

## 119 – Legislative Maintenance File Plan

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

### **119-001 WORKMEN'S COMPENSATION FILES:**

**Division/unit:** Legislative maintenance

**Maintenance system:** Numerical

**Record series content:** Contain notification of account transfers.

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

**File closure:** Date of account transfer

[New - 03/31/2021]

### **119-002 VEHICLE REGISTRATIONS:**

**Division/unit:** Legislative maintenance

**Maintenance system:**

**Record series content:**

**Classification:** 1.21.2.153 NMAC, Vehicle Files

**File closure:** Date new registration issued or disposition of vehicle

[New - 03/31/2021]

### **119-003 INCOMING SERVICE REQUESTS:**

**Division/unit:** Legislative maintenance

**Maintenance system:** Numerical

**Record series content:** Show requests for keys, committee rooms, flags, information, etc.

**Classification:** 1.21.2.137 NMAC, Work Orders

**File closure:** Date of request

[New - 03/31/2021]