

## 1007 – New Mexico Municipalities File Plan

This file plan was developed to be a guide for New Mexico Municipalities 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 New Mexico Municipalities. 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.

### 1007-001 ORDINANCE FILES

**Division/unit:** Municipal clerk

**Maintenance system:** Chronological by year

**Record series content:** Municipal regulations adopted by the municipal governing body. Files may contain original regulation adopted, amendments, repeal information, proof of publication, legal notices, etc.

**Classification:** 1.21.2.496 NMAC, Ordinances and Resolutions

**File closure:** Date ordinance filed

[New - 03/31/2021]

### 1007-002 ORDINANCE CODE

**Division/unit:** Municipal clerk

**Maintenance system:** Chronological by year

**Record series content:** Compilation of current municipal regulations.

**Classification:** 1.21.2.496 NMAC, Ordinances and Resolutions

**File closure:** Date ordinance filed

[New - 03/31/2021]

### 1007-003 RESOLUTION FILES

**Division/unit:** Municipal clerk

**Maintenance system:** Chronological by year

**Record series content:** Formal statements expressing the opinion, will, or intent of the municipal governing body.

**Classification:** 1.21.2.496 NMAC, Ordinances and Resolutions

**File closure:** Date resolution filed

[New - 03/31/2021]

### 1007-004 LIQUOR LICENSE FILES

**Division/unit:** Municipal clerk

**Maintenance system:** Chronological by fiscal year

**Record series content:** Records concerning the issuance of liquor licenses. Files may contain application for license, license stub, license fee receipts, correspondence, etc.

**Classification:** 1.21.2.652 NMAC, Business Licenses

**File closure:** Close of fiscal year in which license issued

[New - 03/31/2021]

### 1007-005 BUSINESS LICENSE FILES

**Division/unit:** Municipal clerk

**Maintenance system:** Chronological by fiscal year

**Record series content:** Records concerning the issuance of business licenses. Files may contain application for license, license stub, business fee receipts, correspondence, etc.

**Classification:** 1.21.2.652 NMAC, Business Licenses

**File closure:** Close of fiscal year in which license issued

[New - 03/31/2021]

#### **1007-006 BUSINESS REGISTRATION FILES**

**Division/unit:** Municipal clerk

**Maintenance system:** Chronological by fiscal year

**Record series content:** Records concerning the issuance of business registration to participate in business or occupational activity. Files may contain application for registration, registration stub, registration fee receipts, correspondence, etc.

**Classification:** 1.21.2.652 NMAC, Business Licenses

**File closure:** Close of fiscal year in which registration issued

[New - 03/31/2021]

#### **1007-007 NON-BUSINESS REGISTRATION FILES**

**Division/unit:** Municipal clerk

**Maintenance system:** Chronological by fiscal year

**Record series content:** Records concerning the issuance of non-business registration to participate in non-business activity (e.g., charitable solicitations, parades, gatherings, displays, garage sales, etc.). Files may contain application for registration, registration stub, registration fee receipts, correspondence, etc.

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

**File closure:** Close of fiscal year in which registration issued

[New - 03/31/2021]

#### **1007-008 INFRASTRUCTURE DEVELOPMENT FILES**

**Division/unit:** Municipal clerk

**Maintenance system:** Chronological by fiscal year

**Record series content:** Records concerning plans for future infrastructure development. Files may contain feasibility studies, statistical reports, history documentation, maps, plans, plats, etc.

**Classification:**

(A) **Projects approved:** 1.21.2.111 NMAC, Planning and Development

(B) **Projects not approved:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn Records

**File closure:** Close of fiscal year in which submitted to municipal governing body

[New - 03/31/2021]

#### **1007-009 CAPITAL PROJECT FILES**

**Division/unit:** Municipal clerk

**Maintenance system:** Chronological by year

**Record series content:** Records concerning the use of capital funds. Records document the progress and completion of capital projects (e.g., construction, redesigning, renovation, remodeling of municipal structures, streets, utility lines, etc.). Files may contain bid or quote documentation, contracts, payroll documentation, expenditure reports, blueprints, architectural drawings, soil tests or analyses, engineering specification, payment documentation, etc.

**Classification:**

(A) **Fiscal or contractual documents (e.g., bids, quotes, agreements, contracts, etc.):**  
1.21.2.604 NMAC, Goods and Services

(B) **Technical documents (e.g. blueprints, architectural drawings, soil tests or analyses, engineering specifications, etc.):** 1.21.2.132 NMAC, Construction Project Files - Capital Projects

**(C) All other documents:** 1.21.2.301 NMAC, Accounts Payable

**File closure:** Date of project completion

[New - 03/31/2021]

**1007-010 MUNICIPAL BONDS, NOTES, INTEREST COUPONS, AND CERTIFICATES OF INDEBTEDNESS**

**Division/unit:** Municipal clerk

**Maintenance system:** Chronological by year

**Record series content:** Record of debt in form of a bond, note, certificate of indebtedness, or interest coupon incurred by the municipality.

**Classification:** 1.21.2.341 NMAC, Investments

**File closure:** Date of payment and certificate of destruction *municipal bond certificate of destruction* has been prepared

[New - 03/31/2021]

**1007-011 INDUSTRIAL REVENUE BOND FILES**

**Division/unit:** Municipal clerk

**Maintenance system:** Chronological by year

**Record series content:** Records concerning the issuance of municipal revenue bonds to acquire, own, lease, or sell projects for the purpose of promoting industry and trade other than retail trade. Files may include agreement for the abatement of taxes, project descriptions, industry or trade information, correspondence, etc.

**Classification:** 1.21.2.341 NMAC, Investments

**File closure:** Date agreement terminated

[New - 03/31/2021]

**1007-012 MUNICIPAL BOND CERTIFICATE OF DESTRUCTION**

**Division/unit:** Municipal clerk

**Maintenance system:** Chronological by year

**Record series content:** File may show the number and maturity of the bond, note, certificate, coupon, the date paid, etc.

**Classification:** 1.21.2.341 NMAC, Investments

**File closure:** Date created

[New - 03/31/2021]

**1007-013 MUNICIPAL BOND REGISTER**

**Division/unit:** Municipal clerk

**Maintenance system:** Chronological by year

**Record series content:** Record of bonds or notes issued and paid. Register shows the bond or note issue numbers, amount of issue, date bond or note canceled, coupon numbers, payment information, etc.

**Classification:** 1.21.2.341 NMAC, Investments

**File closure:** Date of maturity

[New - 03/31/2021]

**1007-014 PETITION FILES**

**Division/unit:** Municipal clerk

**Maintenance system:** Chronological by fiscal year

**Record series content:** Records concerning requests on a variety of issues (e.g., special election, ordinance change, traffic light installation, speed bump installation, etc.).

**Classification:** 1.21.2.423 NMAC, Candidacy

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

[New - 03/31/2021]

**1007-015 ADA COMPLIANCE FILES**

**Division/unit:** Municipal clerk

**Maintenance system:** Chronological by year

**Record series content:** Records concerning the Americans with Disabilities Act. File may contain ADA plan, policies, grievance procedures, grievances, resolutions, etc.

**Classification:**

(A) **Plans, policies, and procedures:** 1.21.2.511 NMAC, Policies and Procedures

(B) **Grievances and resolutions:** 1.21.2.456 NMAC, ADA Accommodations

**File closure:**

(A) **Plans, policies, and procedures:** Date superseded or repealed

(B) **Grievances and resolutions:** Date file created

[New - 03/31/2021]

**1007-016 COLLECTIVE BARGAINING FILES**

**Division/unit:** Municipal clerk

**Maintenance system:** Chronological by year

**Record series content:** Records concerning transactions with labor organizations representing employees in collective bargaining. Files may contain copy of certification of labor organization as the exclusive representative of employees, mediation documentation and recommendations, agreements, grievances and resolutions, decertification, correspondence, etc.

**Classification:**

(A) **Agreements:** 1.21.2.601 NMAC, Agreements - Other

(B) **Grievances and resolutions:** 1.21.2.230 NMAC, Grievances and Investigations

**File closure:**

(A) **Agreements:** Date agreement terminated

(B) **Grievances and resolutions:** Date file created

[New - 03/31/2021]

**1007-017 CLAIM OF LIEN FILES**

**Division/unit:** Municipal clerk

**Maintenance system:** Chronological by fiscal year

**Record series content:** Records concerning liens placed against private property for services rendered by the municipality. Files may contain claim of lien, assessment table, copy of notice of public hearing, copy of notice of violation, court order, copy of work order, copy of billing, release of lien, correspondence, etc.

**Classification:** 1.21.2.305 NMAC, Collections

**File closure:** Close of fiscal year in which lien released

[New - 03/31/2021]

**1007-018 to 1007-050**

**1007-051 ELECTION DISTRICT FILES**

**Division/unit:** Municipal election

**Maintenance system:** Chronological by year

**Record series content:** Records concerning the creation of election voting districts. Files may contain petitions, census information, boundary proposals, public hearing information, consultant information, contractual documentation, copies of ordinance adopting voting districts, final district delineation, district maps, etc.

**Classification:** 1.21.2.111 NMAC, Planning and Development

**File closure:** Date superseded by new redistricting  
[New - 03/31/2021]

#### **1007-052      PRECINCT BOARD FILES**

**Division/unit:** Municipal election

**Maintenance system:** Chronological by year

**Record series content:** Records concerning the appointment of precinct boards that will conduct municipal election. Files may contain copy of appointment notifications, appointment acceptances, oaths of office, list of precinct board members (judges, clerks, and alternates), correspondence, etc.

**Classification:** 1.21.2.421 NMAC, Appointments - Elections

**File closure:** Date appointed for election  
[New - 03/31/2021]

#### **1007-053      ELECTION FILES**

**Division/unit:** Municipal election

**Maintenance system:** Chronological by year

**Record series content:** Records concerning regular and special municipal elections held for the purpose of electing municipal officers or considering any other question placed on the ballot by the governing body. Files may include the absentee ballot register and ballots, application for absentee ballots, absentee voter lists and affidavits of destruction, signature roster, registered voter list, machine printed returns, oaths of office of the precinct board, declarations of candidacy and withdrawals, election resolution, proof of all publications, copies of all election material required to be published or posted, sample ballots and ballot labels, voting machine permits, affidavits of triplicate voter registration or certificates submitted by voters, copies of all affidavits or certificates prepared in connection with election, copy of certificates of canvass, amended certificates of canvass, results of recounts, rechecks, contests, re-canvass, etc.

##### **D.      Retention:**

**(A)      Ballots. Used emergency and absentee paper ballots (If no notice by registered mail of contest or no judicial inquiry) Note: ballots where a contest, recount or judicial inquiry is sought shall be destroyed upon order of the district court having jurisdiction for those precincts (3-8-62 C NMSA 1978):** 1.21.2.425 NMAC, Election Administration - Local

**(B)      Voter registers or lists and election handbooks:** 1.21.2.431 NMAC, Reports - Election

**(C)      All other records:** 1.21.2.425 NMAC, Election Administration - Local

**File closure:**

**(A)      Ballots:** Date of the issuance of the certificate of election or date of completion of canvassing in which there are no candidates for municipal office

**(B)      Voter registers or lists and election handbooks:** Date superseded by new material

**(C)      All other records:** Date of election

[New - 03/31/2021]

#### **1007-054      CAMPAIGN CONTRIBUTION REPORTS**

**Division/unit:** Municipal election

**Maintenance system:** Chronological by year

**Record series content:** Records concerning the contribution to fund campaigns of candidates or special issues. Reports may show name of contributor, amount of contribution, candidate name, etc.

**Classification:** 1.21.2.428 NMAC, Financial - Campaign

**File closure:** Date of election or until termination of office, whichever is longer  
[New - 03/31/2021]

#### **1007-055      OATH OF OFFICE**

**Division/unit:** Municipal election

**Maintenance system:** Chronological by year

**Record series content:** Original or copies of oaths of elected municipal officials. Oath may show municipal office, name of elected or appointed officer, affidavit, date, signature, etc.

**Classification:** 1.21.2.453 NMAC, Oaths of Office

**File closure:** Date file created

[New - 03/31/2021]

## **1007-056 to 1007-100**

### **1007-101 ZONING CASE FILES**

**Division/unit:** Planning, zoning, and community development

**Maintenance system:** Chronological by fiscal year

**Record series content:** Records concerning request to initially set or change established zoning designation. Files may contain zoning request, fee receipts, reviews, recommendation by planning and zoning board, correspondence, etc.

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

**File closure:** Close of fiscal year in which case closed

[New - 03/31/2021]

### **1007-102 ZONING PERMIT FILES**

**Division/unit:** Planning, zoning, and community development

**Maintenance system:** Chronological by year

**Record series content:** Records concerning the application to allow the use of property as designated by zoning code. Files may contain application to utilize property as designated by zoning code, certificate of zoning compliance, copy of permit issued, final inspection, construction plan copies, work notes, certificate of occupancy copy, etc.

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

**File closure:** Date of final inspection

[New - 03/31/2021]

### **1007-103 ZONING VIOLATION FILES**

**Division/unit:** Planning, zoning, and community development

**Maintenance system:** Chronological by year

**Record series content:** Records concerning violations to zoning designation. Files may contain complaint, inspections, work notes, final report, compliance documentation, final resolution, correspondence, etc.

**Classification:** 1.21.2.469 NMAC, Building and Construction

**File closure:** Date of final resolution

[New - 03/31/2021]

### **1007-104 BUILDING INSPECTION FILES**

**Division/unit:** Planning, zoning, and community development

**Maintenance system:** Chronological by year

**Record series content:** Records concerning the application to construct and/or to modify private structures within the municipality. Files may contain application to build/modify, copy of permit issued, inspections (e.g., plumbing, electrical, environmental, etc.), construction plan copies, work notes, certificate of occupancy copy, etc.

**Classification:** 1.21.2.469 NMAC, Building and Construction

**File closure:** Date of final resolution

[New - 03/31/2021]

### **1007-105 BUILDING CODE VIOLATION FILES**

**Division/unit:** Planning, zoning, and community development

**Maintenance system:** Chronological by year

**Record series content:** Records concerning violations to building code (building, plumbing, mechanical, environmental). Files may contain complaint, inspections, work notes, final report, compliance documentation, final resolution, correspondence, etc.

**Classification:** 1.21.2.469 NMAC, Building and Construction

**File closure:** Date of final resolution

[New - 03/31/2021]

#### **1007-106 PROPERTY ASSESSMENT FILES**

**Division/unit:** Planning, zoning, and community development

**Maintenance system:** Chronological by fiscal year

**Record series content:** Records concerning the assessment of real property (lien) initiated by petition or declaration of imminent domain to improve or develop community infrastructure. Files may contain petitions, correspondence, assessment value documentation, challenges to assessed values, final action of governing body, etc.

**Classification:** 1.21.2.354 NMAC, Tax Assessments

**File closure:** Close of fiscal year in which final action taken

[New - 03/31/2021]

#### **1007-107 ANNEXATION FILES**

**Division/unit:** Planning, zoning, and community development

**Maintenance system:** Chronological by year

**Record series content:** Working files of planning and zoning board. Records concerning the annexation of land into the municipality. Files may contain petitions, ordinance copies, plats, maps, surveys, correspondence, etc.

**Classification:** 1.21.2.111 NMAC, Planning and Development

**File closure:** Date ordinance filed

[New - 03/31/2021]

#### **1007-108 COMMUNITY DEVELOPMENT REPORT**

**Division/unit:** Planning, zoning, and community development

**Maintenance system:** Chronological by year

**Record series content:** Report on promoting the municipality through its economic development.

**Classification:** 1.21.2.146 NMAC, Publicity and Promotion

**File closure:** Date issued

[New - 03/31/2021]

#### **1007-109 COMMUNITY DEVELOPMENT AND COMMUNITY SERVICE GRANT OR SUB-GRANT FILES**

**Division/unit:** Planning, zoning, and community development

**Maintenance system:** Chronological by year

**Record series content:** Records concerning grant monies received and redistributed by the municipality. Records include but are not limited to block grants, negotiated grants, federal agency grants, state agency grants (i.e., agency on aging), entitlement grants, etc. Files may contain municipality's application for grant, grant award notification, applications to the municipality for sub-grant monies, copies of sub-grant award notifications, sub-grantee expenditure reports, copy of final expenditure report, reports as required by grant, etc.

**Classification:** 1.21.2.122 NMAC, Grant Administration

**File closure:** Date of the submission of final expenditure report or date grant terminated, whichever is longer

[New - 03/31/2021]

## **1007-110 to 1007-150**

### **1007-151 PRE-APPLICATION FOR TENANT ELIGIBILITY**

**Division/unit:** Housing authority

**Maintenance system:** Chronological by fiscal year

**Record series content:** Application to certify tenant eligibility for public housing. Application shows applicant name, address, source of income, amount of income, names 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]

### **1007-152 TENANT WAITING LIST**

**Division/unit:** Housing authority

**Maintenance system:** Chronological by fiscal year

**Record series content:** List of tenants eligible for public housing. List shows name of applicant, date of application, rank, etc.

**Classification:** 1.21.2.110 NMAC, Logs

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

[New - 03/31/2021]

### **1007-153 TENANT FILE**

**Division/unit:** Housing authority

**Maintenance system:** Chronological by year

**Record series content:** Records concerning family unit certified to receive public housing assistance. File may contain Section 8 Existing Housing Program Certificate of Family Participation, certification or re-certification of tenant eligibility, Section 8 Existing Housing Program Request of Lease Approval, unit inspection report, interim inspection reports, inspection report (municipal units only), etc.

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

**File closure:** Date lease terminated

[New - 03/31/2021]

### **1007-154 HOUSING DISCRIMINATION COMPLAINT FILE**

**Division/unit:** Housing authority

**Maintenance system:** Chronological by year

**Record series content:** Records concerning allegations of housing discrimination. File may contain complaint, investigation reports, findings, conclusions, etc.

**Classification:** 1.21.2.457 NMAC, Investigations - Civil and Human Rights

**File closure:** Date case closed

[New - 03/31/2021]

### **1007-155 DEVELOPMENT COST FILES**

**Division/unit:** Housing authority

**Maintenance system:** Chronological by year

**Record series content:** Records concerning the building of public housing units. Files may contain HUD loan commitment, federal loan notes, land acquisition documents, construction documents, bond documentation, etc.

**Classification:** 1.21.2.131 NMAC, Building Files

**File closure:** Date of disposition of housing unit



[New - 03/31/2021]

### **1007-156 PUBLIC HOUSING MAINTENANCE FILE**

**Division/unit:** Housing authority

**Maintenance system:** Chronological by fiscal year

**Record series content:** Records concerning the maintenance of municipal-owned public housing units. Files may contain inspection report, work orders, repair orders, unit inventory (e.g., stove, refrigerator, etc.), work schedules, daily work logs, etc.

**Classification:** 1.21.2.134 NMAC, Maintenance and Repair Records

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

[New - 03/31/2021]

### **1007-157 HUD REPORTING FILE**

**Division/unit:** Housing authority

**Maintenance system:** Chronological by fiscal year

**Record series content:** Copies of reports required by and submitted to HUD. Report may include accounts reconciliation, budget, statistical, assessment, evaluation, etc.

**Classification:** 1.21.2.413 NMAC, Federal Compliance and Reporting

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

[New - 03/31/2021]

### **1007-158 to1007-200**

### **1007-201 UTILITY FRANCHISE FILES**

**Division/unit:** Public utility

**Maintenance system:** Chronological by year

**Record series content:** Records establishing the terms in which utility may use municipal termination of rights of way. Files may include copy of right of way contract (ordinance), studies, reports, work papers, etc.

**Classification:** 1.21.2.678 NMAC, Right Of Way

**File closure:** Date of termination of franchise

[New - 03/31/2021]

### **1007-202 PUBLIC UTILITY MAINTENANCE FILES**

**Division/unit:** Public utility

**Maintenance system:** Chronological by fiscal year

**Record series content:** Records concerning maintenance of utility distribution or collection lines and services (e.g., water lines, sewer lines, gas lines, electrical lines, cable lines, water wells, water hydrants, etc.). Files may include work schedules, personnel schedules, daily work logs, check lists, inspections, work reports, etc.

**Classification:**

(A) **Annual summary report:** 1.21.2.116 NMAC, Reports - General

(B) **All other records:** 1.21.2.134 NMAC, Maintenance and Repair Records

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

[New - 03/31/2021]

### **1007-203 STREET EXCAVATION PERMIT FILES**

**Division/unit:** Public utility

**Maintenance system:** Chronological by fiscal year

**Record series content:** Records concerning the application for permit to excavate or bore under a municipal-owned street for the purpose of construction or repair of utility lines. Files may contain

application for permit, engineering drawings, archaeological data, copy of permit, cut location information, date of cut, date completed, date of final reformation, etc.

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

**File closure:** Close of fiscal year in which permit issued

[New - 03/31/2021]

#### **1007-204 WATER STORAGE FACILITY FILES**

**Division/unit:** Public utility

**Maintenance system:** Chronological by year

**Record series content:** Records concerning the design and construction of municipal water supply or storage structures. Files may contain engineering designs, engineering drawings, soil surveys or studies, geological surveys or studies, construction plans, inspection copies, etc.

**Classification:** 1.21.2.133 NMAC, Infrastructure Project Files

**File closure:** Date project completed

[New - 03/31/2021]

#### **1007-205 WATER STORAGE AND SUPPLY MAINTENANCE FILES**

**Division/unit:** Public utility

**Maintenance system:** Chronological by fiscal year

**Record series content:** Records concerning the maintenance of municipal water storage and supply facilities. Files may contain work schedules, personnel schedules, daily work logs, check lists, inspections, work reports, periodic reservoir reports, periodic water level reports, reservoir water readings, well production reports, etc.

**Classification:**

(A) **Annual summary report:** 1.21.2.116 NMAC, Reports - General

(B) **All other records:** 1.21.2.134 NMAC, Maintenance and Repair Records

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

[New - 03/31/2021]

#### **1007-206 to 1007-250**

#### **1007-251 DISCHARGE OF EFFLUENT PERMIT FILES**

**Division/unit:** Wastewater

**Maintenance system:** Chronological by year

**Record series content:** Records concerning the discharge of effluent. Files may contain National Pollutant Discharge Elimination System (NPDES) permit application, permit for discharge of effluent, compliance monitoring reports, inspection reports, non-EPDES permits, notice of intent to discharge effluent, plans, specifications, enforcement actions, etc.

**Classification:** 1.21.2.445 NMAC, Water Pollution

**File closure:** Date of destruction of facility

[New - 03/31/2021]

#### **1007-252 WASTEWATER TREATMENT FACILITY FILES**

**Division/unit:** Wastewater

**Maintenance system:** Chronological by year

**Record series content:** Records concerning the design and construction of municipal wastewater treatment facilities. Files may contain feasibility studies, engineering designs, engineering drawings, soil surveys or studies, geological surveys or studies, construction plans, inspection copies, etc.

**Classification:** 1.21.2.133 NMAC, Infrastructure Project Files

**File closure:** Date project completed

[New - 03/31/2021]

**1007-253 WASTEWATER TREATMENT FACILITY MAINTENANCE FILES**

**Division/unit:** Wastewater

**Maintenance system:** Chronological by fiscal year

**Record series content:** Records concerning maintenance of wastewater treatment facilities. Files may contain work schedules, personnel schedules, daily work logs, checklists, inspections, work reports, etc.

**Classification:**

(A) **Annual summary report:** 1.21.2.116 NMAC, Reports - General

(B) **All other records:** 1.21.2.134 NMAC, Maintenance and Repair Records

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

[New - 03/31/2021]

**1007-254 WASTEWATER FLOW CHART REPORT**

**Division/unit:** Wastewater

**Maintenance system:** Chronological by year

**Record series content:** National Pollutant Discharge Elimination System (NPDES) required report of discharge effluent.

**Classification:** 1.21.2.413 NMAC, Federal Compliance and Reporting

**File closure:** Date file created

[New - 03/31/2021]

**1007-255 SLUDGE DISPOSAL FILES**

**Division/unit:** Wastewater

**Maintenance system:** Chronological by year

**Record series content:** Records concerning the wasting, hauling, and composting of sludge. Files may contain waste monitoring reports, hauling application copy, composting application copy, hauling permit, composting permit, etc.

**Classification:** 1.21.2.413 NMAC, Federal Compliance and Reporting

**File closure:** Date in which created

[New - 03/31/2021]

**1007-256 to 1007-300**

**1007-301 SOLID WASTE FACILITY FILES**

**Division/unit:** Solid waste

**Maintenance system:** Chronological by year

**Record series content:** Records concerning the design and construction of municipal solid waste facility. Files may contain feasibility studies, engineering design, engineering drawing, soil surveys or studies, geological surveys or studies, construction plans, deviation from the approved design or operation plans, etc.

**Classification:** 1.21.2.133 NMAC, Infrastructure Project Files

**File closure:** Date project completed

[New - 03/31/2021]

**1007-302 SOLID WASTE FACILITY MAINTENANCE FILES**

**Division/unit:** Solid waste

**Maintenance system:** Chronological by fiscal year

**Record series content:** Records concerning the operation of solid waste facilities. Files may contain information on: type and weight or volume of solid waste received; country, state, county, and municipality in which the solid waste originated; commercial haulers of the solid waste; type and weight

or volume of special waste received; description of solid waste or special waste handling problems or emergency disposal activities; deviations from the approved design or operational plans; etc.

**Classification:**

(A) **Annual summary report:** 1.21.2.116 NMAC, Reports - General

(B) **All other records:** 1.21.2.134 NMAC, Maintenance and Repair Records

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

[New - 03/31/2021]

**1007-303 SOLID WASTE TRANSFER STATION FILES**

**Division/unit:** Solid waste

**Maintenance system:** Chronological by fiscal year

**Record series content:** Records concerning the transfer of solid waste. Files may contain information on the type of waste transferred, weight or volume of waste, origin and destination of waste, transfer problems, etc.

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

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

[New - 03/31/2021]

**1007-304 PUBLIC UTILITY CUSTOMER SERVICE FILES**

**Division/unit:** Solid waste

**Maintenance system:** Chronological by fiscal year

**Record series content:** Records concerning the application for utility service. Files may contain application for service, deposit information, cancellation of service, etc.

**Classification:** 1.21.2.303 NMAC, Accounts Receivable

**File closure:** Close of fiscal year in which canceled or deposit refunded to customer

[New - 03/31/2021]

**1007-305 PUBLIC UTILITY SERVICE FILE**

**Division/unit:** Solid waste

**Maintenance system:** Chronological by fiscal year

**Record series content:** Records concerning customer-initiated complaint or request for service. File may contain request for service, complaint of service, site evaluations, work orders, service logs, correspondence, inspections, billings copies, etc.

**Classification:** 1.21.2.137 NMAC, Work Orders

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

[New - 03/31/2021]

**1007-306 METER READING FILES**

**Division/unit:** Solid waste

**Maintenance system:** Chronological by fiscal year

**Record series content:** Records concerning measurement of utility usage. Record may show customer name, meter number, meter size, meter location, meter reading, billing address, etc.

**Classification:** 1.21.2.303 NMAC, Accounts Receivable

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

[New - 03/31/2021]

**1007-307 UTILITY BILLING REGISTER**

**Division/unit:** Solid waste

**Maintenance system:** Chronological by fiscal year

**Record series content:** Monthly listing of billed amount for utility service. Register may show account name and address, account number, utilities charged, amounts billed, utility consumption, payments applied, etc.

**Classification:** 1.21.2.310 NMAC, Reports - Accounting

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

[New - 03/31/2021]

#### **1007-308 UTILITY TURNOFF NOTICE AND DELINQUENT REPORT**

**Division/unit:** Solid waste

**Maintenance system:** Chronological by fiscal year

**Record series content:** Listing of utility customers marked for service disconnection. Listing may show customer names and addresses, service addresses, account numbers, delinquent amounts, etc.

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

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

[New - 03/31/2021]

#### **1007-309 LINE LOCATION FILES**

**Division/unit:** Solid waste

**Maintenance system:** Chronological by fiscal year

**Record series content:** Requests to locate underground utility lines. Files may contain request, work order, etc.

**Classification:** 1.21.2.137 NMAC, Work Orders

**File closure:** Close of fiscal year in which work order issued

[New - 03/31/2021]

#### **1007-310 to 1007-350**

#### **1007-351 HERBICIDE AND PESTICIDE FILE**

**Division/unit:** Environmental

**Maintenance system:** Chronological by year

**Record series content:** Records concerning the use and storage of herbicides and pesticides on municipal property and rights of way. File may contain storage documentation, application documentation, applicator certification information, herbicide inventory, pesticide inventory, etc.

**Classification:** 1.21.2.476 NMAC, Herbicide, Pesticide and Chemicals

**File closure:** Date of use

[New - 03/31/2021]

#### **1007-352 to 1007-400**

#### **1007-401 FACILITY USE AGREEMENT FILE**

**Division/unit:** Parks and recreation

**Maintenance system:** Chronological by year

**Record series content:** Agreement to use municipal facility. File may contain request, approval, schedule, copy of organizational bylaws, etc.

**Classification:** 1.21.2.605 NMAC, Leases

**File closure:** Date agreement terminated

[New - 03/31/2021]

#### **1007-402 RECREATION PROGRAM FILE**

**Division/unit:** Parks and recreation

**Maintenance system:** Chronological by fiscal year

**Record series content:** Records concerning the management of recreational programs (summer recreational programs, recreational leagues, swimming pool). Files may contain activity rosters, program schedules, work schedules, etc.

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

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

[New - 03/31/2021]

#### **1007-403 CEMETERY FILES**

**Division/unit:** Parks and recreation

**Maintenance system:** Chronological by year

**Record series content:** Records concerning the operation and maintenance of municipal-owned cemeteries. Files may contain plot design or layout, plot owner logs, interment logs, etc.

**Classification:** 1.21.2.133 NMAC, Infrastructure Project Files

**File closure:** Date of disposition of cemetery

[New - 03/31/2021]

#### **1007-404 to 1007-450**

#### **1007-451 VOLUNTEER FIREFIGHTER FILES**

**Division/unit:** Fire department

**Maintenance system:** Chronological by year

**Record series content:** Records concerning personnel information of volunteer firefighters (non-municipal employees). Files may contain application, training certificates, personnel information, etc.

**Classification:** 1.21.2.233 NMAC, Personnel Files - Contributing

**File closure:** Date of termination of last service

[New - 03/31/2021]

#### **1007-452 BUILDING LAYOUT FILES**

**Division/unit:** Fire department

**Maintenance system:** Chronological by year

**Record series content:** Records concerning public and commercial building layouts that show or identify fire hazards and hazardous materials in responding to fire calls. Files may contain building blue-print or plan, fire prevention features, hazardous materials list, etc.

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

**File closure:** Date superseded by new business or public use of building or building razed

[New - 03/31/2021]

#### **1007-453 BUILDING INSPECTION FILE**

**Division/unit:** Fire department

**Maintenance system:** Chronological by year

**Record series content:** Records concerning periodic fire inspection of schools, hotels, motels, hospitals, business or commercial buildings, and public buildings. File may contain inspections, findings, conclusions, etc.

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

**File closure:** Date of inspection

[New - 03/31/2021]

#### **1007-454 FIRE DRILL REPORT**

**Division/unit:** Fire department

**Maintenance system:** Chronological by calendar year

**Record series content:** Report documenting fire drills conducted by the department for schools, businesses, etc. Report may include school (or business) name, date of fire drill, name of person conducting drill, findings, recommendations, comments, etc.

**Classification:** 1.21.2.917 NMAC, Emergency and Fire Drills

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

[New - 03/31/2021]

#### **1007-455 FIRE INVESTIGATION CASE FILES**

**Division/unit:** Fire department

**Maintenance system:** Chronological by year

**Record series content:** Records concerning investigations conducted by fire department to determine cause of fire. Files may contain photos, investigation notes, final report, etc.

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

**File closure:** Date investigation closed

[New - 03/31/2021]

#### **1007-456 EMERGENCY EQUIPMENT CHECKLIST**

**Division/unit:** fire records

**Maintenance system:** Chronological by calendar year

**Record series content:** Record of periodic (daily) inspections of emergency equipment (e.g., SCBA self-contained breathing apparatus, first aid supply inventory, vehicle readiness, etc.). List may show equipment operational status, medical supply quantities, shift time, date, etc.

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

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

[New - 03/31/2021]

#### **1007-457 EMERGENCY DISPATCH RECORDS**

**Division/unit:** Fire department

**Maintenance system:** Chronological by year

**Record series content:** Record of emergency assistance (e.g., ambulance, fire). Records may show incident reported, name of person requesting assistance, place of occurrence, address, time call received, dispatcher name, vehicle and personnel dispatched (or vehicle number), etc.

**Classification:** 1.21.2.918 NMAC, Response

**File closure:** Date of call

[New - 03/31/2021]

#### **1007-458 EMERGENCY MEDICAL SERVICE (EMS) FILES**

**Division/unit:** Fire department

**Maintenance system:** Chronological by year

**Record series content:** Records concerning medical diagnosis or treatment and billing by responding EMS paramedics. Medical record may include medical service report, monitoring equipment readouts, etc. Billing record may include copy of billing statement submitted to Medicare, Medicaid, insurance carrier, and/or patient, etc.

**Classification:**

(A) **Medical record (Adult):** 1.21.2.831 NMAC, Patient Records - Adult

(B) **Medical record (Minor):** 1.21.2.832 NMAC, Patient Records - Minor (≥9 Years of Age)

(C) **Billing record:** 1.21.2.303 NMAC, Accounts Receivable

**File closure:**

(A) **Medical record (Adult):** Date created

(B) **Medical record (Minor):** Date created

(C) **Billing record:** Close of fiscal year in which final payment received  
[New - 03/31/2021]

## **1007-459 to 1007-500**

### **1007-501 OATH OF OFFICE**

**Division/unit:** Police department

**Maintenance system:** Chronological by year

**Record series content:** Originals or copies of oaths of persons serving as police officer. Oath may show department name, name of officer, affidavit, date, signature, etc.

**Classification:** 1.21.2.453 NMAC, Oaths of Office

**File closure:** Date of termination of service

[New - 03/31/2021]

### **1007-502 CRIMINAL HISTORY RECORDS (RAP SHEET)**

**Division/unit:** Police department

**Maintenance system:** Chronological by year

**Record series content:** Record of complete cumulative original history on any subject arrested for a crime by the police department. Information may include: name, date of birth, physical description, FBI number, address, employment, marital status, education, date of arrests or releases, identification information (e.g., mug shots, fingerprints, etc.), facts surrounding investigation, final disposition, etc.

**Classification:** 1.21.2.932 NMAC, Crime Reporting

**File closure:** Date of incident

**Confidential:** Portions may be confidential pursuant to **1007-0802.D.2** NMAC, 32A-2-32 NMSA 1978

[New - 03/31/2021]

### **1007-503 INCIDENT REPORTS (OFFENSE OR INCIDENT REPORTS)**

**Division/unit:** Police department

**Maintenance system:** Chronological by year

**Record series content:** Records the original report of incident (felony or misdemeanor) and pertinent facts surrounding the incident or offense. Reports may show incident type, case number, NCIC entry, incident code, premise type, incident location, incident date, time date, reporting area, complaint, victim information, subject (suspect) data, arrest data, vehicle data, witness data, narrative, UCR (Uniform Crime Reporting) data administrative section, etc.

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

**File closure:** Date of incident

**Confidential:** Portions may be confidential pursuant to Section 32A-2-32 NMSA 1978

[New - 03/31/2021]

### **1007-504 ARREST REPORTS (ARREST OR BOOKING REPORTS)**

**Division/unit:** Police department

**Maintenance system:** Chronological by year

**Record series content:** Records the arrest or booking of subject (suspect). Reports may show subject name, arrest number, physical characteristics, arrest date and time, arrest location, arresting officer name, charges, etc.

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

**File closure:** Date of incident

**Confidential:** Portions may be confidential pursuant to Section 32A-2-32 NMSA 1978

[New - 03/31/2021]

### **1007-505 CRIMINAL INVESTIGATION CASE FILES**



**Division/unit:** Police department

**Maintenance system:** Chronological by year

**Record series content:** Records concerning criminal investigations conducted by police department for the purpose of criminal prosecution. Records created as an enhancement to the investigative portion of the incident report (offense or incident report). Files may contain motor vehicle records, criminal histories, photos, search warrants, arrest warrants, names of confidential sources, etc. Note: evidence and copies of case file may be forwarded to prosecuting attorney.

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

**File closure:** Date of incident

**Confidential:** Portions may be confidential pursuant to Section 32A-2-32 NMSA 1978  
[New - 03/31/2021]

### **1007-506 CONFIDENTIAL SOURCE (INFORMANT) FILES**

**Division/unit:** Police department

**Maintenance system:** Chronological by fiscal year

**Record series content:** Records concerning confidential sources or informants utilized in criminal investigations conducted by police department. Files may contain names of informants, personal or criminal history of informants, types of information available through informant, information on monies utilized in obtaining information, etc.

**Classification:**

(A) **Fiscal information:** 1.21.2.310 NMAC, Reports - Accounting

(B) **All other information:** 1.21.2.108 NMAC, Distribution, Mailing and Contact Lists

**File closure:**

(A) **Fiscal information:** Close of fiscal year in which created

(B) **All other information:** Date no longer need for reference

**Confidential:** Portions may be confidential pursuant to Section 14-2-1A NMSA 1978  
[New - 03/31/2021]

### **1007-507 VIDEO RECORDINGS**

**Division/unit:** Police department

**Maintenance system:** Chronological by year

**Record series content:** A recording of a visual component that may include an audible component.

**D. Retention:**

(A) **Evidentiary footage or recording (i.e., footage or recordings of DWI arrests or any criminal incident):** 1.21.2.929 NMAC, Case Files - Law Enforcement

(B) **Booking area footage or recording:** 1.21.2.136 NMAC, Safety, Security and Access

(C) **Routine surveillance footage/recordings(e.g., footage or recordings of entrance or exit areas, car parking areas, etc.):** 1.21.2.136 NMAC, Safety, Security and Access

**File closure:** Date of recording

[New - 03/31/2021]

### **1007-508 PROPERTY OR EVIDENCE RECORD**

**Division/unit:** Police department

**Maintenance system:** Chronological by year

**Record series content:** Record of property or evidence either seized, found, or impounded. Receipt portion of record may show property either seized or found (date, time, location of property acquisition, acquiring officer, type of offense, case number, suspect name, property owners name and address, item description, serial number or controlled substance weight, investigative section case referred to, property disposition information, etc. Chain of events portion of record may show name or number of locker in which evidence is placed, date and name of officer placing evidence in storage, date and name of person removing evidence from storage location in evidence room where evidence is placed, information of

placing or removing evidence in or from evidence room (storage), certificate of release, receivers signature, property officers signature, information on disposition of evidence by evidence office, evidence officers signature, etc.

**Classification:** 1.21.2.933 NMAC, Evidence

**File closure:** Date of disposition of all property or evidence for this case  
[New - 03/31/2021]

#### **1007-509 BOND LOGS**

**Division/unit:** Police department

**Maintenance system:** Chronological by fiscal year

**Record series content:** Records concerning bond monies posted to secure the release of arrested individuals. Log may show person posting cash or surety, cash or surety amount, defendant name, fine, bonding person or entity, name of person receiving cash/bond, receipt number, arrest number, etc.

**Classification:** 1.21.2.628 NMAC, Bonds

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

#### **1007-510 UNIFORM TRAFFIC CITATIONS**

**Division/unit:** Police department

**Maintenance system:** Chronological by year

**Record series content:** MVD prepared uniform traffic citation that shows citation number, name, address, city, state of person charged, physical description, age, sex of person charged, registration number, year, state, make, type of vehicle involved, state, number of driver's license, specific section number and common name of offense charged under NMSA 1978 or of local law, date, time of arrest, arresting officers signature, identification number, conditions existing at the time of violation, notice to appear information, penalty assessment notice, warning notice, etc.

**Classification:** 1.21.2.930 NMAC, Citation Management

**File closure:** Date citation issued  
[New - 03/31/2021]

#### **1007-511 UNIFORM ACCIDENT REPORT**

**Division/unit:** Police department

**Maintenance system:** Chronological by year

**Record series content:** MVD prepared uniform accident report that shows date, time of accident, location, persons involved, vehicles involved, vehicle or property damage, injury codes, seat belt codes, witness information, road and weather conditions, apparent contributing factors, driver or pedestrian sobriety or physical condition, diagrams, etc.

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

**File closure:** Date of accident  
[New - 03/31/2021]

#### **1007-512 PARKING VIOLATION CITATIONS**

**Division/unit:** Police department

**Maintenance system:** Chronological by year

**Record series content:** Municipal parking violation citation that shows vehicle license plate number, vehicle make and model, type of parking violation, fee, instructions, etc.

**Classification:** 1.21.2.930 NMAC, Citation Management

**File closure:** Date citation issued  
[New - 03/31/2021]

#### **1007-513 RADIO OR TELEPHONE RECORDINGS (911 RECORDED CALLS)**

**Division/unit:** Police department  
**Maintenance system:** Chronological by year  
**Record series content:** Radio or telephone recordings of emergency or non-emergency calls received.  
**Classification:** 1.21.2.918 NMAC, Response  
**File closure:** Date of call  
[New - 03/31/2021]

#### **1007-514 RADIO OR TELEPHONE LOGS**

**Division/unit:** Police department  
**Maintenance system:** Chronological by year  
**Record series content:** Record of incoming radio/telephone calls. Logs may show date/time of call, caller name, etc.  
**Classification:** 1.21.2.110 NMAC, Logs  
**File closure:** Date of call  
[New - 03/31/2021]

#### **1007-515 DISPATCH FILES**

**Division/unit:** Police department  
**Maintenance system:** Chronological by year  
**Record series content:** Record of incident or offense reported. File may contain complainant name, place of occurrence, address, time call received, dispatcher name, name of officer dispatched, etc.  
**Classification:** 1.21.2.918 NMAC, Response  
**File closure:** Date of call  
[New - 03/31/2021]

#### **1007-516 TELETYPE FILE**

**Division/unit:** Police department  
**Maintenance system:** Chronological by year  
**Record series content:** Teletypes received from other law enforcement entities (e.g., local, state, federal, foreign, etc.). Teletype may contain notice of criminal activity, request for information, facsimile, composite drawing, photograph, etc.  
**Classification:** 1.21.2.105 NMAC, Correspondence - General  
**File closure:** Date received  
[New - 03/31/2021]

#### **1007-517 INTERNAL AFFAIRS CASE FILE**

**Division/unit:** Police department  
**Maintenance system:** Chronological by year  
**Record series content:** Records concerning complaint against officers or civilian employees and consequent investigation. File may include complaint, tapes or transcriptions, staff inspection order, order to appear, evidence (e.g., tapes, videos, reports, photographs, etc.), police reports copies, medical releases, supplementary offense report (investigation summary), review order (chain of command review), case reviews with case recommendation, determination, determination notification copy, etc.  
**Classification:** 1.21.2.230 NMAC, Grievances and Investigations  
**File closure:** Date investigation completed  
**Confidential:** Portions may be confidential pursuant to Section 14-2-1A NMSA1978  
[New - 03/31/2021]

#### **1007-518 COURT SERVICES DOCKET SHEET**

**Division/unit:** Police department  
**Maintenance system:** Chronological by year

**Record series content:** Record of civil processes served as directed by the municipal judge of the municipality employing the police officer. Processes include writs, citations, subpoenas, notices, injunctions, warrants, executions, etc. Docket sheet may show parties names, attorneys, type of process, date of entry, by whom served, date of service, kind of service, police department costs, general remarks or comments, etc.

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

**File closure:** Date served

[New - 03/31/2021]

#### **1007-519 COURT SERVICES DOCKET**

**Division/unit:** Police department

**Maintenance system:** Chronological by year

**Record series content:** Record log of civil processes served. Docket may show parties' names, attorneys, type of civil process, date of entry, by whom served, date of service, kind of service, police department costs, etc.

**Classification:** 1.21.2.110 NMAC, Logs

**File closure:** Date logged

[New - 03/31/2021]

#### **1007-520 WRECKER LOG (IMPOUND LOG)**

**Division/unit:** Police department

**Maintenance system:** Chronological by fiscal year

**Record series content:** Record of vehicles towed away. Log may show date and time, name of wrecking company, operator, make of vehicle, license number, owner, location, reason for towing vehicle, etc.

**Classification:** 1.21.2.110 NMAC, Logs

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

[New - 03/31/2021]

#### **1007-521 ANIMAL CONTROL FILES**

**Division/unit:** Police department

**Maintenance system:** Chronological by year

**Record series content:** Records concerning animal control. Files may include violations of animal control ordinances, carcass removal records, animal pound records, licensing documentation, lost and found reports, animal trap records, animal license (tag) copy, etc.

**Classification:**

(A) **Ordinance violation records:** 1.21.2.926 NMAC, Accidents and Incidents

(B) **Carcass removal, animal adoption, and euthanasia records:** 1.21.2.928 NMAC,

Animal Control

(C) **Financial records:** 1.21.2.303 NMAC, Accounts Receivable

(D) **All other records:** 1.21.2.116 NMAC, Reports - General

**File closure:**

(A) **Ordinance violation records:** Date of incident

(B) **Carcass removal, animal adoption, and euthanasia records:** Date of incident

(C) **Financial records:** Close of fiscal year in which created

(D) **All other records:** Date created

[New - 03/31/2021]

#### **1007-522 SEIZURE OR FORFEITURE FILES**

**Division/unit:** Police department

**Maintenance system:** Chronological by fiscal year

**Record series content:** Records concerning property or goods seized by law enforcement entities and released by state or federal government to the municipality. Files may include copy of application for transfer of forfeited property or goods, inventory of property or goods, asset control information, purchase order copies, financial reports, etc.

**Classification:** 1.21.2.316 NMAC, Fixed Assets

**File closure:** Close of fiscal year in which property transferred to municipality

[New - 03/31/2021]

#### **1007-523 CRIME PREVENTION FILES**

**Division/unit:** Police department

**Maintenance system:** Chronological by year

**Record series content:** Records concerning crime prevention instruction (e.g., workshops, seminars, presentations, etc.) conducted by police department staff. Files may contain agendas, programs, handouts, training materials, reports, correspondence, etc.

**Classification:**

(A) **Training materials:** 1.21.2.254 NMAC, Training Materials

(B) **All other records:** 1.21.2.116 NMAC, Reports - General

**File closure:**

(A) **Training materials:** Date superseded by new materials

(B) **All other records:** Date of event

[New - 03/31/2021]

#### **1007-524 CRIME STOPPERS AWARD FUND FILES**

**Division/unit:** Police department

**Maintenance system:** Chronological by fiscal year

**Record series content:** Record of fundraising activity. Files may contain information on methods used to raise money for crime stoppers award fund, amounts contributed, expenditures, lists of contributors, etc.

**Classification:** 1.21.2.301 NMAC, Accounts Payable

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

[New - 03/31/2021]

#### **1007-526 CRIMINAL INCIDENT AUTOMATED SYSTEM**

**Division/unit:** Police department

**Maintenance system:** Chronological by year

**Record series content:** Electronic records of all adult and juvenile criminal incidents. Record may show all information from original report of incident (felony or misdemeanor) and pertinent facts surrounding the incident or offense. Information includes incident type, case number, NCIC, entry, incident code, premise type, incident location, incident date, time and date, reporting area, complaint, victim information, subject (suspect) data, arrest data, vehicle data, witness data, narrative, UCR data administrative section, etc.

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

**File closure:** Date of incident

**Confidential:** Portions may be confidential pursuant to Section 32A-2-32 NMSA 1978

[New - 03/31/2021]

#### **1007-527 PAWNBROKER FILES**

**Division/unit:** Police department

**Maintenance system:** Chronological by year

**Record series content:** Records concerning local pawnbroker shops. Files may contain reports submitted to law enforcement department by local pawnbrokers as required by the Pawnbrokers Act

(Section 56-12-9 NMSA 1978) and information on pawn inspections by police department. Pawnbroker reports may show name of item; description of the item, including make and model number; date of transaction; time of transaction; type of transaction; name and address of person offering item; description of person offering item; type of identification used by person offering item; etc.

**Classification:** 1.21.2.415 NMAC, General - Audits and Compliance

**File closure:** Date created

[New - 03/31/2021]

#### **1007-528 GANG ACTIVITY FILE**

**Division/unit:** Police department

**Maintenance system:** Chronological by year

**Record series content:** Records concerning local gang activity. File may contain gang identifier information, gang history, gang membership lists, crime involvement information, etc.

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

**File closure:** Date of case closed

**Confidential:** Portions may be confidential pursuant to Section 32A-2-32 NMSA 1978

[New - 03/31/2021]

#### **1007-529 to 1007-550**

#### **1007-551 JAIL OR DETENTION FILES**

**Division/unit:** Jail or detention center

**Maintenance system:** Chronological by year

**Record series content:** Records concerning persons incarcerated in the municipal jail. File may contain name of prisoner, offense, date of commitment, by whom committed, bond, releasing officer, date released, how released, remarks, etc.

**Classification:**

(A) **Booking forms:**

(1) **Adult records:** 1.21.2.902 NMAC, Inmate Files - Jail

(2) **Juvenile records:** 1.21.2.903 NMAC, Inmate Files - Juvenile

(B) **All other records including daily jail rosters, jail inspection reports, daily report on trustees, etc.:** 1.21.2.116 NMAC, Reports - General

**File closure:**

(A) **Booking forms:** Date of release

(B) **All other records including daily jail rosters, jail inspection reports, daily report on trustees, etc.:** Close of fiscal year in which created

**Confidential:** Portions may be confidential pursuant to, 32A-2-32 NMSA 1978

[New - 03/31/2021]

#### **1007-552 INMATE (PRISONER) CASE FILES**

**Division/unit:** Jail or detention center

**Maintenance system:** Chronological by year

**Record series content:** Record of inmate or prisoner case history. Files may contain fingerprints, mug shots, property release authorization, release orders, copy of incident report, copy of arrest report, segregation information, etc.

**Classification:**

(A) **Adult records:** 1.21.2.902 NMAC, Inmate Files - Jail

(B) **Juvenile records:** 1.21.2.903 NMAC, Inmate Files - Juvenile

**File closure:** Date of release

[New - 03/31/2021]

**1007-553 PROTECTIVE CUSTODY FILES**

**Division/unit:** Jail or detention center

**Maintenance system:** Chronological by year

**Record series content:** Record of individuals held under protective custody at jail facility. File may contain individuals name and address, general information, condition of individual, personal property information, time in and out, etc.

**Classification:**

(A) **Adult records:** 1.21.2.902 NMAC, Inmate Files - Jail

(B) **Juvenile records:** 1.21.2.903 NMAC, Inmate Files - Juvenile

**File closure:** Date of release

[New - 03/31/2021]

**1007-554 FACILITY MEDICAL FILES**

**Division/unit:** Jail or detention center

**Maintenance system:** Chronological by year

**Record series content:** Records documenting the diagnosis and treatment of facility staff and or inmates. File may contain medical history, x-rays, reports, etc.

**Classification:**

(A) **Medical record (Adult):** 1.21.2.831 NMAC, Patient Records - Adult

(B) **Medical record (Minor):** 1.21.2.832 NMAC, Patient Records - Minor ( $\geq 9$  Years of

Age)

**File closure:** Date of release

**Confidential:** Portions may be confidential pursuant to 14-6-1 NMSA 1978

[New - 03/31/2021]

**1007-555 RELEASE ORDERS**

**Division/unit:** Jail or detention center

**Maintenance system:** Chronological by year

**Record series content:** Authorized order for the release of prisoner from custody. Copy of release order may be filed in inmate (prisoner) case files, **1007-0852** NMAC.

**Classification:**

(A) **Adult records:** 1.21.2.902 NMAC, Inmate Files - Jail

(B) **Juvenile records:** 1.21.2.903 NMAC, Inmate Files - Juvenile

**File closure:** Date of release

[New - 03/31/2021]

**1007-556 INMATE RELEASE AND ACTIVITY LOG**

**Division/unit:** Jail or detention center

**Maintenance system:** Chronological by year

**Record series content:** Log showing prisoner name, date and time of arrest, arrest number, charges, bond information, date and time of release, escort information, etc.

**Classification:**

(A) **Adult records:** 1.21.2.902 NMAC, Inmate Files - Jail

(B) **Juvenile records:** 1.21.2.903 NMAC, Inmate Files - Juvenile

**File closure:** Date of release

**Confidential:** Portions may be confidential pursuant to Section 32A-2-32 NMSA1978

[New - 03/31/2021]

**1007-557 VISITOR CONTROL LOG**

**Division/unit:** Jail or detention center

**Maintenance system:** Chronological by year

**Record series content:** Log used to record names of outside populace (e.g., service personnel, visitors, employees, etc.) admitted into detention center buildings or grounds.

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

**File closure:** Date created

[New - 03/31/2021]

#### **1007-558 EXTRADITION FILES**

**Division/unit:** Jail or detention center

**Maintenance system:** Chronological by fiscal year

**Record series content:** Records concerning the extradition and transport of prisoners. Files may include court order, reimbursement voucher, travel arrangements, pre-booking documentation, receipt for prisoner, etc.

**Classification:** 1.21.2.629 NMAC, Extraditions and Requisitions

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

[New - 03/31/2021]

#### **1007-559 FEDERAL RETAINER REQUESTS**

**Division/unit:** Jail or detention center

**Maintenance system:** Chronological by year

**Record series content:** Requests by federal law enforcement entities to hold or deliver resident in custody.

**Classification:** 1.21.2.629 NMAC, Extraditions and Requisitions

**File closure:** Date custody of resident is transferred to federal law enforcement entity

[New - 03/31/2021]

#### **1007-560 FACILITY INCIDENT FILES**

**Division/unit:** Jail or detention center

**Maintenance system:** Chronological by year

**Record series content:** Record of incidents occurring within detention facility and involving inmates, facility personnel, or visitors. Files may contain complaints, reports, documentation on resolution of incident, correspondence, etc.

**Classification:** 1.21.2.901 NMAC, Complaints and Investigations

**File closure:** Date of incident

**Confidential:** Portions may be confidential pursuant to Section 32A-2-32 NMSA 1978

[New - 03/31/2021]

#### **1007-561 WORK ACTIVITY FILES**

**Division/unit:** Jail or detention center

**Maintenance system:** Chronological by year

**Record series content:** Records concerning daily work activity of inmates or facility personnel.

**Classification:** 1.21.2.110 NMAC, Logs

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

[New - 03/31/2021]

#### **1007-562 CONTROLLED SUBSTANCE AND DRUG ISSUANCE FILES**

**Division/unit:** Jail or detention center

**Maintenance system:** Chronological by fiscal year

**Record series content:** Records concerning drugs and narcotic prescriptions for controlled substances. Files may contain prescription may show date of dispensing, prescription number, name of patient, name of practitioner, directions for use, cautionary statements, etc.



**Classification:** 1.21.2.828 NMAC, Drugs and Controlled Substances

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

[New - 03/31/2021]

**1007-563 NON-NARCOTIC CONTROLLED SUBSTANCE ISSUANCE FILES**

**Division/unit:** Jail or detention center

**Maintenance system:** Chronological by fiscal year

**Record series content:** Records concerning prescriptions for non-narcotic controlled substances. Files may contain prescription may show date of dispensing, prescription number, name of patient, name of practitioner, directions for use, cautionary statements, etc.

**Classification:** 1.21.2.828 NMAC, Drugs and Controlled Substances

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

[New - 03/31/2021]

**1007-564 CONTROLLED SUBSTANCE INVENTORY FILES**

**Division/unit:** Jail or detention center

**Maintenance system:** Chronological by fiscal year

**Record series content:** Inventory of controlled substances received and maintained. Files may contain inventory may show substance name, date received, quantity received, amounts dispensed, dates dispensed, balance quantity, etc.

**Classification:** 1.21.2.828 NMAC, Drugs and Controlled Substances

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

[New - 03/31/2021]

**1007-565 PRISONER TELEPHONE LOG**

**Division/unit:** Jail or detention center

**Maintenance system:** Chronological by fiscal year

**Record series content:** Records concerning telephone calls made by prisoners. Log may show telephone number, party called, date and time of call, name of officer on duty, name and signature of prisoner, etc.

**Classification:** 1.21.2.110 NMAC, Logs

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

[New - 03/31/2021]

**1007-566 to 1007-600**

**1007-601 VEHICLE FILES**

**Division/unit:** Motor pool

**Maintenance system:** Chronological by year

**Record series content:** Records concerning the history of municipal-owned or leased vehicles. Files may include purchase or lease information, warranty documentation, maintenance documentation, maintenance expenditure information, disposal information, etc.

**Classification:** 1.21.2.153 NMAC, Vehicle Files

**File closure:** Date of disposition of vehicle

[New - 03/31/2021]

**1007-602 VEHICLE MAINTENANCE FILES**

**Division/unit:** Motor pool

**Maintenance system:** Chronological by fiscal year

**Record series content:** Records concerning the maintenance performed on municipal-owned vehicles. Files may include work orders, repair orders, work schedules, maintenance orders, maintenance schedules, work reports, etc.

**Classification:** 1.21.2.152 NMAC, Maintenance and Repairs

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

[New - 03/31/2021]

## **1007-603 to 1007-650**

### **1007-651 ANIMAL TRANSACTION FILES**

**Division/unit:** Zoo

**Maintenance system:** Chronological by fiscal year

**Record series content:** Records concerning the acquisition, disposition, or transport of animals. Files may contain receipts, transfer documentation, transaction confirmations, disposition orders, etc.

**Classification:** 1.21.2.317 NMAC, Inventories

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

[New - 03/31/2021]

### **1007-652 HEALTH CERTIFICATES**

**Division/unit:** Zoo

**Maintenance system:** Chronological by year

**Record series content:** Veterinarian's inspection of an animal prior to shipment. Short-term expiration health certificates used for shipping purposes only. Certificates may show animal species, animal identification number, animal physical condition, date of inspection, veterinarian's signature, etc.

**Classification:** 1.21.2.707 NMAC, Inspections

**File closure:** Date created

[New - 03/31/2021]

### **1007-653 INDIVIDUAL ANIMAL FILES**

**Division/unit:** Zoo

**Maintenance system:** Chronological by year

**Record series content:** Records concerning individual animals. Files may contain veterinarian records, breeding information, shipment papers, data taken from daily reports, etc.

**Classification:** 1.21.2.707 NMAC, Inspections

**File closure:** Date of disposition of animal

[New - 03/31/2021]

### **1007-654 ANIMAL SHIPPING PERMITS**

**Division/unit:** Zoo

**Maintenance system:** Chronological by year

**Record series content:** United States department of agriculture permits concerning the shipment of both endangered and non-endangered species within the United States or worldwide import or export. Permits may show animal species, animal identification number, destination of shipment, endangered/non-endangered status, etc.

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

**File closure:** Date of expiration of permit

[New - 03/31/2021]

### **1007-655 STUD FILES**

**Division/unit:** Zoo

**Maintenance system:** Chronological by year

**Record series content:** Records concerning the genealogy of endangered species. Records may show species name, origin, parents, date of birth, siblings, etc.

**Classification:** 1.21.2.707 NMAC, Inspections

**File closure:** Date of disposition of animal

[New - 03/31/2021]

#### **1007-656 BREEDING LOAN FILES**

**Division/unit:** Zoo

**Maintenance system:** Chronological by year

**Record series content:** Records concerning animals loaned to other zoos or loaned to this zoo for breeding purposes. Files may contain lists of animals loaned, loan conditions, etc.

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

**File closure:** Date of termination of loan

[New - 03/31/2021]

#### **1007-657 ANNUAL INVENTORY OF ANIMALS**

**Division/unit:** Zoo

**Maintenance system:** Chronological by year

**Record series content:** Inventory of animals owned by or loaned to facility. Inventory may show births, acquisition, death of animals on hand, gender of each animal, etc.

**Classification:** 1.21.2.317 NMAC, Inventories

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

[New - 03/31/2021]

#### **1007-658 to 1007-700**

#### **1007-701 BUS ROUTE PLANNING FILE**

**Division/unit:** Transportation and transit

**Maintenance system:** Chronological by calendar year

**Record series content:** Records used to establish and modify the municipal transit route system. File may include studies, maps, population surveys, schedule plans, route schedules, etc.

**Classification:** 1.21.2.111 NMAC, Planning and Development

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

[New - 03/31/2021]

#### **1007-702 CHARTER BUS FILES**

**Division/unit:** Transportation and transit

**Maintenance system:** Chronological by fiscal year

**Record series content:** Records concerning charter rentals of transit system buses to private groups. Files may include rental information, fiscal documentation, related correspondence, etc.

**Classification:** 1.21.2.604 NMAC, Goods and Services

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

[New - 03/31/2021]

#### **1007-703 DAILY BUS PASSENGER REPORT**

**Division/unit:** Transportation and transit

**Maintenance system:** Chronological by fiscal year

**Record series content:** Records concerning all municipal buses, including airport shuttle buses per route in the municipal transit system. Used to summarize operational statistics for management review purposes. Report may show name of operator, number of regular fares, senior citizen fares, handicapped persons fares, etc.

**Classification:** 1.21.2.118 NMAC, Reports - Statistical  
**File closure:** Close of fiscal year in which created  
[New - 03/31/2021]

**1007-704 BUS DRIVERS DAILY CHECKLIST**

**Division/unit:** Transportation and transit  
**Maintenance system:** Chronological by fiscal year  
**Record series content:** Record concerning the condition and appearance of municipal buses including airport shuttle buses used to identify maintenance problems on vehicles.  
**Classification:** 1.21.2.471 NMAC, Equipment and Vehicles  
**File closure:** Close of fiscal year in which created  
[New - 03/31/2021]

**1007-705 TRANSIT OPERATION SUMMARY REPORTS**

**Division/unit:** Transportation and transit  
**Maintenance system:** Chronological by fiscal year  
**Record series content:** Reports documenting daily fares received. Reports may include monthly reports documenting ridership, revenue, route information, fuel usage, and other operational details.  
**Classification:** 1.21.2.118 NMAC, Reports - Statistical  
**File closure:** Close of fiscal year in which created  
[New - 03/31/2021]

**1007-706 TRAFFIC SIGNALS INTERSECTION FILES**

**Division/unit:** Transportation and transit  
**Maintenance system:** Chronological by year  
**Record series content:** Records concerning the acquisition and maintenance of municipal traffic signals. Files may include product literature, traffic planning studies, traffic controller drawings, intersection drawings, timing progressions, turning count totals, etc.  
**Classification:**  
    **(A) Product literature, drawings, and timing progressions:** 1.21.2.151 NMAC, Equipment Files  
    **(B) All other records:** 1.21.2.112 NMAC, Program and Project Files  
**File closure:** Date created  
[New - 03/31/2021]

**1007-707 to 1007-800**

**1007-801 AIRPORTS AND AVIATION REGULATIONS**

**Division/unit:** Airport  
**Maintenance system:** Chronological by year  
**Record series content:** Municipal, state, or federal regulations concerning the operation of the municipal owned airport.  
**Classification:** 1.21.2.112 NMAC, Program and Project Files  
**File closure:** Date superseded or repealed  
[New - 03/31/2021]

**1007-802 AIRPLANE FILES**

**Division/unit:** Airport  
**Maintenance system:** Chronological by year

**Record series content:** Records concerning the history of municipal-owned or leased airplanes. Files may include purchase or lease information, warranty documentation, maintenance documentation, disposal information, etc.

**Classification:** 1.21.2.153 NMAC, Vehicle Files

**File closure:** Date of disposition of airplane

[New - 03/31/2021]

#### **1007-803 AIRPORT CRASH RESCUE OPERATION FILES**

**Division/unit:** Airport

**Maintenance system:** Chronological by year

**Record series content:** Records concerning crash incidents and actions taken. Files may include monthly activity reports documenting activities such as crash incidents, responses, inspections, copies of reports submitted to FAA, FAA findings, etc.

**Classification:** 1.21.2.918 NMAC, Response

**File closure:** Date of incident

[New - 03/31/2021]

#### **1007-804 EMERGENCY COMMUNICATION LOG**

**Division/unit:** Airport

**Maintenance system:** Chronological by year

**Record series content:** Listing of all emergency calls responded to by airport emergency or security services. Log may include information on ambulance, police, and fire.

**Classification:** 1.21.2.918 NMAC, Response

**File closure:** Date created

[New - 03/31/2021]

#### **1007-805 TRAFFIC TICKET LOG**

**Division/unit:** Airport

**Maintenance system:** Chronological by year

**Record series content:** Listing of all vehicles ticketed for traffic violations. Log may show ticketed vehicle make, model, color, license plate number, and traffic violation, drivers name, address, license number, etc.

**Classification:** 1.21.2.110 NMAC, Logs

**File closure:** Date created

[New - 03/31/2021]

#### **1007-806 AIRPORT SAFETY OFFICERS FILES**

**Division/unit:** Airport

**Maintenance system:** Chronological by year

**Record series content:** Records concerning security of airport operation. File may contain first aid reports, daily logs, incident reports, photographs, safety officer's court appearance documentation, etc.

**Classification:** 1.21.2.136 NMAC, Safety, Security and Access

**File closure:** Date created

[New - 03/31/2021]

#### **1007-807 SECURITY GATE ENTRANCE APPLICATION AND CARD FILE**

**Division/unit:** Airport

**Maintenance system:** Chronological by year

**Record series content:** Records concerning applications for clearance badges allowing entrance to operations area. File may contain application, applicant background information, applicant photograph, investigative findings, etc.

**Classification:** 1.21.2.136 NMAC, Safety, Security and Access

**File closure:** Date of expiration security clearance

[New - 03/31/2021]

#### **1007-808      SCREENING ACTIVITIES REPORT**

**Division/unit:** Airport

**Maintenance system:** Chronological by year

**Record series content:** Records concerning airport screening activities. Copy of monthly report submitted to FAA of all passengers boarded, detailing apprehensions for CCW (Carrying Concealed Weapon).

**Classification:** 1.21.2.413 NMAC, Federal Compliance and Reporting

**File closure:** Date submitted to FAA

[New - 03/31/2021]

#### **1007-809      AIRPORT CONDITION AND INSPECTION REPORTS**

**Division/unit:** Airport

**Maintenance system:** Chronological by year

**Record series content:** Copies of daily reports required by and submitted to FAA on light inspection, airfield inspection, field condition (NOT-AM, Notice to Airmen Report), etc.

**Classification:** 1.21.2.413 NMAC, Federal Compliance and Reporting

**File closure:** Date submitted to FAA

[New - 03/31/2021]