

## 112 – Legislative Finance Committee File Plan

This file plan was developed to be a guide for Legislative Finance Committee 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 Finance Committee. 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.

### **112-001 AGENCY BUDGET FILES:**

**Division/unit:** Legislative finance committee

**Maintenance system:** Numerical by agency code

**Record series content:** Records concerning budget and appropriation requests from state agencies, departments, and institutions. Files may include budget requests, appropriation requests, analyst work papers, etc.

**Classification:** 1.21.2.326 NMAC, Annual Budget

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

### **112-002 LFC STUDY FILES:**

**Division/unit:** Legislative finance committee

**Maintenance system:** Numerical by LFC code

**Record series content:** Records concerning studies requested by legislators regarding the operation and management of selected state agencies, departments, and institutions. Files may include the request, work papers, bill drafts, final report of study, 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 2-3-13, NMSA 1978.

[New - 03/31/2021]

### **112-003 BUDGET ANALYSES OF STATE AGENCIES (LFC BUDGET DOCUMENT):**

**Division/unit:** Legislative finance committee

**Maintenance system:** Chronological by year, and numerical by agency code

**Record series content:** Document concerning budget recommendations. Document may include detailed worksheets, analyses for general fund appropriations, case statement summaries, Senate and House committee reports, etc.

**Classification:** 1.21.2.326 NMAC, Annual Budget

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

### **112-004 FISCAL IMPACT REPORT FILES:**

**Division/unit:** Legislative finance committee

**Maintenance system:** Numerical by bill number

**Record series content:** Records concerning analyses of all introduced legislation with emphasis on fiscal impact. Files may include analyses, summaries of introduced legislation, correspondence, etc.

**Classification:** 1.21.2.497 NMAC, Research

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

**112-005 LEGISLATIVE REQUESTS LFC CODE LOG:**

**Division/unit:** Legislative finance committee

**Maintenance system:** Numerical by LFC code

**Record series content:** Records concerning requests from individual legislators or legislative committees. Files may include request, LFC code number assigned, name of legislator or legislative committee, date of request, name of LFC analyst request assigned to, description of request, analyses, studies, reports, correspondence, etc.

**Classification:** 1.21.2.110 NMAC, Logs

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

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

[New - 03/31/2021]

**112-006 LFC HEARING TAPES:**

**Division/unit:** Legislative finance committee

**Maintenance system:** Chronological by hearing date

**Record series content:** Records concerning complete recordings of all LFC hearings and meetings. Tapes are transcribed and may include testimonials, LFC recommendations, legislative recommendations, etc.

**Classification:** 1.21.2.492 NMAC, Legislative Meetings

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

[New - 03/31/2021]

**112-007 PERFORMANCE AUDIT FILES:**

**Division/unit:** Legislative finance committee

**Maintenance system:** Alphabetical by agency, department, and institution name

**Record series content:** Records concerning performance audits conducted by LFC analysts on a routine basis, or by legislative request. Files may include audit report, books of records, studies, policies, procedures, recommendations, correspondence, etc.

**Classification:** 1.21.2.114 NMAC, Publications

**File closure:** Date file created

[New - 03/31/2021]

**112-008 LEGISLATIVE FINANCIAL INFORMATION SYSTEM (LFIS):**

**Division/unit:** Legislative finance committee

**Maintenance system:** None

**Record series content:** System tracks appropriation requests during legislature, and is information source for legislative appropriations. Database contains legislation introduced with appropriations.

**Classification:** 1.21.2.121 NMAC, Tracking

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

[New - 03/31/2021]

**112-009 INTRODUCED LEGISLATION:**

**Division/unit:** Legislative finance committee

**Maintenance system:** Chronological by date

**Record series content:** LFIS hard copy input documents. Bill shows title of legislation, name of sponsor, recurring or non-recurring expenditure, amendments, vetoed bills, etc.

**Classification:** 1.21.2.491 NMAC, Legislation

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

**112-010 BUDGET REVIEW SYSTEM (BRS):**

**Division/unit:** Legislative finance committee

**Maintenance system:** Chronological by date

**Record series content:** System tracks agency budget requests and LFC recommendations. Databases may contain expenditure history, budget request and recommendation, personnel data history, etc.

**Classification:** 1.21.2.121 NMAC, Tracking

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

**112-011 LFC BUDGET DOCUMENT:**

**Division/unit:** Legislative finance committee

**Maintenance system:** Chronological by date

**Record series content:** Budget review system (BRS) hard copy output documents. Budget analyses of state agencies

**Classification:** 1.21.2.326 NMAC, Annual Budget

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

**112-012 HB2 SYSTEM:**

**Division/unit:** Legislative finance committee

**Maintenance system:**

**Record series content:** System used to create House Bill 2, track budget recommendations, and maintain history of approved budgets. Databases may contain expenditure, revenue, personnel data, etc.

**Classification:** 1.21.2.121 NMAC, Tracking

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