

111 – Legislative Council Service File Plan

This file plan was developed to be a guide for Legislative Council Service 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 Legislative Council Service. 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.

111-001 CONSTITUENT CASE FILES:

Division/unit: Legislative council service

Maintenance system: Alphabetical by constituent surname

Record series content: House and senate chief clerks records concerning requests and complaints from constituents to state senators or state representatives. Files may include original request or complaint, correspondence, investigative reports, legal opinions, court documents, exhibits, depositions, resolutions, etc.

Classification: 1.21.2.142 NMAC, Complaints

File closure: Date case closed

Confidentiality: Portions of records contained in these files may be confidential under Section 2-3-13, NMSA 1978.

[New - 03/31/2021]

111-002 REQUESTS FOR LEGISLATIVE MEMORANDA AND BILL DRAFTING:

Division/unit: Legislative council service

Maintenance system: Numerical by consecutive numbers

Record series content: Records concerning requests from legislators to the council regarding memoranda and possible bill drafting. Files may include requests, background material, research information, etc.

Classification: 1.21.2.497 NMAC, Research

File closure: Date file created

Confidentiality: Portions of records contained in these files may be confidential under Section 2-3-13, NMSA 1978.

[New - 03/31/2021]

111-003 SPECIAL SERVICES AND CONTINUING PROJECTS:

Division/unit: Legislative council service

Maintenance system: Alphanumerical by name of study, project and year

Record series content: Records concerning special studies and ongoing projects requested by legislators. Files may include house and senate bill report forms, library materials and documents, correspondence, background material, research information, etc.

Classification: 1.21.2.497 NMAC, Research

File closure: Date file created

Confidentiality: Portions of records contained in these files may be confidential under Section 2-3-13, NMSA 1978.

[New - 03/31/2021]

111-004 INTERIM STUDIES:

Division/unit: Legislative council service

Maintenance system: Numerical by consecutive numbers

Record series content: Records concerning studies conducted during the periods between sessions. Includes studies for the legislative interim committees. Files may include background information, correspondence, etc.

Classification: 1.21.2.497 NMAC, Research

File closure: Date file created

Confidentiality: Portions of records contained in these files may be confidential under Section 2-3-13 NMSA 1978.

[New - 03/31/2021]

111-005 LEGISLATIVE PUBLICATIONS:

Division/unit: Legislative council service

Maintenance system: Alphabetical by title

Record series content: Records concerning legislation introduced in house and senate. Files may include voting records, house and senate journals, final bill locator, veto messages of governor, highlights, handbook, etc.

Classification: 1.21.2.114 NMAC, Publications

File closure: Date legislative session ends

[New - 03/31/2021]

111-006 CONSTITUENT SERVICES DATABASE:

Division/unit: Legislative council service

Maintenance system: Numerical by primary key

Record series content: This system maintains requests to the council for information regarding bills and created publications and requests or complaints from constituents to legislators. Database may contain name and address of requestor, date of request, name of legislator to whom request is directed, nature of request, outcome of request, etc.

Classification: 1.21.2.142 NMAC, Complaints

File closure: Date file created

Confidentiality: Portions of information contained in this database may be confidential under Section 14-2-13, NMSA 1978.

[New - 03/31/2021]

111-007 LEGISLATIVE INFORMATION SYSTEM (LIS) DATABASES AND FILES:

Division/unit: Legislative council service

Maintenance system: Numerical by primary key

Record series content: This record contains a system comprised of electronic databases and text documents with information for distribution through intranet and internet sites. Databases contain information on legislation introduced and actions taken on legislation, information on legislators, sponsorship information, committee memberships, concordance and voting records. System also includes text documents of legislation, committee reports, highlights, house and senate journals, and other documents for public distribution, such as press releases, etc.

Classification: 1.21.2.497 NMAC, Research

File closure: Date file created

[New - 03/31/2021]

111-008 LEGISLATIVE TEXT FROM HOUSE AND SENATE BILLS:

Division/unit: Legislative council service

Maintenance system: Chronological by date

Record series content: Legislative text shows bill number, title of legislation, bill sponsor, legislative committee reports, voting reports, journals, fiscal impact, agency, department, institution, proof sheets, tables, etc.

Classification: 1.21.2.497 NMAC, Research

File closure: Date file created

[New - 03/31/2021]

111-009 CAPITAL REQUEST FORM:

Division/unit: Legislative council service

Maintenance system: Chronological by date

Record series content: Record shows name of legislator(s), or legislative committee making the request, purpose of request, who the request is for, appropriation, justification, funding source, etc.

Classification: 1.21.2.497 NMAC, Research

File closure: Date file created

[New - 03/31/2021]

111-010 DOCUMENTS CONTAINING INFORMATION ON LEGISLATORS, AND COMMITTEE ASSIGNMENTS:

Division/unit: Legislative council service

Maintenance system: Chronological by date

Record series content: Record shows name of legislator, address, telephone number, committee assigned to, committee actions, etc.

Classification: 1.21.2.114 NMAC, Publications

File closure: Date file created

[New - 03/31/2021]

111-011 ENROLLED AND ENGROSSED BILLS, MEMORIALS AND RESOLUTIONS, AND CONSTITUTIONAL AMENDMENTS:

Division/unit: Legislative council service

Maintenance system: Chronological by date

Record series content: Forms show legislative bills, memorials and resolutions, and constitutional amendments presented to the governor for signature. These documents show bill number, sponsor, legislature number, session number, definition of legislation, etc.

Classification: 1.21.2.491 NMAC, Legislation

File closure: Date filed with Secretary of State

[New - 03/31/2021]

111-012 HOUSE AND SENATE JOURNALS:

Division/unit: Legislative council service

Maintenance system: Chronological by date

Record series content: These are records of daily proceedings of the house and senate.

Classification: 1.21.2.49 NMAC, Journals - House and Senate

File closure: Date filed with Secretary of State

[New - 03/31/2021]

111-013 CAPITAL OUTLAY REQUEST:

Division/unit: Legislative council service

Maintenance system: Chronological by date

Record series content: This document shows request number, legislator name, title of request, appropriation, description of project, etc.

Classification: 1.21.2.497 NMAC, Research

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

111-014 TABLE AND APPROPRIATION REPORT:

Division/unit: Legislative council service

Maintenance system: Chronological by date

Record series content: Report shows final bill number, amendment, project, sect and sub, FY amount, matching funds, fund source, agency, department, institution name, agency code, legislator or legislative committee requesting appropriation, program, appropriation chart, committee actions, etc.

Classification: 1.21.2.114 NMAC, Publications

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

111-015 BILL LOCATOR:

Division/unit: Legislative council service

Maintenance system: Chronological by date

Record series content: This record shows bill history, bill number, date signed, sponsor, title of legislation, committee actions, location of bill on a day-to-day basis, etc.

Classification: 1.21.2.114 NMAC, Publications

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

111-016 LEGLOG AND LEGCOMM REPORTS:

Division/unit: Legislative council service

Maintenance system: Chronological by date

Record series content: This record shows reports of legislator information. Report shows legislator name, address, telephone numbers, committee membership, date of meeting, time of meeting, location of meeting, etc.

Classification: 1.21.2.114 NMAC, Publications

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

111-017 SUBJECT INDEX:

Division/unit: Legislative council service

Maintenance system: Chronological by date

Record series content: This index shows bill number by committee, title of legislation, name of senator, name of representative, etc.

Classification: 1.21.2.114 NMAC, Publications

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

111-018 SPONSORS REPORT:

Division/unit: Legislative council service

Maintenance system: Chronological by date

Record series content: Report shows primary sponsorship of bill, bill number, name of legislator, title of legislation, etc.

Classification: 1.21.2.114 NMAC, Publications

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