

## **1009 – New Mexico Middle Rio Grande Conservancy District File Plan**

This file plan was developed to be a guide for New Mexico Middle Rio Grande Conservancy District 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 Middle Rio Grande Conservancy District. 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.

### **1009-001      PROPERTY INDEX CARD:**

**Division/unit:** Assessment division

**Maintenance system:** Chronological by date

**Record series content:** File may include legal property description, assessed owner, classification, county, property code number, owner number, zone, revision number, reclassification information, etc.

**Classification:** 1.21.2.716 NMAC, Water Management and Planning

**File closure:** Date file created

[New - 03/31/2021]

### **1009-002      PROPERTY RECLASSIFICATION FILE:**

**Division/unit:** Assessment division

**Maintenance system:** Chronological by date

**Record series content:** File may include reclassification notice of hearing copy, final reclassification notice of hearing copy, notice return receipts, reclassification lists, board resolution copies, protest, application for property reclassification-field inspection forms, correspondence, reclassification summaries, etc.

**Classification:** 1.21.2.716 NMAC, Water Management and Planning

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

[New - 03/31/2021]

### **1009-003      CLASS A" COLLECTIONS DAILY CASH REPORT, TOLLS COLLECTIONS DAILY CASH REPORT:**

**Division/unit:** Assessment division

**Maintenance system:** Chronological by date

**Record series content:** File may include mail or drawer number, counties, receipt totals, currency totals, silver totals, check totals, total cash or check on hand at end of day, less petty cash amounts, net cash or checks on hand at end of day, assessment receipt list posting and total, tolls collection total, grand total deposit, balanced by signature, etc.

**Classification:** 1.21.2.301 NMAC, Accounts Payable

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

[New - 03/31/2021]

### **1009-004      MISCELLANEOUS DAILY CASH REPORT:**

**Division/unit:** Assessment division

**Maintenance system:** Chronological by date

**Record series content:** File may include date, total amount of petty cash on hand, total general fund receipts, receipt numbers, balance on hand at end of day, currency amount, silver amount, check amount, less petty cash amount, net cash or checks on hand at end of day, total miscellaneous deposit, balanced by signature, etc.

**Classification:** 1.21.2.301 NMAC, Accounts Payable

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

[New - 03/31/2021]

**1009-005 MISCELLANEOUS ACCOUNTS RECEIVABLE RECEIPT BOOK:**

**Division/unit:** Assessment division

**Maintenance system:** Chronological by date

**Record series content:** File may include receipt number, date, received from, amount, payment for information, fund, received by signature and title, etc.

**Classification:** 1.21.2.301 NMAC, Accounts Payable

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

[New - 03/31/2021]

**1009-006 PROMISSORY NOTE:**

**Division/unit:** Assessment division

**Maintenance system:** Chronological by date

**Record series content:** File may include name, address, amount, terms and conditions, notarization, assessed owner, assessment bill numbers, amount due, etc.

**Classification:** 1.21.2.301 NMAC, Accounts Payable

**File closure:** Date due

[New - 03/31/2021]

**1009-007 NOTICE OF INTENT TO IRRIGATE:**

**Division/unit:** Assessment division

**Maintenance system:** Chronological by date

**Record series content:** File may include date, bill number, property owner, owner number, address, county, telephone number, classification, property description, irrigation acreage information, conditions, signatures, approval, etc.

**Classification:** 1.21.2.301 NMAC, Accounts Payable

**File closure:**

(A) **Notices paid or absolved:** Close of fiscal year in which tolls or fees paid

(B) **Notices not paid:** Date due

[New - 03/31/2021]

**1009-008 LEGAL AND SUPPORTING DOCUMENTS FILE:**

**Division/unit:** Assessment division

**Maintenance system:** Chronological by date

**Record series content:** File may include real estate contract copies, deed copies, death certificates, will copies, etc.

**Classification:** 1.21.2.354 NMAC, Tax Assessments

**File closure:** Close of fiscal year in which final payment rendered

[New - 03/31/2021]

**1009-009 REFUND FILE:**

**Division/unit:** Assessment division

**Maintenance system:** Chronological by date

**Record series content:** File may include payment request copy, over-payment receipt copies, correspondence, etc.

**Classification:** 1.21.2.301 NMAC, Accounts Payable

**File closure:** Close of fiscal year in which refund rendered

[New - 03/31/2021]

**1009-010 VOIDED BILLING FILE:**

**Division/unit:** Assessment division

**Maintenance system:** Chronological by date

**Record series content:** File may include assessment bill, assessment billing adjustment, correspondence, etc.

**Classification:** 1.21.2.301 NMAC, Accounts Payable

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

[New - 03/31/2021]

**1009-011 PUBLIC UTILITY, PUBLIC CORPORATION ASSESSMENT FILE:**

**Division/unit:** Assessment division

**Maintenance system:** Chronological by date

**Record series content:** File may include copy of assessment/valuation request, assessment or valuation response, assessment created notification, etc.

**Classification:** 1.21.2.301 NMAC, Accounts Payable

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

[New - 03/31/2021]

**1009-013 ASSESSMENTS DELINQUENCY REPORT BY ALPHABETIC ORDER, MONTHLY:**

**Division/unit:** Assessment division

**Maintenance system:** Chronological by date

**Record series content:** File may include date, time, processor, current owners, county, class, owner number, owner name, property code, assessment billing number, date of last payment, principal outstanding, penalty and interest, total due, etc.

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

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

[New - 03/31/2021]

**1009-014 TOLL OR CHARGE NOTICE (ROLL) LISTING:**

**Division/unit:** Assessment division

**Maintenance system:** Chronological by date

**Record series content:** File may include date, time, processor, county, class, owner name and address, owner number, property code, property description, acres, total acres, current year totals, prior year totals, interest due, total due, etc.

**Classification:** 1.21.2.716 NMAC, Water Management and Planning

**File closure:** Date file created

[New - 03/31/2021]

**1009-015 TOLL OR CHARGE DISTRIBUTION--CLASS A COLLECTIONS, MONTHLY:**

**Division/unit:** Assessment division

**Maintenance system:** Chronological by date

**Record series content:** File may include program number, run date, run time, processor, date, receipt number, toll or charge, penalty and interest, etc.

**Classification:** 1.21.2.301 NMAC, Accounts Payable

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

**1009-016 TOLL OR CHARGE RECEIPT POSTING:**

**Division/unit:** Assessment division

**Maintenance system:** Chronological by date

**Record series content:** File may include run date, run time, processor, owner number, owner name, date, receipt number, description, toll billing number, amount received, penalty and interest, total, etc.

**Classification:** 1.21.2.301 NMAC, Accounts Payable

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

**1009-017 TOLL OR CHARGES DAILY DEPOSIT REPORT:**

**Division/unit:** Assessment division

**Maintenance system:** Chronological by date

**Record series content:** File may include date, date of receipt, name, toll billing number, transaction type, check number, total amount, check amount, cash amount, total cash, total checks, total deposit, etc.

**Classification:** 1.21.2.301 NMAC, Accounts Payable

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

**1009-018 TOLL OR CHARGE PAYMENT EDIT AND PROOF LISTING:**

**Division/unit:** Assessment division

**Maintenance system:** Chronological by date

**Record series content:** File may include program number, processor, record number, date of receipt, owner number, owner name, description, toll billing number, amount received, penalty and interest, etc.

**Classification:** 1.21.2.301 NMAC, Accounts Payable

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

**1009-019 TOLL OR PENALTY ASSESSMENT RECEIPT PROOF LISTING, DAILY:**

**Division/unit:** Assessment division

**Maintenance system:** Chronological by date

**Record series content:** File may include date, time, processor, record number, date of receipt, owner number, owner name, description, billing number, amount received, penalty and interest, total cash, total checks, grand total, etc.

**Classification:** 1.21.2.301 NMAC, Accounts Payable

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

**1009-020 TOLL OR PENALTY ASSESSMENT RECEIPT POSTING, DAILY:**

**Division/unit:** Assessment division

**Maintenance system:** Chronological by date

**Record series content:** File may include date, time, processor, owner number, owner name, date, receipt number, property code, description, tax billing number, amount received, penalty and interest, total work status, work status totals, etc.

**Classification:** 1.21.2.301 NMAC, Accounts Payable

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

**1009-021 RECEIPT FOR THE YEAR:**

**Division/unit:** Assessment division

**Maintenance system:** Chronological by date

**Record series content:** File may include owner number, date, bill number, paid by, tax bill name, year of tax bill, assessment number, property code, primary description, map, subdivision, tract, lot, block, clerk, drawer, type of payment, principal, interest, total, grand total of bill, amount applied, remaining bill, etc.

**Classification:** 1.21.2.301 NMAC, Accounts Payable

**File closure:** Close of fiscal year in which created (1.15.4 NMAC)

[New - 03/31/2021]

**1009-0222 PROPERTY DESCRIPTION LIST, YEARLY:**

**Division/unit:** Assessment division

**Maintenance system:** Chronological by date

**Record series content:** File may include date, time, processor, county, class, property code, legal property description, and owner number, owner name and address, division, zone, school district, irrigation information, property status, revision number, revision date, property type, parcel acres, balance due, land valuation, improvements, exemption, date of application, irrigated acres, etc.

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

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

[New - 03/31/2021]

**1009-023 ASSESSMENT RECEIPTS BY BILLING NUMBER, YEARLY:**

**Division/unit:** Assessment division

**Maintenance system:** Chronological by date

**Record series content:** File may include date, time, county, billing number, date of receipt, owner number, property code, receipt number, receipt amount, penalty and interest, totals, etc.

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

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

[New - 03/31/2021]

**1009-024 CLASS A ASSESSMENT ROLL LISTING, YEARLY:**

**Division/unit:** Assessment division

**Maintenance system:** Chronological by date

**Record series content:** File may include date, time, processor, county, class, owner number, owner address, property code, property description, assessment due, notice number, total due, totals, etc.

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

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

[New - 03/31/2021]

**1009-025 ASSESSMENT BILLING ADJUSTMENT:**

**Division/unit:** Assessment division

**Maintenance system:** Chronological by date

**Record series content:** File may include date, processor, billing number, class, county, amount received, status, balance due, assessment control updated, from to information, totals, etc.

**Classification:** 1.21.2.301 NMAC, Accounts Payable

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

[New - 03/31/2021]

**1009-026 MASTER FILE PROPERTY DESCRIPTION LISTING--MAINTENANCE:**

**Division/unit:** Assessment division

**Maintenance system:** Chronological by date

**Record series content:** File may include date, time, processor, property code, owner number, class, county, division, irrigated acres, land value, total acres, zone, school district, property type, property status, improvements, send application information, intend to irrigate information, primary description, map, tract, exemptions, date of application, updated information, total acreage, total irrigated acreage, total land valuation, total improvements valuation, total exemptions, total record headers, total record texts, total irrigation records, etc.

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

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

**1009-027 TOLL OR PENALTY TAX BILLING POSTING:**

**Division/unit:** Assessment division

**Maintenance system:** Chronological by date

**Record series content:** File may include date, time, processor, billing number, property code and owner, assessment date, acreage, levies, last payment or amount paid, balance, totals, etc.

**Classification:** 1.21.2.331 NMAC, Reconciliations and Balancing

**File closure:** Date proofed

[New - 03/31/2021]

**1009-028 DAILY CHECK LOG:**

**Division/unit:** Assessment division

**Maintenance system:** Chronological by date

**Record series content:** File may include date, program number, processor, date received, key check code, payee, check date, check number, amount, description, date total, number of checks, grand total, etc.

**Classification:** 1.21.2.110 NMAC, Logs

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

[New - 03/31/2021]

**1009-029 ASSESSMENT BILL, YEARLY:**

**Division/unit:** Assessment division

**Maintenance system:** Chronological by date

**Record series content:** File may include property code, owner number, assessment number, county, assessment date, property description, acres, rate per acre, assessments due, first half amount, second half amount, delinquent dates, total due, etc.

**Classification:** 1.21.2.303 NMAC, Accounts Receivable

**File closure:** Date payment processed

[New - 03/31/2021]

**1009-030 ASSESSMENT BILLING INQUIRY:**

**Division/unit:** Assessment division

**Maintenance system:** Chronological by date

**Record series content:** File may include date, assessment billing number, county, owner name and address, property description, levy, assessment, date issued, first half amount due, second half amount due, last payment, less payments, interest due, balance due, etc.

**Classification:** 1.21.2.105 NMAC, Correspondence - General

**File closure:** Date file created

[New - 03/31/2021]

**1009-031 PROPERTY OWNERS WITH ACRES TO BE RECLASSIFIED LISTINGS, YEARLY:**

**Division/unit:** Assessment division

**Maintenance system:** Chronological by date

**Record series content:** File may include program number, run date, owner name and address, owner number, primary description, property code, acres, owner's total acres, etc.

**Classification:** 1.21.2.716 NMAC, Water Management and Planning

**File closure:** Date file created

[New - 03/31/2021]

**1009-032 RECLASSIFICATION NOTICE OF HEARING:**

**Division/unit:** Assessment division

**Maintenance system:** Chronological by date

**Record series content:** File may include date, owner name and address, property identification, reclassification information, instructions, etc.

**Classification:** 1.21.2.716 NMAC, Water Management and Planning

**File closure:** Date file created

[New - 03/31/2021]

**1009-033 FINAL RECLASSIFICATION NOTICE OF HEARING:**

**Division/unit:** Assessment division

**Maintenance system:** Chronological by date

**Record series content:** File may include date, owner name and address, property identification, reclassification information, instructions, etc.

**Classification:** 1.21.2.716 NMAC, Water Management and Planning

**File closure:** Date file created

[New - 03/31/2021]

**1009-034 to 1009-050**

**1009-051 CLASS A" COLLECTIONS DAILY CASH REPORT OR TOLLS  
COLLECTIONS DAILY CASH REPORT:**

**Division/unit:** Accounting division

**Maintenance system:** Chronological by date

**Record series content:** File may include mail or drawer number, counties, receipt totals, currency totals, silver totals, check totals, total cash or check on hand at end of day, less petty cash amounts, net cash or checks on hand at end of day, assessment receipt list posting and total, tolls collection total, grand total deposit, balanced by signature, etc.

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

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

[New - 03/31/2021]

**1009-052 MISCELLANEOUS DAILY CASH REPORT:**

**Division/unit:** Accounting division

**Maintenance system:** Chronological by date

**Record series content:** File may include date, total amount of petty cash on hand, total general fund receipts, receipt numbers, balance on hand at end of day, currency amount, silver amount, check amount, less petty cash amount, net cash or checks hand at end of day, total miscellaneous deposit, balanced by signature, etc.

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

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

[New - 03/31/2021]

**1009-053 MISCELLANEOUS ACCOUNTS RECEIVABLE RECEIPT BOOK:**

**Division/unit:** Accounting division

**Maintenance system:** Chronological by date

**Record series content:** File may include receipt number, date, received from, amount, payment for information, fund, received by signature and title, etc.

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

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

[New - 03/31/2021]

**1009-054 TOLL OR PENALTY TAX BILLING POSTING:**

**Division/unit:** Accounting division

**Maintenance system:** Chronological by date

**Record series content:** File may include date, time, processor, billing number, property code and owner, assessment date, acreage, levies, last payment or amount paid, balance, totals, etc.

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

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

[New - 03/31/2021]

**1009-055 DAILY DEPOSIT REPORT:**

**Division/unit:** Accounting division

**Maintenance system:** Chronological by date

**Record series content:** File may include run date, date of receipt, name, assessment billing number, transaction type, check number, total amount, check amount, cash amount, totals, etc.

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

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

[New - 03/31/2021]

**1009-056 ASSESSMENT RECEIPT REPORT, MONTHLY:**

**Division/unit:** Accounting division

**Maintenance system:** Chronological by date

**Record series content:** File may include program number, date, owner number, owner name, property code, assessment billing number, date of receipt, description, amount paid, totals, etc.

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

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

[New - 03/31/2021]

**1009-057 DISTRIBUTION--CLASS A COLLECTIONS, MONTHLY:**

**Division/unit:** Accounting division

**Maintenance system:** Chronological by date

**Record series content:** File may include run date, date, tax year, receipt number, county, assessments, penalties and interest, totals, etc.

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

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

[New - 03/31/2021]

**1009-058 DISTRIBUTION--CLASS A COLLECTIONS, MONTHLY:**

**Division/unit:** Accounting division

**Maintenance system:** Chronological by date

**Record series content:** File may include run date, date, tax year, receipt number, county, assessments, penalties and interest, totals, etc.

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



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

## **1009-059 to 1009-070**

### **1009-071 INFORMATION SYSTEM DATA REVISIONS:**

**Division/unit:** Engineering, mapping, hydrology division

**Maintenance system:** Chronological by date

**Record series content:** File may include revision of property description, owner, acre classification, etc.

**Classification:** 1.21.2.676 NMAC, Appraisals - Valuations

**File closure:** Date file created

[New - 03/31/2021]

### **1009-072 PROPERTY APPRAISAL DATA BOOKS:**

**Division/unit:** Engineering, mapping, hydrology division

**Maintenance system:** Chronological by date

**Record series content:** File may include property, owner, number of acres, condition of land, etc.

**Classification:** 1.21.2.676 NMAC, Appraisals - Valuations

**File closure:** Date file created

[New - 03/31/2021]

### **1009-073 MAPS:**

**Division/unit:** Engineering, mapping, hydrology division

**Maintenance system:** Chronological by date

**Record series content:** Collection of various types of maps including district, rehabilitation, property, plan, profile, etc.

**Classification:** 1.21.2.714 NMAC, Maps and Photos

**File closure:** Date file created

[New - 03/31/2021]

### **1009-074 MAP INDEX:**

**Division/unit:** Engineering, mapping, hydrology division

**Maintenance system:** Chronological by date

**Record series content:** None

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

**File closure:** Date file created

[New - 03/31/2021]

### **1009-075 RIGHT-OF-WAY OR DEFERRED RIGHT-OF-WAY INDEXES:**

**Division/unit:** Engineering, mapping, hydrology division

**Maintenance system:** Chronological by date

**Record series content:** Record of land purchased or used by district.

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

**File closure:** Date file created

[New - 03/31/2021]

### **1009-076 STRUCTURE INDEXES:**

**Division/unit:** Engineering, mapping, hydrology division

**Maintenance system:** Chronological by date

**Record series content:** Record of structures built by district.

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

**File closure:** Date file created  
[New - 03/31/2021]

**1009-077 SUBDIVISION INDEXES:**

**Division/unit:** Engineering, mapping, hydrology division

**Maintenance system:** Chronological by date

**Record series content:** Record of subdivisions within district. Shows subdivision name, date filed, map number, tract number, plat number, etc.

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

**File closure:** Date file created  
[New - 03/31/2021]

**1009-078 REHABILITATION COMPUTATION FILES:**

**Division/unit:** Engineering, mapping, hydrology division

**Maintenance system:** Chronological by date

**Record series content:** File may include information on job specifications of rehabilitation projects.

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

**File closure:** Date file created  
[New - 03/31/2021]

**1009-079 FIELD BOOKS:**

**Division/unit:** Engineering, mapping, hydrology division

**Maintenance system:** Chronological by date

**Record series content:** File may include measurements and records of rehabilitation work performed by district.

**Classification:** 1.21.2.716 NMAC, Water Management and Planning

**File closure:** Date file created  
[New - 03/31/2021]

**1009-080 HYDROLOGIC READINGS SHEETS:**

**Division/unit:** Engineering, mapping, hydrology division

**Maintenance system:** Chronological by date

**Record series content:** File may include date, water flow, time of reading, etc.

**Classification:** 1.21.2.716 NMAC, Water Management and Planning

**File closure:** Date file created  
[New - 03/31/2021]

**1009-081 STORAGE RELEASE FILES:**

**Division/unit:** Engineering, mapping, hydrology division

**Maintenance system:** Chronological by date

**Record series content:** File may include release directives, yearly storage resolutions, correspondence, etc.

**Classification:** 1.21.2.716 NMAC, Water Management and Planning

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

**1009-082 CONTRACT LICENSE FILES:**

**Division/unit:** Engineering, mapping, hydrology division

**Maintenance system:** Chronological by date

**Record series content:** File may include license application, contract, specifications, drawings, correspondence, etc.

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

**File closure:** Date contract terminated

[New - 03/31/2021]

**1009-083 LAND SALE FILE:**

**Division/unit:** Engineering, mapping, hydrology division

**Maintenance system:** Chronological by date

**Record series content:** Record of land abandonment, right-of-way exchange, or sale.

**Classification:** 1.21.2.677 NMAC, Land and Easements

**File closure:** Date of final action

[New - 03/31/2021]

**1009-084 DITCH RIDER'S MASTER LOG:**

**Division/unit:** Engineering, mapping, hydrology division

**Maintenance system:** Chronological by date

**Record series content:** File may include division, property owner, water user, address, subdivision, ditch rider, phone, map, tract, acres lot, block, lateral acequia, condition, private ditch condition, encroachments, remarks, safety concerns, remarks, rodent control, weed control, feeder, crop, soil type, lazed field, turnout size, distance from check, supplemental wells, irrigation practice, actual hours to irrigate, etc.

**Classification:** 1.21.2.716 NMAC, Water Management and Planning

**File closure:** Date file created

[New - 03/31/2021]

**1009-084 to 1009-090**

**1009-091 DITCH RIDER'S MASTER LOG:**

**Division/unit:** Irrigation system operators

**Maintenance system:** Chronological by date

**Record series content:** File may include division, property owner, water user, address, subdivision, ditch rider, phone, map, tract, acres lot, block, lateral acequia, condition, private ditch condition, encroachments, remarks, safety concerns, remarks, rodent control, weed control, feeder, crop, soil type, lazed field, turnout size, distance from check, supplemental wells, irrigation practice, actual hours to irrigate, etc.

**Classification:** 1.21.2.110 NMAC, Logs

**File closure:** Date of last entry

[New - 03/31/2021]

**1009-092 to 1009-100**

**1009-101 DOCUMENTATION TAPE FILE (OPERATIONAL PRODUCTION SOFTWARE FILE):**

**Division/unit:** Information systems department

**Maintenance system:** Chronological by date

**Record series content:** Data processing tapes providing documentation for operations systems. Tapes include data systems specifications, systems tests documentation, file specifications, user guides, output specifications, reports, and information retrieval data.

**Classification:** 1.21.2.157 NMAC, Systems and Networks

**File closure:** Date discontinuance of system, provided all related data files are authorized for disposal or transferred to new or alternate system.

[New - 03/31/2021]

**1009-102 SERVICE REQUEST FORM (MRGCD FORM DP-1):**

**Division/unit:** Information systems department

**Maintenance system:** Chronological by date

**Record series content:** File may include date, department, description of request, requirements, requester, data processing review, feasibility, data processing recommendation, cost estimate, estimated completion date, department head, hours, analyst, cost code, completion, modules affected, notes, remarks and explanation, final close-out, data processing manager, etc.

**Classification:** 1.21.2.137 NMAC, Work Orders

**File closure:** Date entered and proofed into service request data base

[New - 03/31/2021]

**1009-103 to 1009-110**

**1009-111 LEGAL CASE FILE:**

**Division/unit:** Legal division

**Maintenance system:** Chronological by date

**Record series content:** File may include complaints, court orders, motions, pleadings, notes, briefs, releases, investigative reports, investigator activity logs, transcripts, closing sheets, correspondence, etc.

**Classification:** 1.21.2.636 NMAC, Legal Case Files

**File closure:** Date case closed

[New - 03/31/2021]

**1009-112 LEGAL CASE LOG:**

**Division/unit:** Legal division

**Maintenance system:** Chronological by date

**Record series content:** A chronological listing of cases.

**Classification:** 1.21.2.110 NMAC, Logs

**File closure:** Date all cases listed are closed

[New - 03/31/2021]

**1009-113 LEGAL CASE INDEX:**

**Division/unit:** Legal division

**Maintenance system:** Chronological by date

**Record series content:** File may include notations on activities related to case indexed.

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

**File closure:** Date case closed

[New - 03/31/2021]

**1009-114 LEGAL OPINIONS AND REQUESTS FOR OPINION FILE:**

**Division/unit:** Legal division

**Maintenance system:** Chronological by date

**Record series content:** Records requesting legal office to render and issue an opinion. May contain request, opinion, relating documentation, correspondence, etc.

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

**File closure:** Date no longer needed for reference

[New - 03/31/2021]