

SERIES: General Agency Operations (CPR-100)

NUMBER: CPR-106

TITLE: Internal Review Committee (IRC)

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 (CPR) for adoption.

SCOPE:

This policy applies to all employees of the CPR.

DEFINITIONS:

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

“Records retention and disposition schedule (RRDS)” 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 Internal Review Committee (IRC) 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.

Committee members will review the Records Retention and Disposition Schedules (RRDS) and comment, informally, within two (2) work days of receipt.

C. AGENCY ANALYSIS BUREAU RESPONSIBILITIES:

The Agency Analysis Bureau Chief will circulate the draft RRDS's to the review committee at least four (4) weeks 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]

APPROVED:

EFFECTIVE DATE:

Linda M. Trujillo, State Records Administrator

January 21, 2016