, telephone number, categories, check amount, ad size, ad placement, notes), category listing, renewal applications, etc.

D. Retention: 3 months from date *New Mexico film directory* is distributed

[1.18.419.136 NMAC - N, 6/28/2004]

[Rejected applications are returned to applicant.]

1.18.419.137 NEW MEXICO FILM DIRECTORY:

A. Program: film industry

B. Maintenance system: chronological by date published

C. Description: record concerning the official directory of film industry support personnel, businesses and resources in New Mexico. Directory may show table of contents, filming in New Mexico, photo gallery, community profiles, crew, production services, (i.e. equipment, stages), post production, food and lodging, digital and multimedia, support services, index, advertisements, etc.

D. Retention: until superseded by new directory

[1.18.419.137 NMAC - N, 6/28/2004]

[New Mexico Film Directory is a publication filed with the New Mexico State Library.]

1.18.419.138 - 140 [RESERVED]

1.18.419.141 MOTION PICTURE PRODUCTION FOLDERS:

A. Program: New Mexico film commission division

B. Maintenance system: alphabetical by business and technical listing

C. Description: contain film productions in the state, news releases, resumes, photographs, news clippings, correspondence, etc.

D. Retention: four years, then transfer to archives for review

[9-21-98; 1.18.419.141 NMAC - Rn, 1 NMAC 3.2.93.419.71, 7/22/2002]

1.18.419.142 NEGATIVE FILE:

A. Program: New Mexico film commission division

B. Maintenance system: alphabetical by subject or community

- C. **Description:** contains dated negatives of various subjects, pan shots and frame photos).
- D. **Retention:** five years then transfer to archives for review (1.15.2.124 NMAC)
[9-21-98; 1.18.419.142 NMAC - Rn, 1 NMAC 3.2.93.419.72, 7/22/2002]

1.18.419.143 LOCATION SITE FILES:

- A. **Program:** New Mexico film commission division
- B. **Maintenance system:** alphabetical by location
- C. **Description:** photographs, maps, news clippings, and other materials used for promotion of sites for production.
- D. **Retention:** four years, then transfer to archives for review
[9-21-98; 1.18.419.143 NMAC - Rn, 1 NMAC 3.2.93.419.73, 7/22/2002]

1.18.419.144 NEW MEXICO FILM VIDEO AWARDS:

- A. **Program:** New Mexico film commission division
- B. **Maintenance system:** none
- C. **Description:** information on awards ceremonies.
- D. **Retention:** four years, then transfer to archives for review
[9-21-98; 1.18.419.144 NMAC - Rn, 1 NMAC 3.2.93.419.74, 7/22/2002]

1.18.419.145 ADVERTISING FILES:

- A. **Program:** New Mexico film commission division
- B. **Maintenance system:** none
- C. **Description:** contain rates and tear sheets.
- D. **Retention:** four years, then transfer to archives for review (1.15.2.121 NMAC)
[9-21-98; 1.18.419.145 NMAC - Rn, 1 NMAC 3.2.93.419.75, 7/22/2002]

1.18.419.146 INDEXES:

- A. **Program:** New Mexico film commission division
- B. **Maintenance system:** none
 - (1) **Producers mailing list:** alphabetical by surname.
 - (2) **Production companies:** alphabetical by company name.
- C. **Description:** none
- D. **Retention:** until new listing made
[9-21-98; 1.18.419.146 NMAC - Rn, 1 NMAC 3.2.93.419.76, 7/22/2002]

1.18.419.147 PRESS RELEASE FILE:

- A. **Program:** New Mexico film commission division
- B. **Maintenance system:** chronological
- C. **Description:** contains all press releases by the film commission.
- D. **Retention:** four years, then transfer to archives for review (1.15.2.121 NMAC)
[9-21-98; 1.18.419.147 NMAC - Rn, 1 NMAC 3.2.93.419.77, 7/22/2002]

1.18.419.148 - 150 [RESERVED]

1.18.419.151 ACTIVE INDUSTRIAL PROSPECTS:

- A. **Program:** economic development division
- B. **Maintenance system:** categorical
- C. **Description:** I-48, contains research and information on industrial prospects.
- D. **Retention:** permanent
[9-21-98; 1.18.419.151 NMAC - Rn, 1 NMAC 3.2.93.419.126, 7/22/2002]

1.18.419.152 INACTIVE INDUSTRIAL PROSPECTS:

- A. **Program:** economic development division
- B. **Maintenance system:** categorical
- C. **Description:** I-49, contains research and information on inactive industrial prospects that may become active.

D. Retention: permanent
[9-21-98; 1.18.419.152 NMAC - Rn, 1 NMAC 3.2.93.419.127, 7/22/2002]

1.18.419.153 FRAUDULENT FILES:

A. Program: economic development division
B. Maintenance system: alphabetical
C. Description: Q-48, contains reports on dubious industrial promotions and illegal applications of the New Mexico industrial revenue bond law.
D. Retention: permanent
[9-21-98; 1.18.419.153 NMAC - Rn, 1 NMAC 3.2.93.419.128, 7/22/2002]

1.18.419.154 INDUSTRIAL REVENUE BONDS FILE:

A. Program: economic development division
B. Maintenance system: subject
C. Description: I-44, contains information on development, authority, attorney generals opinions, etc.
D. Retention: permanent
[9-21-98; 1.18.419.154 NMAC - Rn, 1 NMAC 3.2.93.419.129, 7/22/2002]

1.18.419.155 RESEARCH AND DEVELOPMENT RECORDS FILE:

A. Program: economic development division
B. Maintenance system: subject
C. Description: R438, contains studies and research made on minerals, topography, etc.
D. Retention: permanent
[9-21-98; 1.18.419.155 NMAC - Rn, 1 NMAC 3.2.93.419.130, 7/22/2002]

1.18.419.156 PROMOTION RECORDS FILE:

A. Program: economic development division
B. Maintenance system: subject
C. Description: P966, contains brochures, letters and general information on the development of the economy of New Mexico
D. Retention: 10 years
[9-21-98; 1.18.419.156 NMAC - Rn, 1 NMAC 3.2.93.419.131, 7/22/2002]

1.18.419.157 COMMUNITY DEVELOPMENT RECORDS FILE:

A. Program: economic development division
B. Maintenance system: alphabetical
C. Description: C731, contains redevelopment administration records, rural area development records, correspondence, etc.
D. Retention: until obsolete
[9-21-98; 1.18.419.157 NMAC - Rn, 1 NMAC 3.2.93.419.132, 7/22/2002]

1.18.419.158 SPECIAL PROJECTS FILE:

A. Program: economic development division
B. Maintenance system: subject
C. Description: contains profiles on towns, inplant labor training programs, retirement advertising, etc.
D. Retention: until obsolete
[9-21-98; 1.18.419.158 NMAC - Rn, 1 NMAC 3.2.93.419.133, 7/22/2002]

1.18.419.159 - 160 [RESERVED]

1.18.419.161 SHELF LIST CARDS:

A. Program: library
B. Maintenance system:
(1) **Catalog:** alphabetical and numerical

- (2) **Author and Title Cards:** alphabetical
- (3) **Subject Heading Cards:** alphabetical
- C. **Description:** none
- D. **Retention:**
 - (1) **Catalog:** until obsolete
 - (2) **Author and Title Cards:** until obsolete
 - (3) **Subject Heading Cards:** until obsolete

[9-21-98; 1.18.419.161 NMAC - Rn, 1 NMAC 3.2.93.419.136, 7/22/2002]

1.18.419.162 PUBLICATIONS RECEIVED CHECK CARDS:

- A. **Program:** library
- B. **Maintenance system:** alphabetical
- C. **Description:** lists periodicals; government and annual publications, etc.
- D. **Retention:** until purpose is served

[9-21-98; 1.18.419.162 NMAC - Rn, 1 NMAC 3.2.93.419.137, 7/22/2002]

1.18.419.163 MAP LISTING:

- A. **Program:** library
- B. **Maintenance system:** numerical
- C. **Description:** lists maps received by DOD.
- D. **Retention:** until obsolete

[9-21-98; 1.18.419.163 NMAC - Rn, 1 NMAC 3.2.93.419.138, 7/22/2002]

1.18.419.164 - 170 [RESERVED]

1.18.419.171 MAGAZINE SPECIAL ANALYSIS LISTS:

- A. **Program:** New Mexico magazine division
- B. **Maintenance system:** by subject
- C. **Description:** shows subscriptions by state, postal zones, sources of mail, etc.
- D. **Retention:** until list is updated

[9-21-98; 1.18.419.171 NMAC - Rn, 1 NMAC 3.2.93.419.221, 7/22/2002]

1.18.419.172 PUBLICATIONS FILM FILE:

- A. **Program:** New Mexico magazine division
- B. **Maintenance system:** by issue
- C. **Description:** contains negatives of all publications and of the magazine.
- D. **Retention:** permanent

[9-21-98; 1.18.419.172 NMAC - Rn, 1 NMAC 3.2.93.419.222, 7/22/2002]

1.18.419.173 ORIGINAL MANUSCRIPTS FILE:

- A. **Program:** New Mexico magazine division
- B. **Maintenance system:** by issue
- C. **Description:** contains original manuscripts used in published material.
- D. **Retention:** three years from date published

[9-21-98; 1.18.419.173 NMAC - Rn, 1 NMAC 3.2.93.419.223, 7/22/2002]

1.18.419.174 POSTAL REPORTS FILE:

- A. **Program:** New Mexico magazine division
- B. **Maintenance system:** chronological
- C. **Description:** contains reports on second-and third-class mailings, etc.
- D. **Retention:** one year after close of fiscal year in which created

[9-21-98; 1.18.419.174 NMAC - Rn, 1 NMAC 3.2.93.419.224, 7/22/2002]

1.18.419.175 MAGAZINE WHOLESALE DISTRIBUTION RECORDS:

- A. **Program:** New Mexico magazine division
- B. **Maintenance system:** alphabetical by wholesaler

C. Description: contains reports on how many monthly returns of the magazine.

D. Retention: until reports are updated

[9-21-98; 1.18.419.175 NMAC - Rn, 1 NMAC 3.2.93.419.225, 7/22/2002]

HISTORY OF 1.18.419 NMAC

Pre-NMAC History: The material in this part was derived from that previously filed with the State Records Center under:

SRC Rule 69-13, Records Retention and Disposal Schedule for Department of Development, September 11, 1969.

SRC Rule 73-5, Records Retention and Disposal Schedule for State Racing Commission, February 5, 1973.

SRC Rule 74-9, Records Retention and Disposal Schedule Department of Development, April 29, 1974.

SRC Rule 71-17, Records Retention and Disposal Schedule for New Mexico Motion Picture Industries Commission, November 29, 1971.

SRC Rule 72-19, Records Retention and Disposal Schedule for State Fair Commission, July 19, 1972.

SRC Rule 75-14, Records Retention and Disposal Schedule for Motion Picture Industries Commission, May 19, 1975.

SRC Rule 82-1, Records Retention and Disposition Schedule for State Racing Commission, December 14, 1981.

SRC Rule 82-9, Records Retention and Disposition Schedule for New Mexico State Fair Commission, March 16, 1982.

SRC Rule 84-17, Records Retention and Disposition Schedule for Economic Development and Tourism Department New Mexico Magazine Division, August 28, 1984.

SRC Rule 84-16, Records Retention and Disposition Schedule for Economic Development and Tourism Department Marketing and Promotion Division, August 28, 1984.

SRC Rule No. 84-22, Records Retention and Disposition Schedule for Economic Development and Tourism Department State Housing Authority Division, August 28, 1984.

SRC Rule 84-18, Records Retention and Disposition Schedule for Economic Development and Tourism Department New Mexico Film Commission Division, August 28, 1984.

SRC Rule 84-21, Records Retention and Disposition Schedule for Economic Development and Tourism Department Tourism and Travel Division, August 28, 1984.

SRC Rule No. 85-10, Records Retention and Disposition Schedule for Economic Development and Tourism, Department Economic Development Division, April 19, 1985.

SRC Rule No. 87-03, Records Retention and Disposition Schedule for State Racing Commission, April 1, 1987.

SRC Rule No. 90-01, Records Retention and Disposition Schedule for State Racing Commission, August 31, 1990.

History of Repealed Material: [RESERVED]