

101 – General Administrative Records File Plan

This file plan was developed to be a guide for public 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. The file plan applies to all media formats (i.e., paper, digital, microforms, magnetic, etc.).

101-001 PRIMARY MISSION RECORDS:

Division/unit: Administration

Maintenance system: Chronological by year

Record series content: Records concerning the establishment of the agency, its development and policies, its progress, operation summaries, plans for future development, etc.

Classification: 1.21.2.111 NMAC, Planning and Development

File closure: Date project completed

[New – 03/31/2021]

101-002 AGENCY ORGANIZATIONAL CHARTS:

Division/unit: Administration

Maintenance system: Chronological by year

Record series content: Records that reflect the organizational structure of the agency and its divisions. Chart may show a systematic and symbolic arrangement of an agency's divisions and programs areas by name and function.

Classification: 1.21.2.111 NMAC, Planning and Development

File closure: Date superseded by new chart

[New – 03/31/2021]

101-003 ADMINISTRATIVE FILES (EXECUTIVE LEVELS):

Division/unit: Administration

Maintenance system: Chronological by year

Record series content: Records documenting actions of any agency director, deputy director, and/or division directors. Files may include memoranda and reports concerning agency policy, organization and program development records and non-routine fiscal data and personnel information. These records reflect administration of policy, coordination of agency functions and management of program activity.

Classification: 1.21.2.111 NMAC, Planning and Development

File closure: Close of fiscal year in which created

[New – 03/31/2021]

101-004 ADMINISTRATIVE CORRESPONDENCE FILES (EXECUTIVE LEVELS):

Division/unit: Administration

Maintenance system: Chronological by year

Record series content: Correspondence is related to the administration of an agency or division. Communications concern coordination of programs, agency policy and responsibilities of a non-routine nature that impact on the agency or its divisions. These letters are usually found at the agency director, deputy director and division director levels. This record group includes the correspondence files of all elected and appointed officials.

Classification: 1.21.2.104 NMAC, Correspondence - Executive Level

File closure: Close of fiscal year in which created

[New – 03/31/2021]

101-005 GENERAL CORRESPONDENCE FILES (NON-EXECUTIVE LEVELS):

Division/unit: Administration

Maintenance system: Chronological by year

Record series content: Routine correspondence created or retained below the levels of agency director, deputy director and division director. Letters and memoranda reflect communication regarding program procedures, general work activities, and responses to information requests.

Classification: 1.21.2.105 NMAC, Correspondence - General

File closure: Close of fiscal year in which created

[New – 03/31/2021]

101-006 GOVERNING BOARD FILE:

Division/unit: Administration

Maintenance system: Chronological by year

Record series content: Records concerning agency dealings with the governing board of said agency. File may include original or copy of minutes of meetings, reports, related documentations, correspondence, etc.

Classification: 1.21.2.452 NMAC, Meetings

File closure: Close of fiscal year in which created

[New – 03/31/2021]

101-007 COMMITTEES AND COUNCIL FILES:

Division/unit: Administration

Maintenance system: Chronological by year

Record series content: Records concerning various committees/councils with which office and department deals. File may contain original or copy of minutes of meetings, reports, notifications, correspondence, related documentation, etc.

Classification: 1.21.2.452 NMAC, Meetings

File closure: Close of fiscal year in which created

[New – 03/31/2021]

101-008 LEGISLATIONS, AGENCY FILES:

Division/unit: Administration

Maintenance system: Chronological by year

Record series content: Records concerning bills prospective legislation; copies of bills and proposed (drafted) legislation. File may include supporting material relating to legislation, such as newspaper clippings, reports, correspondence, etc.

Classification: 1.21.2.111 NMAC, Planning and Development

File closure: Close of fiscal year in which created

[New – 03/31/2021]

101-009 ACCIDENT REPORT FILE:

Division/unit: Administration

Maintenance system: Chronological by year

Record series content: Reports of accidents involving agency personnel.

Classification:

(A) **Files resulting in no action, claim, or litigation:** 1.21.2.263 NMAC, Reports - Injuries

(B) **Files resulting in action, or claim, or litigation:** 1.21.2.261 NMAC, Claims - Workers'

Compensation and Unemployment

File closure: Date accident investigation completed

[New – 03/31/2021]

101-010 MINUTES OF MEETING:

Division/unit: Administration

Maintenance system: Chronological by year

Record series content: Records of official proceedings of governing bodies. Official minutes may include all informational attachments such as reports, surveys, proposal, studies and charts distributed to members for discussion and for use in making decisions on agency policy, planning and administrative matters. Official minutes shall include only those documents/attachments that have been formally introduced as part of the records.

Classification: 1.21.2.452 NMAC, Meetings

File closure: Date meeting minutes are formally accepted
[New – 03/31/2021]

101-011 PUBLIC RELATIONS FILE:

Division/unit: Administration

Maintenance system: Chronological by year

Record series content: Information concerning agency publicity. File may include press releases, biographies, newspaper clippings, promotional and materials, bulleting, broadcast scripts, photographs, visual documentation and other related items.

Classification: 1.21.2.146 NMAC, Publicity and Promotion

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

101-012 NEWSPAPER RELEASES:

Division/unit: Administration

Maintenance system: Chronological by year

Record series content: Release may include news or press releases issued by the agency

Classification: 1.21.2.144 NMAC, Press and News Releases

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

101-013 PROPERTY FILES:

Division/unit: Administration

Maintenance system: Chronological by year

Record series content: Record of deeds and leases to real property owned or used by agency. File may include description and location of the property, maps, sale agreements, land acquisition forms, deeds, lease agreements and related correspondence.

Classification: 1.21.2.677 NMAC, Land and Easements

File closure: Date of disposition of property
[New – 03/31/2021]

101-014 BUILDING DRAWINGS, PLANS AND BLUEPRINTS:

Division/unit: Administration

Maintenance system: Chronological by year

Record series content: Original or photographic reproduction of architectural plans or technical drawings.

Classification: 1.21.2.131 NMAC, Building Files

File closure: Date of disposition of property

Confidentiality: Portions of this record may be confidential
[New – 03/31/2021]

101-015 SURVEYS OR MAPS:

Division/unit: Administration

Maintenance system: Chronological by year

Record series content: Surveys or maps developed by an agency to carry out its mission and function. Information concerns roads, property lines, corners, monuments, road marker placement, structures, sites and other related data.

Classification: 1.21.2.135 NMAC, Maps, Drawings and Plans

File closure: Date of disposition of property

[New – 03/31/2021]

101-016 MAINTENANCE SERVICE FILE:

Division/unit: Administration

Maintenance system: Chronological by year

Record series content: Records concerning maintenance services conducted for office or department. File may include work orders, maintenance reports, related documentation, correspondence, service agreements, etc.

Classification:

(A) **Service agreements:** 1.21.2.604 NMAC, Goods and Services

(B) **All other records:** 1.21.2.137 NMAC, Work Orders

File closure: Date contract or agreement terminated or disposition of equipment

[New – 03/31/2021]

101-017 SUPPLIES AND EQUIPMENT FILE:

Division/unit: Administration

Maintenance system: Chronological by year

Record series content: Records concerning supplies and equipment. File may contain accounting records, operating manuals, warranties, inventories, related documentation, correspondence, etc.

Classification: 1.21.2.151 NMAC, Equipment Files

File closure: Date contract or agreement terminated or disposition of equipment

[New – 03/31/2021]

101-018 SURPLUS PROPERTY FILE:

Division/unit: Administration

Maintenance system: Chronological by year

Record series content: Records concerning surplus property and its disposition. File may contain inventories, records of disposal, accounting information, related documentation, correspondence, etc.

Classification: 1.21.2.318 NMAC, Surplus and Disposal

File closure: Date of disposition of property

[New – 03/31/2021]

101-019 WORK ORDERS FILE:

Division/unit: Administration

Maintenance system: Chronological by year

Record series content: Work orders submitted to maintenance office or physical plant

Classification: 1.21.2.137 NMAC, Work Orders

File closure: Close of fiscal year in which created

[New – 03/31/2021]

101-020 CALENDAR OF EVENTS FILE:

Division/unit: Administration

Maintenance system: Chronological by year

Record series content: Reference copies of agency calendars of events

Classification: 1.21.2.102 NMAC, Calendars and Schedules

File closure: Close of calendar year in which created

[New – 03/31/2021]

101-021 SCHEDULES OF DAILY ACTIVITIES:

Division/unit: Administration

Maintenance system: Chronological by year

Record series content: Record used to keep track of work related events and commitments of agency staff-members. File may include daily appointments books, calendars and other records indicating dates for meeting and work activities.

Classification: 1.21.2.102 NMAC, Calendars and Schedules

File closure: Close of calendar year in which created

[New – 03/31/2021]

101-022 LISTS OR DIRECTORIES:

Division/unit: Administration

Maintenance system: Chronological by year

Record series content: File may include mailing lists, directories, rosters and registers compiled by the agency.

Classification: 1.21.2.108 NMAC, Distribution, Mailing and Contact Lists

File closure: Date list or directory is superseded or obsolete

[New – 03/31/2021]

101-023 SPEECH FILES:

Division/unit: Administration

Maintenance system: Chronological by year

Record series content: Transcripts of speeches given by agency personnel. Speeches concern program procedures, work activities and related topics.

Classification: 1.21.2.119 NMAC, Speeches and Presentations

File closure: Close of fiscal year in which created

[New – 03/31/2021]

101-024 CONFERENCES OR WORKSHOPS CONDUCTED FILE:

Division/unit: Administration

Maintenance system: Chronological by year

Record series content: Records of conferences or workshop conducted by office or departmental personnel. File may contain agendas, programs, handouts, reports, training material, critiques, questionnaires, correspondence, related documentation, etc.

Classification: 1.21.2.254 NMAC, Training Materials

File closure: Close of fiscal year in which created

[New – 03/31/2021]

101-025 SIGNATURE AUTHORIZATIONS:

Division/unit: Administration

Maintenance system: Chronological by year

Record series content: Record authorizing person to sign fiscal documents, personnel documents, etc.

Classification: 1.21.2.101 NMAC, Authorization

File closure: Close of fiscal year in which created

[New – 03/31/2021]

101-026 ALCOHOL AND DRUG ABUSE PROGRAM FILE:

Division/unit: Administration

Maintenance system: Chronological by year

Record series content: Records concerning the administration of the agency's alcohol and drug abuse program

Classification: 1.21.2.208 NMAC, Programs - Employer and Labor Services

File closure: Close of fiscal year in which created

[New – 03/31/2021]

101-027 OVERTIME FILE:

Division/unit: Administration

Maintenance system: Chronological by year

Record series content: Records of overtime by office or department personnel

Classification: 1.21.2.235 NMAC, Time and Attendance

File closure: Close of fiscal year in which created

[New – 03/31/2021]

101-028 AFFIRMATIVE ACTION OR EQUAL EMPLOYMENT OPPORTUNITY FILE:

Division/unit: Administration

Maintenance system: Chronological by year

Record series content: Records concerning agency's affirmative action or equal opportunity program.

File may include regulations and guidelines, policies, reports, studies, correspondence and related records.

Classification: 1.21.2.111 NMAC, Planning and Development

File closure: Close of fiscal year in which created

Confidentiality: Portions of this record may be confidential pursuant, but not limited to Section 10-15-1 NMSA 1978

[New – 03/31/2021]

101-029 JOINT POWERS AGREEMENTS:

Division/unit: Administration

Maintenance system: Chronological by year

Record series content: Written contractual agreement entered into between two or more public agencies subject to any constitutional or legislative restrictions imposed upon any of the contracting public agencies.

Classification: 1.21.2.603 NMAC, Cooperative Agreements

File closure: Date agreement terminated

[New – 03/31/2021]

101-030 DISASTER RECOVERY FILE:

Division/unit: Administration

Maintenance system: Chronological by year

Record series content: Records concerning the preparation of disaster plan and the organization of salvage procedures for the agency. File may include disaster recovery plan, salvage procedures, information on training in disaster recovery techniques, etc.

Classification: 1.21.2.111 NMAC, Planning and Development

File closure: Date plan superseded by new plan

[New – 03/31/2021]

101-031 BUILDING EMERGENCY EVACUATION FILE:

Division/unit: Administration

Maintenance system: Chronological by year

Record series content: Records concerning the safe and orderly evacuation of a building. File may include evacuation plan, list of designated fire captains or coordination leaders, training information, etc.

Classification: 1.21.2.917 NMAC, Emergency and Fire Drills

File closure: Date plan superseded by new plan

[New – 03/31/2021]

101-032 INTERNAL AUDIT FILE:

Division/unit: Administration

Maintenance system: Chronological by year

Record series content: Internal audits of agency programs, operations and of external contractors and grantees. File may contain audit plan, entrance and exit conference documentation, procedure questionnaires, correspondence, supporting documentation and final audit report. [This record series does not include agency's external audit report.]

Classification: 1.21.2.415 NMAC, General - Audits and Compliance

File closure: Close of fiscal year in which created

[New – 03/31/2021]

101-033 FINDING AIDS (INDEXES):

Division/unit: Administration

Maintenance system: Chronological by year

Record series content: Indexes, lists, registers and other finding aids used to provide access to records.

Classification: 1.21.2.109 NMAC, Indexes and Finding Aids

File closure: Date of file closure of corresponding records

[New – 03/31/2021]

101-034 PROJECT CONTROL FILE:

Division/unit: Administration

Maintenance system: Chronological by year

Record series content: File may include memoranda, reports and other records documenting assignments, progress and completion of project.

Classification: 1.21.2.112 NMAC, Program and Project Files

File closure: Date project closed

[New – 03/31/2021]

101-035 FEASIBILITY STUDIES:

Division/unit: Administration

Maintenance system: Chronological by year

Record series content: Studies requested/conducted prior to the acquisition, installation, implementation and/or purchase of new technologies, equipment, properties, projects, etc.

Classification: 1.21.2.112 NMAC, Program and Project Files

File closure: Date study complete or cancelled

[New – 03/31/2021]

101-036 CODE OF CONDUCT:

Division/unit: Administration

Maintenance system: Chronological by year

Record series content: Prescribed standards are peculiar and appropriate to the function and purpose for which the agency or institution was created and exists.

Classification: 1.21.2.511 NMAC, Policies and Procedures

File closure: Date policy/procedure superseded

[New – 03/31/2021]

101-047 PUBLICATIONS:

Division/unit: Administration

Maintenance system: chronological by publication date

Record series content: Printed work regardless of format or method of reproduction published by any state agency or political subdivision for distribution and that is produced by the authority of or at the total or partial expense of a state agency or is required to be distributed under law by the agency; and is publicly distributed outside the agency by or for the agency.

Classification: 1.21.2.114 NMAC, Publications

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

101-048 to 101-100

101-101 INSURANCE POLICY FILE:

Division/unit: Risk Management

Maintenance system: Chronological by year

Record series content: Records concerning insurance coverage of agency property (building and contents, equipment, automobiles, etc.).

Classification: 1.21.2.164 NMAC, Insurance Policies

File closure: Date policy expires
[New – 03/31/2021]

101-102 LIABILITY CERTIFICATES OF COVERAGE FILE:

Division/unit: Risk Management

Maintenance system: Chronological by year

Record series content: Records concerning insurance coverage of agency liability

Classification: 1.21.2.164 NMAC, Insurance Policies

File closure: Date policy expires

Confidentiality: Portions of this record may be confidential pursuant, but not limited to Section 14-6-1 NMSA

[New – 03/31/2021]

101-103 SURETY BOND FILE:

Division/unit: Risk Management

Maintenance system: Chronological by year

Record series content: Records concerning surety bond coverage of agency employees and person acting on behalf of or in service to the agency in any official capacity.

Classification: 1.21.2.164 NMAC, Insurance Policies

File closure: Date policy expires
[New – 03/31/2021]

101-104 WORKER'S COMPENSATION FILE:

Division/unit: Risk Management

Maintenance system: Chronological by year

Record series content: Records concerning workers' compensation claims against agency. File may include legal options and briefs, court documents, transcripts, affidavits, photographs, findings, recommendation, correspondence, related records, etc.

Classification:

(A) Claims that result in death or settlement: 1.21.2.261 NMAC, Claims - Workers' Compensation and Unemployment

(B) Denied claims: 1.21.2.107 NMAC, Denied, Rejected or Withdrawn Records

(C) All of the claims: 1.21.2.265 NMAC, WCA Accident Reporting

File closure: Date of disposition of claim

Confidentiality: Portions of this record may be confidential pursuant, but not limited to Section 14-6-1 NMSA

[New – 03/31/2021]

101-105 TITLE INSURANCE POLICY:

Division/unit: Risk Management

Maintenance system: Chronological by year

Record series content: Records concerning the insurance coverage of titles of agency owned property.

Classification: 1.21.2.164 NMAC, Insurance Policies

File closure: Date policy expires

[New – 03/31/2021]

101-106 INSURANCE APPRAISAL OR SURVEY FILE:

Division/unit: Risk Management

Maintenance system: Chronological by year

Record series content: Records concerning insurance appraisal or surveys.

Classification: 1.21.2.676 NMAC, Appraisals - Valuations

File closure: Close of fiscal year in which created

[New – 03/31/2021]

101-107 MATERIAL SAFETY DATA SHEETS:

Division/unit: Risk Management

Maintenance system: Chronological by year

Record series content: Records concerning safety information on chemical products used by the staff. Material safety data sheet may contain information on chemical ingredients, hazards identification, first-aid measures, firefighting measures, accidental release measures, handling and storage, exposure controls or personal protection, agency name or vendor name, physical and chemical properties, toxicological information, etc.

Classification: 1.21.2.823 NMAC, Material Safety Data Sheets

File closure: Date of discontinued use of chemical

[New – 03/31/2021]

101-108 to 101-150

101-151 LEGAL CASE FILE:

Division/unit: Legal

Maintenance system: Chronological by year

Record series content: Records concerning litigation. File may include complaints, court order, motion, pleadings, notes, briefs, releases, investigative reports, investigative activity logs, transcripts, closing sheets, correspondence, etc.

Classification: 1.21.2.636 NMAC, Legal Case Files

File closure: Date case closed

Confidentiality: Portions of this record may be confidential pursuant, but not limited to Sections 14-2-1 NMSA 1978, 32A-1-3.B NMSA 1978, 32A-2-32 NMSA 1978, 32A-3B-22 NMSA 1978, 32A-4-33 NMSA 1978, 32A-5-8 NMSA 1978, and 32A-6-15 NMSA 1978

[New – 03/31/2021]

101-152 LEGAL CASE LOG:

Division/unit: Legal
Maintenance system: Chronological by year
Record series content: Listing of cases.
Classification: 1.21.2.110 NMAC, Logs
File closure: Date case closed
[New – 03/31/2021]

101-153 LEGAL CASE INDEX:

Division/unit: Legal
Maintenance system: Chronological by year
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 of file closure of corresponding records
[New – 03/31/2021]

101-154 LEGAL OPINIONS AND REQUESTS FOR OPINION FILE:

Division/unit: Legal
Maintenance system: Chronological by year
Record series content: Records requesting legal office to render/issue an opinion. File may include requests for opinions, attorney general opinion, legal opinions, relating documentation, correspondence, etc.
Classification: 1.21.2.627 NMAC, Advice and Opinions
File closure: Close of fiscal year in which created
[New – 03/31/2021]

101-155 to 101-200

101-201 OFFENSE OR INCIDENT REPORTS:

Division/unit: Security
Maintenance system: Chronological by year
Record series content: Report may show offender's name, offender information, date and time and location of occurrence, information of incident, reporting witness name, name of investigating officer, narrative, etc. Includes bomb threat reports. Includes reports concerning victims of alleged criminal offenses occurring on agency property.
Classification: 1.21.2.926 NMAC, Accidents and Incidents
File closure: Date of accident or incident
[New – 03/31/2021]

101-202 DISPATCH RECORDS:

Division/unit: Security
Maintenance system: Chronological by year
Record series content: Records concerning the dispatch of agency security. Record may show offense or incident reported, complainant's name, place of occurrence, address, date and time, complaint received, dispatcher's name, name of officer dispatched, etc.
Classification: 1.21.2.926 NMAC, Accidents and Incidents
File closure: Date of offense or incident
[New – 03/31/2021]

101-203 RADIO LOGS:

Division/unit: Security
Maintenance system: Chronological by year

Record series content: Log may show unit number, time and date of call, nature of call, etc.

Classification: 1.21.2.926 NMAC, Accidents and Incidents

File closure: Date of offense or incident

[New – 03/31/2021]

101-204 BUILDING ENTRANCE LOG:

Division/unit: Security

Maintenance system: Chronological by year

Record series content: Log may show agency name, building, employee identification, time in, time out, time alarm reset, etc.

Classification: 1.21.2.136 NMAC, Safety, Security and Access

File closure: Close of fiscal year in which created

[New – 03/31/2021]

101-205 SECURITY GATE LOG:

Division/unit: Security

Maintenance system: Chronological by year

Record series content: Log may show date, vehicle identification, driver identification, time in, time out, etc.

Classification: 1.21.2.136 NMAC, Safety, Security and Access

File closure: Close of fiscal year in which created

[New – 03/31/2021]

101-206 ALARM DATA RECORDS:

Division/unit: Security

Maintenance system: Chronological by year

Record series content: Records documenting the vehicles entering and leaving monitored or secured area. Record may show date and time of alarm, alarm number, etc.

Classification: 1.21.2.136 NMAC, Safety, Security and Access

File closure: Close of fiscal year in which created

[New – 03/31/2021]

101-207 PARKING ASSIGNMENT FILE:

Division/unit: Security

Maintenance system: Chronological by year

Record series content: Record concerning staff parking assignments

Classification: 1.21.2.136 NMAC, Safety, Security and Access

File closure: Close of fiscal year in which created

[New – 03/31/2021]

101-208 PARKING SERVICES CASHIER'S RECEIPT:

Division/unit: Security

Maintenance system: Chronological by year

Record series content: Copies of receipt issued for monies received for parking on agency property.

Classification: 1.21.2.303 NMAC, Accounts Receivable

File closure: Close of fiscal year in which created

[New – 03/31/2021]

101-209 VEHICLE ACCIDENT REPORT FILE:

Division/unit: Security

Maintenance system: Chronological by year

Record series content: Records concerning each vehicle accident reported on agency property. File may include medical records, offense/incident, reports, affidavits, photographs, diagrams, related documentation, correspondence, etc.

Classification:

(A) **Fatal accidents:** 1.21.2.927 NMAC, Accidents and Incidents - Fatality

(B) **Non-fatal accidents:** 1.21.2.926 NMAC, Accidents and Incidents

File closure: Date of accident

Confidentiality: Portions of this record may be confidential pursuant, but not limited to Section 66-7-13, 66-7-215 and Section 14-6-1 NMSA 1978

[New – 03/31/2021]

101-210 WRECKER LOG:

Division/unit: Security

Maintenance system: Chronological by year

Record series content: Record of vehicles towed away. Record 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]

101-211 VISITOR CONTROL FILE:

Division/unit: Security

Maintenance system: Chronological by year

Record series content: Registers or logs used to record names of outside contractors, service personnel, visitors, employees admitted to areas.

Classification: 1.21.2.136 NMAC, Safety, Security and Access

File closure: Close of fiscal year in which created

[New – 03/31/2021]

101-212 KEY ACCOUNTABILITY RECORDS:

Division/unit: Security

Maintenance system: Chronological by year

Record series content: Records relating to accountability for keys issued

Classification: 1.21.2.136 NMAC, Safety, Security and Access

File closure: Date key returned

[New – 03/31/2021]

101-213 to 101-250

101-251 ACCESSION RECORDS:

Division/unit: Libraries, Archives, and Museums

Maintenance system: Chronological by year

Record series content: Records concerning the acquisition of library monographs, films, photographs, collection, etc. Records may show accession number, author, title, publisher, date of publication, cost of acquisition, etc.

Classification: 1.21.2.172 NMAC, Collection Management - Museums and Archives

File closure: Date of acquisition

[New – 03/31/2021]

101-252 CATALOG HOLDINGS:

Division/unit: Libraries, Archives, and Museums

Maintenance system: Chronological by year

Record series content: Record of holdings in manuscript, printed catalog, or continuously updated catalog forms.

Classification: 1.21.2.172 NMAC, Collection Management - Museums and Archives

File closure: Date of acquisition

[New – 03/31/2021]

101-253 BORROWER FILE:

Division/unit: Libraries, Archives, and Museums

Maintenance system: Chronological by year

Record series content: Records that authorized patrons to borrow library materials (includes interlibrary loans). Record may show borrower name, borrower number, expiration date, etc.

Classification: 1.21.2.173 NMAC, Lending

File closure: Date material returned to lender

Confidentiality: Portions of this record may be confidential pursuant, but not limited to Section 18-9-4 NMSA 1978

[New – 03/31/2021]

101-254 BORROWING OR LOANING RECORDS:

Division/unit: Libraries, Archives, and Museums

Maintenance system: Chronological by year

Record series content: Records concerning the borrowing or loaning of library materials (includes interlibrary loan materials).

Classification: 1.21.2.173 NMAC, Lending

File closure: Date material returned to lender

Confidentiality: Portions of this record may be confidential pursuant, but not limited to Section 18-9-4 NMSA 1978

[New – 03/31/2021]

101-255 PATRON'S REGISTRATION FOR USE OF SPECIAL LIBRARY MATERIALS:

Division/unit: Libraries, Archives, and Museums

Maintenance system: Chronological by year

Record series content: Records concerning the use of rare, valuable or other restricted library materials. Records may show patron name, patron address, patron signature, etc.

Classification: 1.21.2.174 NMAC, Patron Management

File closure: Close of fiscal year in which created

Confidentiality: Portions of this record may be confidential pursuant, but not limited to Section 18-9-4 NMSA 1978

[New – 03/31/2021]

101-256 SELECTION RECORDS:

Division/unit: Libraries, Archives, and Museums

Maintenance system: Chronological by year

Record series content: Records documenting the selection of books and other library materials (monographs, periodicals, films, etc.).

Classification: 1.21.2.172 NMAC, Collection Management - Museums and Archives

File closure: Date of acquisition

[New – 03/31/2021]

101-257 CENSORSHIP OR COMPLAINT FILES:

Division/unit: Libraries, Archives, and Museums

Maintenance system: Chronological by year

Record series content: Records concerning library materials censorship and complaints. File may include evaluations by staff, patrons' complaints, final decision documentation, etc.

Classification: 1.21.2.172 NMAC, Collection Management - Museums and Archives

File closure: Close of fiscal year in which created

[New – 03/31/2021]

101-258 GIFT DONORS FILE:

Division/unit: Libraries, Archives, and Museums

Maintenance system: Chronological by year

Record series content: Records concerning the donation of publications and manuscripts to the agency library.

Classification: 1.21.2.172 NMAC, Collection Management - Museums and Archives

File closure: Date of acquisition

[New – 03/31/2021]

101-259 REQUESTS FOR REPRODUCTION OF COPYRIGHTED WORKS:

Division/unit: Libraries, Archives, and Museums

Maintenance system: Chronological by year

Record series content: Records concerning requests for copyrighted materials. File may include files or logs, records of requests made for copies or phono records of copyrighted materials, records of the fulfillment of such requests, etc.

Classification: 1.21.2.175 NMAC, Requests

File closure: Close of fiscal year in which created

Confidentiality: Portions of this record may be confidential pursuant, but not limited to Section 18-9-4 NMSA 1978

[New – 03/31/2021]

101-260 to 101-300

101-301 STORAGE TICKETS/TRANSMITTALS:

Division/unit: Records Management

Maintenance system: Chronological by year

Record series content: Record may show agency code, shipment box number, shipment date, agency, authorizing signature and title, record description, inclusive date, classification number, disposition date, location, analyst's signature, etc.

Classification: 1.21.2.520 NMAC, Records Custody

File closure: Close of fiscal year in which created

[New – 03/31/2021]

101-302 REQUEST FOR DESTRUCTION:

Division/unit: Records Management

Maintenance system: Chronological by year

Record series content: Records concerning the request for approval for the destruction of agency records. Record may show agency name and location, date, record description, inclusive dates, quantity of boxes or rolls to be destroyed, classification number, authorizing signature, etc.

Classification: 1.21.2.520 NMAC, Records Custody

File closure: Close of fiscal year in which created

[New – 03/31/2021]

101-303 WITHDRAWAL TICKET:

Division/unit: Records Management

Maintenance system: Chronological by year

Record series content: Records of withdrawals of documents from boxes held in storage with state records center. Record may show records description, shipment box number, location, approximate date of return, requested by/date, received by/date, return date, etc.

Classification: 1.21.2.520 NMAC, Records Custody

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

101-304 CUSTODIAN OF RECORD FILE:

Division/unit: Records Management

Maintenance system: Chronological by year

Record series content: Records documenting the inspection of public records. File may include procedures, custodian of record appointment, requests to review or copy documents, copies of denial to review or copy documents, copies of memoranda extending time to respond to request, copies of memoranda stating that agency is not responsible for maintaining record requested and is forwarding request to appropriate agency, etc.

Classification: 1.21.2.519 NMAC, Public Records Requests

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

101-305 to 101-350

101-351 INFORMATION TECHNOLOGY SERVICE REQUESTS:

Division/unit: Information Technology

Maintenance system: Chronological by date

Record series content: Records documenting requests for technical service assistance. Files may include service request form, response to request, information on the use of computer equipment for program delivery, security authorization form, etc.

Classification: 1.21.2.137 NMAC, Work Orders

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

101-352 COMPUTER SYSTEM ACCESS REQUEST:

Division/unit: Information Technology

Maintenance system: Chronological by year

Record series content: Records concerning requests or modification to a user's systems access. Record may show user name, user number, request date, organization or unit identifier code, position title, justification, written approval, user social security number, requested login identity, system name, domain name, group name, restrictions, etc.

Classification: 1.21.2.156 NMAC, Access and Control

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

101-353 ELECTRONIC INFORMATION SECURITY AUDIT FILES:

Division/unit: Information Technology

Maintenance system: Chronological by date

Record series content: Records documenting security audits conducted on electronic information systems. Files may include risk assessment report, business process analysis, final security audit report and determinations, correspondence, etc.

Classification: 1.21.2.415 NMAC, General - Audits and Compliance

File closure: Close of fiscal year in which created

Confidentiality: Portions of this record may contain confidential information pursuant, but not limited to 44 U.S.C. 3544 (information security).

[New – 03/31/2021]