

1008 – New Mexico Municipal Courts File Plan

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

1008-001 MONEY TRANSACTION REPORTS:

Division/unit: Administration

Maintenance system: Chronological by fiscal year

Record series content: Record concerning the receipt and disbursement of bonds, fines and fees.

Record may show report date, judge, docket number, receipt number, receipt amount, defendant name, authorizing signature, etc.

Classification: 1.21.2.310 NMAC, Reports - Accounting

File closure: Close of fiscal year in which created

[New - 03/31/2021]

1008-002 COURT AGENDA:

Division/unit: Administration

Maintenance system: Chronological by court date and time

Record series content: Record of court schedule. Record may show court date, judges, violation date, citation number, defendant name, docket number, etc.

Classification: 1.21.2.611 NMAC, Calendars

File closure: Scheduled court date

[New - 03/31/2021]

1008-003 NON-DUI AND NON-DOMESTIC VIOLENCE CRIMINAL CASE FILE (DOCKET FILE):

Division/unit: Criminal matters

Maintenance system: Numerical by docket number

Record series content: Record of proceedings in municipal court (excluding DUI and DV cases). File may contain criminal docket sheet, *uniform traffic citation*, arrest report, criminal complaint, summons, *probable cause form*, bail bond forms, *condition of release* forms, *notice of appeal*, *warrants*, *failure to appear notices*, *entry of appearance* form, *remand order*, *waiver of counsel* forms, *no contest* forms, transportation documentation, *judgment and sentence* forms, etc.

Classification: 1.21.2.613 NMAC, Case Files - Lower Courts (Criminal)

File closure: Date of offense

[New - 03/31/2021]

1008-004 DUI AND DOMESTIC VIOLENCE CRIMINAL CASE FILE (DOCKET FILE):

Division/unit: Criminal matters

Maintenance system: Numerical by docket number

Record series content: Record of DUI and domestic violence proceedings in municipal court. File may contain criminal docket sheet, *uniform traffic citation*, arrest report, criminal complaint, summons, *probable cause form*, bail bond forms, *condition of release* forms, *notice of appeal*, *warrants*, *failure to*

appear notices, entry of appearance form, remand order, waiver of counsel forms, no contest forms, transportation documentation, judgment and sentence forms, etc.).

Classification: 1.21.2.613 NMAC, Case Files - Lower Courts (Criminal)

File closure: Date of offense

[New - 03/31/2021]

1008-005 CRIMINAL DOCKET:

Division/unit: Criminal matters

Maintenance system: Numerical by docket number

Record series content: Sequential entries of matters coming into the court. Record may show-defendant name, docket number, offense, date, file date, judge, charge, ordinance number, citation number, officer name, etc.

Classification: 1.21.2.613 NMAC, Case Files - Lower Courts (Criminal)

File closure: Date of last entry

[New - 03/31/2021]

1008-006 DOCKET CARDS (DOCKET SHEETS, CASE HISTORY FORMS):

Division/unit: Administration

Maintenance system: Numerical by docket number

Record series content: Abstract of case file data. Record may show docket number, defendant name, defendant personal data, charge, charge date, officer's name, citation number, police case number, bond information, entry dates, appearance date, judge, dispositions, etc.

Classification: 1.21.2.613 NMAC, Case Files - Lower Courts (Criminal)

File closure: Date of offense

[New - 03/31/2021]

1008-007 CASE INDEX:

Division/unit: Administration

Maintenance system: Alphabetical by defendant name

Record series content: Record of individual defendant coming into the court. Index may show-docket number, defendant name, incident date, etc. [If court has an automated system that insures alphabetical indexing by defendant, indexing is not required separately.]

Classification: 1.21.2.109 NMAC, Indexes and Finding Aids

File closure: Date of offense

[New - 03/31/2021]