

117 – Legislative School Study Committee File Plan

This file plan was developed to be a guide for Legislative School Study 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 School Study 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.

117-001 LSSC REQUEST FILE:

Division/unit: Legislative school study committee

Maintenance system: Numerical by LSSC code no.

Record series content: Contains request for study, research information, bill drafts, final reports, etc.

Classification: 1.21.2.497 NMAC, Research

File closure: Date file created

[New - 03/31/2021]

117-002 LSSC STUDY FILE:

Division/unit: Legislative school study committee

Maintenance system: Alphabetical

Record series content: Educational information studies made by LSSC; contains background material, legislative bills, studies, statistical data, etc.

Classification: 1.21.2.497 NMAC, Research

File closure: Date file created

[New - 03/31/2021]

117-003 SCHOOL DISTRICT BUDGETS:

Division/unit: Legislative school study committee

Maintenance system: Alphabetical by district

Record series content: Yearly budget of each school district

Classification: 1.21.2.326 NMAC, Annual Budget

File closure: Date file created

[New - 03/31/2021]

117-004 ADM FILE:

Division/unit: Legislative school study committee

Maintenance system: Chronological by date

Record series content: Statistical report of average daily membership of schools

Classification: 1.21.2.118 NMAC, Reports - Statistical

File closure: Date file created

[New - 03/31/2021]

117-005 ACTIVITIES ASSOCIATION REPORT:

Division/unit: Legislative school study committee

Maintenance system: Chronological by date

Record series content: Report received from the activities association on school activities

Classification: 1.21.2.118 NMAC, Reports - Statistical

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