

## **1003 – Board of County Commissioners/County Manager File Plan**

This file plan was developed to be a guide for Board of County Commissioners/County Manager employees. This guidance document was created to ensure consistent records classification and to provide agencies with other relevant record information. The final disposition authority resides in the Functional Records Retention and Disposition Schedule (FRRDS), 1.21.2 NMAC.

This file plan only list records series of program's specific to the Board of County Commissioners/County Manager. For records series of a general administrative nature, refer to the General Administrative Records File Plan. For records of a financial nature, refer to the General Financial Records File Plan. For records of a personnel or medical nature, refer to the General Personnel/Medical Records File Plan.

### **1003-001 ATTORNEY GENERAL OPINION REQUESTS AND OPINIONS**

**Division/unit:** General files

**Maintenance system:** Chronological by date

**Record series content:** None

**Classification:** 1.21.2.627 NMAC, Advice and Opinions

**File closure:** Date file created

[New - 03/31/2021]

### **1003-002 CEMETERIES FILES**

**Division/unit:** General files

**Maintenance system:** Chronological by date

**Record series content:** File may include burial records, plots, etc.

**Classification:** 1.21.2.851 NMAC, Births and Deaths

**File closure:** Date file created

[New - 03/31/2021]

### **1003-003 to 1003-010**

### **1003-011 UNCLAIMED AND INDIGENT DECEDENTS INTERMENT OR CREMATION FILES:**

**Division/unit:** Indigent fund

**Maintenance system:** Chronological by fiscal year, then alphabetical by surname

**Record series content:** Records documenting the interment or cremation of the body of any unclaimed decedent or indigent person. Files may include decedent information forms, unclaimed decedent and bodies of indigent decedent forms, cremation authorization forms, interment authorization forms, correspondence, etc.

**Classification:** 1.21.2.813 NMAC, Assistance - Financial

**File closure:** Close of the fiscal year from date of cremation or interment

[New - 03/31/2021]

### **1003-012 INDIGNET PAY-UP SLIPS**

**Division/unit:** Indigent fund

**Maintenance system:** Chronological by fiscal year

**Record series content:** File may include date, name and address, hospital, amount paid.

**Classification:** 1.21.2.814 NMAC, Assistance - Medical

**File closure:** Date of final payment

**Confidential:** Confidential

[New - 03/31/2021]

**1003-013 INDIGNET HOSPITAL CLAIM**

**Division/unit:** Indigent fund

**Maintenance system:** Chronological by fiscal year

**Record series content:** File may include name and address of claimants, hospital, date of hospitalization, claim, amount, approval date, voucher number, filing date, etc.

**Classification:** 1.21.2.813 NMAC, Assistance - Financial

**File closure:**

(A) **Approved claims:** Date of final payment

(B) **Disapproved claims:** Date the claim was denied

**Confidential:** Confidential

[New - 03/31/2021]

**1003-014 INDIGNET CLAIM CONTROL CARD**

**Division/unit:** Indigent fund

**Maintenance system:** Chronological by date

**Record series content:** File may include name and address of claimant, claim number, social security number, hospital, approval or disapproval, and total amount paid.

**Classification:** 1.21.2.813 NMAC, Assistance - Financial

**File closure:** Date of last entry

**Confidential:** Confidential

[New - 03/31/2021]

**1003-015 INDIGNET CLAIM FOLDER**

**Division/unit:** Indigent fund

**Maintenance system:** Chronological by date

**Record series content:** File may include name and address of patient, occupation, history, income assets, liabilities, medical reports, hospital bills, credit reports, etc.

**Classification:** 1.21.2.813 NMAC, Assistance - Financial

**File closure:**

(A) **Approved claims:** Date the claim was approved

(B) **Disapproved claims:** date the claim was denied

**Confidential:** Confidential

[New - 03/31/2021]

**1003-016 to 1003-020**

**1003-021 PRE-APPLICATION FOR TENANT ELIGIBILITY**

**Division/unit:** Housing authority

**Maintenance system:** Chronological by fiscal year

**Record series content:** File may include applicants name, address, source of income, amount, name of family members, signature of applicant, etc.

**Classification:** 1.21.2.813 NMAC, Assistance - Financial

**File closure:** Close of fiscal year in which created

[New - 03/31/2021]

**1003-022 CERTIFICATION AND RECERTIFICATION OF TENANT ELIGIBILITY**

**Division/unit:** Housing authority

**Maintenance system:** Chronological by fiscal year

**Record series content:** File may include general information, tenant information, family composition, income and assets, rent calculations, unit assignments, official verifications, etc.

**Classification:** 1.21.2.813 NMAC, Assistance - Financial  
**File closure:** Close of fiscal year in which created  
[New - 03/31/2021]

**1003-023 SECTION 8 EXISTING HOUSING PROGRAM - CERTIFICATE OF FAMILY PARTICIPATION**

**Division/unit:** Housing authority  
**Maintenance system:** Chronological by fiscal year  
**Record series content:** Certificate listing public housing agency will assist in housing payments on behalf of participating families.  
**Classification:** 1.21.2.813 NMAC, Assistance - Financial  
**File closure:** Close of fiscal year in which created  
[New - 03/31/2021]

**1003-024 SECTION 8 EXISTING HOUSING PROGRAM - REQUEST FOR LEASE APPROVAL**

**Division/unit:** Housing authority  
**Maintenance system:** Chronological by fiscal year  
**Record series content:** File may include type of house being leased, name and signature of owner executing lease, name and signature of family representative, etc.  
**Classification:** 1.21.2.813 NMAC, Assistance - Financial  
**File closure:** Close of fiscal year in which created  
[New - 03/31/2021]

**1003-025 UNIT INSPECTION REPORT**

**Division/unit:** Housing authority  
**Maintenance system:** Chronological by fiscal year  
**Record series content:** File may include name of tenant, owner, address, phone grade, date of inspection, signature of person doing inspection, etc.  
**Classification:** 1.21.2.474 NMAC, General - Inspection  
**File closure:** Close of fiscal year in which created  
[New - 03/31/2021]

**1003-026 COMPUTATION OF SHOPPING CREDIT AND HOUSING ASSISTANCE PAYMENT**

**Division/unit:** Housing authority  
**Maintenance system:** Chronological by fiscal year  
**Record series content:** Application, includes applicants' name and address, rental unit address, name of owner, computation of shopping incentive credit, computation of housing assistance payments.  
**Classification:** 1.21.2.813 NMAC, Assistance - Financial  
**File closure:** Close of fiscal year in which created  
[New - 03/31/2021]

**1003-027 HOUSING DISCRIMINATION COMPLAINT**

**Division/unit:** Housing authority  
**Maintenance system:** Chronological by fiscal year  
**Record series content:** File may include name of aggrieved, address, complaint against, type of discrimination, house or property involved, summary of what happened, etc.  
**Classification:** 1.21.2.142 NMAC, Complaints  
**File closure:** Close of fiscal year in which created  
[New - 03/31/2021]

## **1003-028 to 1003-040**

### **1003-041 ANIMAL BITE REPORT**

**Division/unit:** Animal control division

**Maintenance system:** Chronological by date

**Record series content:** File may include name of victim, hour of bite, how reported, time received, nature and location of wound, name of animal owner, address of owner, etc.

**Classification:** 1.21.2.926 NMAC, Accidents and Incidents

**File closure:** Date of report

[New - 03/31/2021]

### **1003-042 ANIMAL QUARANTINE NOTICE**

**Division/unit:** Animal control division

**Maintenance system:** Chronological by date

**Record series content:** Contain information to animal owner, name of owner, general information on dog, etc.

**Classification:** 1.21.2.929 NMAC, Case Files - Law Enforcement

**File closure:** Date of notice

[New - 03/31/2021]

### **1003-043 CONFINEMENT AGREEMENT**

**Division/unit:** Animal control division

**Maintenance system:** Chronological by date

**Record series content:** Agreement instructing owner to confine animal to kennel or veterinarian for 10 day observation, includes name and address of owner, name and address of victim bitten, date, and time of alleged incident, etc.

**Classification:** 1.21.2.601 NMAC, Agreements - Other

**File closure:** Date of impoundment

[New - 03/31/2021]

### **1003-044 NOTICE OF IMPOUNDMENT**

**Division/unit:** Animal control division

**Maintenance system:** Chronological by date

**Record series content:** File may include date, time, kind of animal, color, reason for impoundment, etc.

**Classification:** 1.21.2.929 NMAC, Case Files - Law Enforcement

**File closure:** Date of release

[New - 03/31/2021]

### **1003-045 RELEASE AGREEMENT**

**Division/unit:** Animal control division

**Maintenance system:** Chronological by date

**Record series content:** Agreement surrendering animal to the division for adoption or to be humanely destroyed, shows owner's signature, address, type of identification and rabies number.

**Classification:** 1.21.2.642 NMAC, Waivers and Releases - Legal Matter Management

**File closure:** Date of release

[New - 03/31/2021]

### **1003-046 OFFENSE AND COMPLAINT**

**Division/unit:** Animal control division

**Maintenance system:** Chronological by date

**Record series content:** File may include case number, complainant's name and address, how reported, time received, time dispatched, complaint, etc.

**Classification:** 1.21.2.926 NMAC, Accidents and Incidents

**File closure:** Date case closed

[New - 03/31/2021]

#### **1003-047 ANIMAL TRAP AGREEMENT**

**Division/unit:** Animal control division

**Maintenance system:** Chronological by date

**Record series content:** Agreement showing the name address, date, time, and signature of person borrowing a humane animal trap.

**Classification:** 1.21.2.601 NMAC, Agreements - Other

**File closure:** Date of agreement

[New - 03/31/2021]

#### **1003-048 RABBIES VACCINATION**

**Division/unit:** Animal control division

**Maintenance system:** Chronological by date

**Record series content:** A certification, shows owner, address, animal rabies tag number, date administered, veterinarian, date etc.

**Classification:** 1.21.2.706 NMAC, Disease Management - Animal and Livestock

**File closure:** Date of vaccination

[New - 03/31/2021]

#### **1003-049 MONTHLY REPORT**

**Division/unit:** Animal control division

**Maintenance system:** Chronological by fiscal year

**Record series content:** Lists officer's name, location, complaint, animal, of animal disposed of, or released, total, etc.

**Classification:** 1.21.2.116 NMAC, Reports - General

**File closure:** Close of fiscal year in which created

[New - 03/31/2021]

#### **1003-050 to 1003-060**

#### **1003-061 SHOPS AND TRANSPORTATION GAS METER AND TANK READINGS**

**Division/unit:** Vehicle maintenance department

**Maintenance system:** Chronological by fiscal year

**Record series content:** None

**Classification:** 1.21.2.110 NMAC, Logs

**File closure:** Close of fiscal year in which created

[New - 03/31/2021]

#### **1003-062 VEHICLE MAINTENANCE WORK ORDER**

**Division/unit:** Vehicle maintenance department

**Maintenance system:** Chronological by fiscal year

**Record series content:** File may include unit number, department name, work number, instructions, work done, date, total amount, etc.

**Classification:** 1.21.2.137 NMAC, Work Orders

**File closure:** Close of fiscal year in which created

[New - 03/31/2021]

**1003-063 COUNTY FUEL CONSUMPTION**

**Division/unit:** Vehicle maintenance department

**Maintenance system:** Chronological by fiscal year

**Record series content:** List showing how much fuel was used by each department in the county.

**Classification:** 1.21.2.118 NMAC, Reports - Statistical

**File closure:** Close of fiscal year in which created

[New - 03/31/2021]

**1003-064 COUNTY ALLOCATIONS AND BALANCES**

**Division/unit:** Vehicle maintenance department

**Maintenance system:** Chronological by fiscal year

**Record series content:** List showing department, fuel used, allocation, and balance.

**Classification:** 1.21.2.118 NMAC, Reports - Statistical

**File closure:** Close of fiscal year in which created

[New - 03/31/2021]

**1003-065 COUNTY VEHICLES MAINTENANCE AND REPAIRS**

**Division/unit:** Vehicle maintenance department

**Maintenance system:** Chronological by fiscal year

**Record series content:** List showing each department, pre-charged, charged back and total maintenance and repairs.

**Classification:** 1.21.2.303 NMAC, Accounts Receivable

**File closure:** Close of fiscal year in which created

[New - 03/31/2021]

**1003-066 to 1003-080**

**1003-081 FIRE INVESTIGATION REPORT**

**Division/unit:** Fire and rescue service

**Maintenance system:** Chronological by date

**Record series content:** File may include date of fire, address, owner, investigator, cause of ignition, dollar loss, evidence taken, witnesses, insurance company, suspect, etc.

**Classification:** 1.21.2.634 NMAC, Investigations - Legal Matter Management

**File closure:** Date of report

[New - 03/31/2021]

**1003-082 INSPECTION REPORT**

**Division/unit:** Fire and rescue service

**Maintenance system:** Chronological by date

**Record series content:** File may include property involved, address, owner, occupancy, type of construction, hazard location, type of hazard and recommendation to correct.

**Classification:** 1.21.2.473 NMAC, Fire and Electrical

**File closure:** Date of report

[New - 03/31/2021]

**1003-083 FIRE RUN REPORT**

**Division/unit:** Fire and rescue service

**Maintenance system:** Chronological by date

**Record series content:** File may include date, day persons responding, units responding, type of alarm, type of fire, alarm, address, owner, etc.

**Classification:** 1.21.2.918 NMAC, Response

**File closure:** Date of report

[New - 03/31/2021]

**1003-084 REPORT OF ACCELERANT RESIDUE ANALYSIS**

**Division/unit:** Fire and rescue service

**Maintenance system:** Chronological by date

**Record series content:** File may include date of report, address, owner, evidence collected, description of evidence, summary of results, etc.

**Classification:** 1.21.2.929 NMAC, Case Files - Law Enforcement

**File closure:** Date of report

[New - 03/31/2021]

**1003-085 MOBILE HOME OR RECREATIONAL VEHICLE FIRE REPORT FORM**

**Division/unit:** Fire and rescue service

**Maintenance system:** Chronological by date

**Record series content:** File may include date, location, type of mobile home, type of recreational vehicle, fire date, origin, extent and cause of fire, etc.

**Classification:** 1.21.2.926 NMAC, Accidents and Incidents

**File closure:** Date of report

[New - 03/31/2021]

**1003-086 CONSENT TO SEARCH OCCUPIED STRUCTURE**

**Division/unit:** Fire and rescue service

**Maintenance system:** Chronological by date

**Record series content:** Statement signed by occupant allowing fire department personnel to search structure and seize any evidence found.

**Classification:** 1.21.2.642 NMAC, Waivers and Releases - Legal Matter Management

**File closure:** Date of consent statement

[New - 03/31/2021]

**1003-087 CONSENT TO SEARCH VEHICLES**

**Division/unit:** Fire and rescue service

**Maintenance system:** Chronological by date

**Record series content:** Statement signed by vehicle owner allowing fire department personnel to search vehicle and seize any evidence found.

**Classification:** 1.21.2.642 NMAC, Waivers and Releases - Legal Matter Management

**File closure:** Date of consent statement

[New - 03/31/2021]

**1003-088 COURT ORDER-CONFISCATED ITEMS**

**Division/unit:** Fire and rescue service

**Maintenance system:** Chronological by date

**Record series content:** Order by district court judge ordering the destruction of confiscated items that have been processed.

**Classification:** 1.21.2.634 NMAC, Investigations - Legal Matter Management

**File closure:** Date of conclusion of investigation

[New - 03/31/2021]

**1003-089 COURT ORDER-JUVENILE RECORDS**

**Division/unit:** Fire and rescue service

**Maintenance system:** Chronological by date

**Record series content:** Order authorizing fire department officials juvenile social and legal records maintained by law enforcement agencies.

**Classification:** 1.21.2.634 NMAC, Investigations - Legal Matter Management

**File closure:** Date of conclusion of investigation

[New - 03/31/2021]

### **1003-090 EMERGENCY VEHICLE PERMITS**

**Division/unit:** Fire and rescue service

**Maintenance system:** Chronological by date

**Record series content:** File may include owner, address, type, year, identification number, license number.

**Classification:** 1.21.2.471 NMAC, Equipment and Vehicles

**File closure:** Date vehicle is disposed of

[New - 03/31/2021]

### **1003-091 EMERGENCY OPERATOR'S PERMITS**

**Division/unit:** Fire and rescue service

**Maintenance system:** Chronological by date

**Record series content:** File may include name, address, license number, DOB and social security number.

**Classification:** 1.21.2.667 NMAC, Professional Licenses

**File closure:** Date permit expires

[New - 03/31/2021]

### **1003-092 RESCUE RUN REPORT**

**Division/unit:** Fire and rescue service

**Maintenance system:** Chronological by date

**Record series content:** File may include date, day, rescue number, units at scene, time call received, transported by, ambulance requested time, patient's name, address, patient's doctor, injuries, treatments, etc.

**Classification:** 1.21.2.918 NMAC, Response

**File closure:** Date of report

[New - 03/31/2021]

### **1003-093 MEDICAL RECORDS**

**Division/unit:** Fire and rescue service

**Maintenance system:** Chronological by date

**Record series content:** Records which document the illness, treatment, care and diagnostic studies of individuals.

**Classification:**

(A) **Adult medical records:** 1.21.2.831 NMAC, Patient Records - Adult

(B) **Minor medical records:** 1.21.2.832 NMAC, Patient Records - Minor ( $\geq 9$  Years of Age)

**File closure:**

(A) **Adult medical records:** Date of last activity

(B) **Minor medical records:** Date person reaches the age of majority

[New - 03/31/2021]

### **1003-094 CONTROLLED DRUG CHECK LIST**

**Division/unit:** Fire and rescue service

**Maintenance system:** Chronological by fiscal year



**Record series content:** List showing drug disposition, date, time, quantity received and issued, balance and signatures on coming and going off shifts.

**Classification:** 1.21.2.110 NMAC, Logs

**File closure:** Close of fiscal year in which created

[New - 03/31/2021]

### **1003-095 FIRE CONTROL LOG**

**Division/unit:** Fire and rescue service

**Maintenance system:** Chronological by date

**Record series content:** File may include alarm number, date time received, rescuer or engine company, location, type alarm, operator, etc.

**Classification:** 1.21.2.110 NMAC, Logs

**File closure:** Date of last entry

[New - 03/31/2021]

### **1003-096 FIRE AND RESCUE LOCATION LOG**

**Division/unit:** Fire and rescue service

**Maintenance system:** Chronological by date

**Record series content:** File may include fire and rescue location, type of call, alarm number, call received by, time call received, name of caller, unit number dispatched.

**Classification:** 1.21.2.110 NMAC, Logs

**File closure:** Date of last entry

[New - 03/31/2021]

### **1003-097 PERMITS**

**Division/unit:** Fire and rescue service

**Maintenance system:** Chronological by date

**Record series content:** Permits issued for fireworks, blasting, and Christmas trees.

**Classification:** 1.21.2.506 NMAC, Short-Term Permits

**File closure:** Date the permit was issued

[New - 03/31/2021]

### **1003-098 to 1003-110**

#### **1003-111 APPLICATION FOR SPECIAL ZONING EXCEPTION**

**Division/unit:** Zoning and land use department

**Maintenance system:** Chronological by date

**Record series content:** File may include name of applicant, address, type of exception wanted, legal description of property, location of property, zoning of property, area of property, reason for request and signature of applicant, notice of public hearing.

**Classification:** 1.21.2.508 NMAC, Zoning and Development Review

**File closure:** Date of public hearing

[New - 03/31/2021]

#### **1003-112 APPLICATION FOR CERTIFICATE OF OCCUPANCY**

**Division/unit:** Zoning and land use department

**Maintenance system:** Chronological by date

**Record series content:** File may include name of applicant, lot owner, lot dimensions, legal descriptions, character of use, etc.

**Classification:** 1.21.2.508 NMAC, Zoning and Development Review

**File closure:** Date of application

[New - 03/31/2021]

**1003-113 CERTIFICATE OF ZONING**

**Division/unit:** Zoning and land use department

**Maintenance system:** Chronological by date

**Record series content:** Certificate showing certain property has been zoned.

**Classification:** 1.21.2.508 NMAC, Zoning and Development Review

**File closure:** Date of issue of certificate

[New - 03/31/2021]

**1003-114 BUILDING PERMIT APPLICATION**

**Division/unit:** Zoning and land use department

**Maintenance system:** Chronological by date

**Record series content:** File may include owners address, contractor, license number, building address, lot size, proposed and use, date of construction, etc. (permit log retained at construction industries of commerce and industry department).

**Classification:** 1.21.2.508 NMAC, Zoning and Development Review

**File closure:** Date of application

[New - 03/31/2021]

**1003-115 APPLICATION FOR SPECIAL USE PERMITS FOR ZONE CHANGES**

**Division/unit:** Zoning and land use department

**Maintenance system:** Chronological by date

**Record series content:** None

**Classification:** 1.21.2.508 NMAC, Zoning and Development Review

**File closure:** Date of application

[New - 03/31/2021]

**1003-116 CONSTRUCTION PLANS**

**Division/unit:** Zoning and land use department

**Maintenance system:** Chronological by date

**Record series content:** File may include building plans, foundation plans, roofing plans, etc.

**Classification:** 1.21.2.508 NMAC, Zoning and Development Review

**File closure:** Date of completion of project

[New - 03/31/2021]

**1003-117 DEVELOPMENT PERMIT APPLICATION**

**Division/unit:** Zoning and land use department

**Maintenance system:** Chronological by date

**Record series content:** File may include name and address of applicant, location of property, extraterritorial zone boundaries, hydrologic zone, type of development, etc.

**Classification:** 1.21.2.508 NMAC, Zoning and Development Review

**File closure:** Date of application

[New - 03/31/2021]

**1003-118 DEVELOPMENT PERMIT MONTHLY REPORTS**

**Division/unit:** Zoning and land use department

**Maintenance system:** Chronological by fiscal year

**Record series content:** File may include name of applicant, type of development, location, fees paid, date issued, approved.

**Classification:** 1.21.2.116 NMAC, Reports - General

**File closure:** Close of fiscal year in which created  
[New - 03/31/2021]

**1003-119 INSPECTION ROAD LOG**

**Division/unit:** Zoning and land use department

**Maintenance system:** Chronological by date

**Record series content:** File may include date, name of inspector, type of inspection done or test done, lab fees, name of subdivision contractor, permit number, etc.

**Classification:** 1.21.2.110 NMAC, Logs

**File closure:** Date of completion of construction

[New - 03/31/2021]

**1003-120 GRADING PERMIT APPLICATION**

**Division/unit:** Zoning and land use department

**Maintenance system:** Chronological by date

**Record series content:** File may include permit number, construction value, limit and type of work, name and address of permittee, etc.

**Classification:** 1.21.2.506 NMAC, Short-Term Permits

**File closure:** Date grading has been completed

[New - 03/31/2021]

**1003-121 ROAD COUNT DATA**

**Division/unit:** Zoning and land use department

**Maintenance system:** Chronological by fiscal year

**Record series content:** File may include road number, subdivision location, new and old meter readings, signature, etc.

**Classification:** 1.21.2.110 NMAC, Logs

**File closure:** Close of fiscal year in which created

[New - 03/31/2021]

**1003-122 LISTING OF COUNTY ROADS**

**Division/unit:** Zoning and land use department

**Maintenance system:** Chronological by date

**Record series content:** List showing of the county road number, description of county roads and mileage.

**Classification:** 1.21.2.110 NMAC, Logs

**File closure:** Date file created

[New - 03/31/2021]

**1003-123 to 1003-130**

**1003-131 TRAFFIC BARRICADE PERMIT FILES:**

**Division/unit:** Traffic safety

**Maintenance system:** Chronological by fiscal year

**Record series content:** Documenting the issuance of a permit to temporarily barricade portions of county funded roadways for construction and maintenance projects. Files may include application (e.g., route number, location, start time, end time, etc.), indemnification and hold harmless agreement, field notes, bond documentation, correspondence, etc.

**Classification:** 1.21.2.506 NMAC, Short-Term Permits

**File closure:** Close of the fiscal year in which permit expires

[New - 03/31/2021]

**1003-132 SPECIAL EVENT PERMIT FILES:**

**Division/unit:** Traffic safety

**Maintenance system:** Chronological by fiscal year

**Record series content:** Records documenting the issuance of permits for temporary closing of all or a portion of a county funded roadway for special events (e.g., parade, movie filming, marathons, etc.). Files may include application, map and diagram of route, notice of intent to conduct a special event, city or council approval, indemnification and hold harmless agreement, correspondence, etc.

**Classification:** 1.21.2.506 NMAC, Short-Term Permits

**File closure:** Close of the fiscal year in which permit issued  
[New - 03/31/2021]

**1003-133 to 1003-140**

**1003-141 SUBDIVISION LOG**

**Division/unit:** Road department

**Maintenance system:** Chronological by fiscal year

**Record series content:** File may include subdivision name, date filed, book page, acres, units, length, preliminary approval, final approval, double penetration, asphalt, etc.

**Classification:** 1.21.2.110 NMAC, Logs

**File closure:** Close of fiscal year in which created  
[New - 03/31/2021]

**1003-142 EQUIPMENT INVENTORY**

**Division/unit:** Road department

**Maintenance system:** Chronological by fiscal year

**Record series content:** File may include date, equipment type, identification number, foreman.

**Classification:** 1.21.2.317 NMAC, Inventories

**File closure:** Close of fiscal year in which created  
[New - 03/31/2021]

**1003-143 MATERIALS INVENTORY**

**Division/unit:** Road department

**Maintenance system:** Chronological by fiscal year

**Record series content:** File may include date, material, quantity and foreman.

**Classification:** 1.21.2.317 NMAC, Inventories

**File closure:** Close of fiscal year in which created  
[New - 03/31/2021]

**1003-144 MAINTENANCE ACTIVITY STATUS REPORT**

**Division/unit:** Road department

**Maintenance system:** Chronological by fiscal year

**Record series content:** File may include activity name, road class, crew days, average day accomplishment, unit of measure, etc.

**Classification:** 1.21.2.116 NMAC, Reports - General

**File closure:** Close of fiscal year in which created  
[New - 03/31/2021]

**1003-145 to 1003-160**

**1003-161 APPLICATION AND INSPECTION SHEET**

**Division/unit:** Environment health department

**Maintenance system:** Chronological by date

**Record series content:** File may include name, address, phone number of applicant, availability of city or community water and sewer, type of liquid waste system, depth to seasonal water, inspection of well, liquid waste system, etc.

**Classification:** 1.21.2.441 NMAC, Reviews and Monitoring

**File closure:** Date of application

[New - 03/31/2021]

### **1003-162 LIQUID WASTE SYSTEM STATEMENT**

**Division/unit:** Environment health department

**Maintenance system:** Chronological by date

**Record series content:** Notarized statement listing liquid waste system has met all environmental health standards.

**Classification:** 1.21.2.441 NMAC, Reviews and Monitoring

**File closure:** Date of statement

[New - 03/31/2021]

### **1003-163 EVALUATION OF WATER SUPPLY AND LIQUID WASTE DISPOSAL SYSTEMS**

**Division/unit:** Environment health department

**Maintenance system:** Chronological by date

**Record series content:** File may include name and title of person making survey.

**Classification:** 1.21.2.441 NMAC, Reviews and Monitoring

**File closure:** Date of survey

[New - 03/31/2021]

### **1003-164 COMPLAINT AND REFERRAL FORMS**

**Division/unit:** Environment health department

**Maintenance system:** Chronological by date

**Record series content:** File may include complainant's name, address, nature of complaint, investigated by report of investigation, etc.

**Classification:** 1.21.2.142 NMAC, Complaints

**File closure:** Date of complaint

[New - 03/31/2021]

### **1003-165 FOOD ESTABLISHMENT INSPECTION REPORT**

**Division/unit:** Environment health department

**Maintenance system:** Chronological by date

**Record series content:** File may include establishment name, address, grade, inspected by, date, etc.

**Classification:** 1.21.2.474 NMAC, General - Inspection

**File closure:** Date of inspection

[New - 03/31/2021]

### **1003-166 to 1003-180**

#### **1003-181 CUSTOMER AND CAPITAL WORK ORDER**

**Division/unit:** Utilities department

**Maintenance system:** Chronological by date

**Record series content:** File may include customer name, address, description of work, meter reading information, installation changes, etc.

**Classification:** 1.21.2.137 NMAC, Work Orders

**File closure:** Date of work order

[New - 03/31/2021]

### **1003-182 SEWER CLEANING WORK ORDER**

**Division/unit:** Utilities department

**Maintenance system:** Chronological by date

**Record series content:** File may include customer name, address, description of work, calculation of time and changes, employee, equipment, hours worked, etc.

**Classification:** 1.21.2.137 NMAC, Work Orders

**File closure:** Date of work order

[New - 03/31/2021]

### **1003-183 UTILITY CUSTOMER COMPUTER LISTING**

**Division/unit:** Utilities department

**Maintenance system:** Chronological by date

**Record series content:** File may include customer name, address, amount of charges, etc.

**Classification:** 1.21.2.110 NMAC, Logs

**File closure:** Date superseded by new listing

[New - 03/31/2021]

### **1003-184 REPLACEMENT WORK ORDER**

**Division/unit:** Utilities department

**Maintenance system:** Chronological by date

**Record series content:** File may include date, estimate location, account number description of equipment installed, price, equipment installed, price, equipment removed, salvage value, etc.

**Classification:** 1.21.2.137 NMAC, Work Orders

**File closure:** Date of work order

[New - 03/31/2021]

### **1003-185 to 1003-200**

#### **1003-201 ACA ACCREDITATION FILES:**

**Division/unit:** County juvenile detention home

**Maintenance system:** Chronological by calendar year

**Record series content:** Records documenting the accreditation of a juvenile correctional institution by the American correctional association. Files may include copies of personnel documents, financial documentation, maintenance documentation, security documentation, training documentation, educational documentation, medical documentation, recreation documentation, copy of audit results, annual certification statements, correspondence, etc.

**Classification:** 1.21.2.403 NMAC, Correctional Facilities

**File closure:** Close of the calendar year in which compliant ACA audit report signed and released

[New - 03/31/2021]

#### **1003-202 JUVENILE FACILITY UNIT FILES:**

**Division/unit:** County juvenile detention home

**Maintenance system:** Chronological by calendar year, then alphabetical by unit

**Record series content:** Records documenting all activities (i.e., staff shift changes, lockdowns, population count, service provider visits, etc.) that have transpired within a unit on a daily basis. Files may include daily staff shift log, daily room inspection forms, copy of daily population count sheet,

copies of incident reports, copies of staff alert forms, daily equipment inventory counts, correspondence, etc.

**Classification:** 1.21.2.403 NMAC, Correctional Facilities

**File closure:** Close of the calendar year in which ACA audit is signed and released

[New - 03/31/2021]

### **1003-203 CASE FILES, ADJUDICATED**

**Division/unit:** County juvenile detention home

**Maintenance system:** Chronological by date

**Record series content:** File may include court reports, court orders, motions and petitions (copies of documents included in district court case files). Includes interstate compact information, institutional correspondence.

**Classification:** 1.21.2.614 NMAC, Case Files - Juvenile

**File closure:** Date individual reaches age 22

[New - 03/31/2021]

### **1003-204 CASE FILES, NON-ADJUDICATED**

**Division/unit:** County juvenile detention home

**Maintenance system:** Chronological by date

**Record series content:** File may include copies of policies and school reports, case record sheet, referral forms, detention reports, social summaries, medical reports, correspondence, psychological reports, etc.

**Classification:** 1.21.2.614 NMAC, Case Files - Juvenile

**File closure:** Date individual reaches age 19

[New - 03/31/2021]

### **1003-205 BOOKING AND RELEASE LOG**

**Division/unit:** County juvenile detention home

**Maintenance system:** Chronological by date

**Record series content:** File may include date and time booked in, name of person, offense charged, signature of person to whom released and time.

**Classification:** 1.21.2.902 NMAC, Inmate Files - Jail

**File closure:** Date individual has been released

[New - 03/31/2021]

### **1003-206 LOCAL AND LONG DISTANCE TELEPHONE LOG**

**Division/unit:** County juvenile detention home

**Maintenance system:** Chronological by fiscal year

**Record series content:** A record of telephone calls made by juveniles being held, shows number and party called, time, signature, etc.

**Classification:** 1.21.2.902 NMAC, Inmate Files – Jail

**File closure:** Close of fiscal year in which created

[New - 03/31/2021]

### **1003-207 VISITATION LOGS**

**Division/unit:** County juvenile detention home

**Maintenance system:** Chronological by date

**Record series content:** Listing showing name of confined and persons allowed to visit.

**Classification:** 1.21.2.909 NMAC, Security and Access

**File closure:** Date of visit

[New - 03/31/2021]

**1003-208      CARD INDEX FILE**

**Division/unit:** County juvenile detention home

**Maintenance system:** Chronological by date

**Record series content:** File may include name of juvenile, parents, reason for confinement time, date, etc.

**Classification:** 1.21.2.109 NMAC, Indexes and Finding Aids

**File closure:**

**(A)      Adjudicated:** Date individual reaches age 22

**(B)      Non-adjudicated:** Date individual reaches age 19

[New - 03/31/2021]

**1003-209 to 1003-220**

**1003-221      BOOKING AUTHORITY**

**Division/unit:** County adult detention center

**Maintenance system:** Chronological by date

**Record series content:** File may include name and address, date and cause of confinement, etc.

**Classification:** 1.21.2.902 NMAC, Inmate Files - Jail

**File closure:** Date case closed

[New - 03/31/2021]

**1003-222      ARREST REPORT**

**Division/unit:** County adult detention center

**Maintenance system:** Chronological by date

**Record series content:** Official record of arrest, (shows name, arrest number, physical characteristic, date and time of arrest, location of arrest, name of arresting officer, charges, disposition, etc.)

**Classification:** 1.21.2.902 NMAC, Inmate Files - Jail

**File closure:** Date of disposition of case

[New - 03/31/2021]

**1003-223      COMMISSARY ACCOUNT LEDGERS**

**Division/unit:** County adult detention center

**Maintenance system:** Chronological by fiscal year

**Record series content:** None

**Classification:** 1.21.2.309 NMAC, Ledgers

**File closure:** Close of fiscal year in which created

[New - 03/31/2021]

**1003-224      LOGS**

**Division/unit:** County adult detention center

**Maintenance system:** Chronological by fiscal year

**Record series content:** Resident sign-in log, money log, protective custody log, inventory log, medical log, mail log:

**Classification:** 1.21.2.110 NMAC, Logs

**File closure:** Close of fiscal year in which created

[New - 03/31/2021]

**1003-225      SEGREGATION RECORDS**

**Division/unit:** County adult detention center

**Maintenance system:** Chronological by date



**Record series content:** Activities of prisoners under segregation (shows name, arrest number, date and time, daily meals, medical visits, shower, exercise, and officer in charge).

**Classification:** 1.21.2.902 NMAC, Inmate Files - Jail

**File closure:** Date of release of prisoner

[New - 03/31/2021]

### **1003-226 RECEIPTS**

**Division/unit:** County adult detention center

**Maintenance system:** Chronological by fiscal year

**Record series content:** Documents that record the receipt of any form of payment to the detention center of prisoner.

**Classification:** 1.21.2.303 NMAC, Accounts Receivable

**File closure:** Close of fiscal year in which created

[New - 03/31/2021]

### **1003-227 to 1003-240**

#### **1003-241 TEEN COURT CASE FILES:**

**Division/unit:** Teen court

**Maintenance system:** Chronological by date

**Record series content:** Records documenting juvenile participation in and compliance with teen court program. The teen court program is a first time offender and traffic violation program that provides for an alternative sentencing of teens by their peers. Files may include copy of teen court referral, parental consent form, copy of incident report from juvenile probation officer or school, uniform citation, appointment form containing information regarding drug test results; evaluations; court dates, agreement to perform service, jury instruction and verdict, letter of warning, return referral notification, program completion notification, addendum to agreement to perform service, agreement for release of information, etc.

**Classification:** 1.21.2.614 NMAC, Case Files - Juvenile

**File closure:** Date case closed

[New - 03/31/2021]

#### **1003-242 TEEN COURT DATABASE:**

**Division/unit:** Teen court

**Maintenance system:** Numerical by primary key

**Record series content:** Database maintains information concerning juvenile participation and compliance with teen court program. Data may include juvenile information (i.e., name, date of birth, address, referral entity, reason for referral, etc.), jury instruction and verdict, completion date, etc.

**Classification:** 1.21.2.614 NMAC, Case Files - Juvenile

**File closure:** Date case closed

[New - 03/31/2021]

### **1003-243 to 1003-250**

#### **1003-251 AFTER SCHOOL AND SUMMER YOUTH PROGRAM REGISTRATION FILES:**

**Division/unit:** Parks and recreation

**Maintenance system:** Chronological by fiscal year

**Record series content:** Records documenting the registration of a youth to attend the after school and summer youth program. Files may include registration form, free and reduced application form, correspondence, etc.

**Classification:** 1.21.2.112 NMAC, Program and Project Files

**File closure:** Close of the fiscal year in which county audit is signed and released  
[New - 03/31/2021]