

2001 – New Mexico Public Schools File Plan

This file plan was developed to be a guide for New Mexico Public Schools 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 New Mexico Public Schools. 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.

2001-001 STUDENT CUMULATIVE EDUCATION RECORD FILE

Division/unit: Registrar's office

Maintenance system: Chronological by date

Record series content:

(A) **Transcripts:** Files may include cumulative achievement record equivalent for elementary and secondary school including information on school entry, withdrawal, graduation, subjects taken, grades received, high school proficiency exam score etc.

(B) **Student health records:** Files may include health history, immunization record, results and recommendations from examinations, screening, treatment, parent or guardian referral record, teacher's comments, etc.

(C) **Federal program records:** Records concerning the participation in programs in which federal grant or sub-grant funds were used.

(D) **Other student records:** Files may include registration record, screening evaluation reports, program participation records, remedial program participation record, counselor notes, teacher notes correspondence, transfer to discharge notice, no-show student records, etc.

Classification:

(A) **Transcripts:** 1.21.2.189 NMAC, Student Transcripts

(B) **Student health records:** 1.21.2.832 NMAC, Patient Records - Minor (≥ 9 Years of Age)

(C) **Federal program records:** 1.21.2.122 NMAC, Grant Administration

(D) **Other student records:** 1.21.2.188 NMAC, Student Records

File closure:

(A) **Transcripts:** Date of high school graduation or date student concerned would normally have graduated from high school, whichever applies

(B) **Student health records:** Date of last entry or date individual attains age 19, whichever is longer

(C) **Federal program records:** Date of submission of final expenditure report by NM department of education

(D) **Other student records:** Date of students last attendance

Confidentiality: Confidentiality (20 USCA 1232g and Section 14-6-1 NMSA 1978).

[New - 03/31/2021]

2001-002 SPECIAL EDUCATION RECORDS

Division/unit: Registrar's office

Maintenance system: Chronological by date

Record series content: Records of students with disabilities. Files may include student information sheet, most recent three years IEP (Individual Education Plan), most recent two years student progress reports or referral form, related services reports, special reports, summary, parent communication, agency communication, writing sample, staff reports, or behavior, or staff changes, etc.

Classification: 1.21.2.188 NMAC, Student Records
File closure: Date of completion of special services to the child
Confidentiality: Confidentiality (20 USCA 1232g)
[New - 03/31/2021]

2001-003 STUDENT DISCIPLINARY RECORDS

Division/unit: Registrar's office
Maintenance system: Chronological by date
Record series content: Records include but are not limited to detention notice, suspension hearing record, and correspondence.
Classification: 1.21.2.188 NMAC, Student Records
File closure: Date of last entry or date of student's last attendance, whichever is shorter
Confidentiality: Confidentiality (20 USCA 1232g)
[New - 03/31/2021]

2001-004 PUPIL PERSONNEL CUMULATIVE RECORD (GUIDANCE FOLDER)

Division/unit: Registrar's office
Maintenance system: Chronological by date
Record series content: Record containing information on all aspects of students' school career.
Classification: 1.21.2.188 NMAC, Student Records
File closure: Date of last entry or date of students' last attendance, whichever is shorter
Confidentiality: Confidentiality (20 USCA 1232g)
[New - 03/31/2021]

2001-005 SCHOLARSHIP PROGRAM RECORDS

Division/unit: Registrar's office
Maintenance system: Chronological by date
Record series content: Records including but not limited to scholarship applications, list of eligible candidates, list of competition winners and alternates, reports, correspondence, scholarship guidelines, etc.
Classification: 1.21.2.337 NMAC, Educational Financial Aid
File closure: Date scholarship awarded or denied
[New - 03/31/2021]

2001-006 STUDENT EMPLOYMENT CERTIFICATE RECORD

Division/unit: Registrar's office
Maintenance system: Chronological by date
Record series content: Record including but not limited to application, evidence of age, parent's consent, physical fitness certificate, employment certificate or rejection of application, etc.
Classification: 1.21.2.188 NMAC, Student Records
File closure: Date student attains age 21
[New - 03/31/2021]

2001-007 NATIONAL HONOR SOCIETY STUDENT SELECTION RECORDS

Division/unit: Registrar's office
Maintenance system: Chronological by school year
Record series content: Records include but are not limited to information on qualification of eligible students, teacher ratings of students, schools honor society committee voting records, and list of students selected for membership.
Classification: 1.21.2.185 NMAC, Programs - Education
File closure: Close of school year in which created

Confidentiality: Confidentiality (20 USCA 1232g).
[New - 03/31/2021]

2001-008 SCHOOL CENSUS RECORDS

Division/unit: Registrar's office

Maintenance system: Chronological by school year

Record series content: Show students name, parents name, address, grade, sex, ethnicity, date of birth, etc.

Classification: 1.21.2.118 NMAC, Reports - Statistical

File closure: Close of school year in which created

[New - 03/31/2021]

2001-009 STUDENTS ATTENDANCE RECORD

Division/unit: Registrar's office

Maintenance system: Chronological by school year

Record series content: Register showing students name, date of birth, parent or guardian name and address, daily attendance, daily absence, daily tardiness, etc.

Classification: 1.21.2.188 NMAC, Student Records

File closure: Close of school year in which created

[New - 03/31/2021]

2001-010 STUDENTS ATTENDANCE EXEMPTION RECORD

Division/unit: Registrar's office

Maintenance system: Chronological by date

Record series content: Request for, or certificate specifying reason for and duration of exemption.

Classification: 1.21.2.188 NMAC, Student Records

File closure: Date student attains age 21

[New - 03/31/2021]

2001-011 STUDENTS ABSENCE RECORD

Division/unit: Registrar's office

Maintenance system: Chronological by school year

Record series content: Record concerning students' absence. File may include parents, or guardians excuse, investigation report, record attendance of religious observance, etc.

Classification: 1.21.2.188 NMAC, Student Records

File closure: Close of school year in which created

[New - 03/31/2021]

2001-012 PARENTS CONSENT

Division/unit: Registrar's office

Maintenance system: Chronological by school year

Record series content: Record concerning parental or guardian consent for student to participate in, or be excused from specific activity, including but not limited to physical education, field trips, or athletic programs.

Classification: 1.21.2.188 NMAC, Student Records

File closure: Close of school year in which created or until student attains age nineteen, whichever is longer.

[New - 03/31/2021]

2001-013 STUDENTS ACCIDENTS AND ILLNESSES

Division/unit: Registrar's office

Maintenance system: Chronological by date

Record series content: Log of students' accidents and illnesses during school day.

Classification: 1.21.2.110 NMAC, Logs

File closure: Close of school year in which created

Confidentiality: Confidentiality (20 USCA 1232g).

[New - 03/31/2021]

2001-014 STUDENT ORGANIZATION RECORDS

Division/unit: Registrar's office

Maintenance system: Chronological by date

Record series content: Records concerning activities and membership of student organizations.

Classification: 1.21.2.185 NMAC, Programs - Education

File closure: Date file created

Confidentiality: Confidentiality (20 USCA 1232g).

[New - 03/31/2021]

2001-015 ATHLETIC PROGRAM RECORDS

Division/unit: Registrar's office

Maintenance system: Chronological by date

Record series content:

Classification:

(A) **Records concerning activities and membership of student athletic programs:**
1.21.2.185 NMAC, Programs - Education

(B) **Records concerning injuries to school athletes and athletic staff. May include accident reports, x-rays, medical records, etc.:** 1.21.2.829 NMAC, Incidents

File closure: Date file created

Confidentiality: Confidentiality (Section 14-6-1 NMSA 1978 and 20 USCA 1232g).

[New - 03/31/2021]

2001-016 to 2001-020

2001-021 CURRICULUM RECORDS

Division/unit: Instruction records

Maintenance system: Chronological by date

Record series content: Records describing the courses of study offered by the school. Includes courses, tests, and number of units or credits required for graduation.

Classification: 1.21.2.185 NMAC, Programs - Education

(A) **Curriculum catalogue or bulletin:** 1.21.2.185 NMAC, Programs - Education

(B) **Approved curriculum variance application:** 1.21.2.185 NMAC, Programs - Education

(C) **Approved application for occupational education curriculum:** 1.21.2.185 NMAC,
Programs - Education

(D) **Approved application for curriculum other than occupational education:** 1.21.2.185
NMAC, Programs - Education

(E) **Denied application for curriculum approval or variance:** 1.21.2.107 NMAC, Denied,
Rejected or Withdrawn Records

File closure:

(A) **Curriculum catalogue or bulletin:** Date file create

(B) **Approved curriculum variance application:** Date variance approved

(C) **Approved application for occupational education curriculum:** Date curriculum
discontinued

(D) Approved application for curriculum other than occupational education: Date curriculum discontinued

(E) Denied application for curriculum approval or variance: Close of school year in which denied

[New - 03/31/2021]

2001-022 TEACHERS LESSON PLAN

Division/unit: Instruction records

Maintenance system: Chronological by school year

Record series content:

Classification: 1.21.2.182 NMAC, Course Development and Administration

File closure: Close of school year in which created

[New - 03/31/2021]

2001-023 EXAMINATION AND TEST ANSWER PAPERS

Division/unit: Instruction records

Maintenance system: Chronological by school year

Record series content: Copies of course examinations administered to students during school year. File includes test answer sheets.

Classification: 1.21.2.184 NMAC, Examination and Testing

File closure: Close of school year in which created

[New - 03/31/2021]

2001-024 RECORDS OF HYPODERMIC SYRINGES AND NEEDLES ACQUIRED FOR EDUCATIONAL USE

Division/unit: Instruction records

Maintenance system: Chronological by date

Record series content:

Classification:

(A) Certificate of need for educational use: 1.21.2.185 NMAC, Programs - Education

(B) Other records, including records of purchase, inventory, destruction, loss or theft: 1.21.2.317 NMAC, Inventories

File closure:

(A) Certificate of need for educational use: Date certificate expires

(B) Other records, including records of purchase, inventory, destruction, loss or theft:

Date file created

[New - 03/31/2021]

2001-025 to 2001-030

2001-031 ACCESSION RECORDS

Division/unit: Library records

Maintenance system: Chronological by date

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

Classification: 1.21.2.171 NMAC, Collection Management - Library

File closure: Date file created

[New - 03/31/2021]

2001-032 CATALOG OF HOLDINGS

Division/unit: Library records
Maintenance system: Chronological by date
Record series content:
Classification: 1.21.2.171 NMAC, Collection Management - Library
File closure: Date superseded by new catalog
[New - 03/31/2021]

2001-033 BORROWER FILE

Division/unit: Library records
Maintenance system: Chronological by date
Record series content: Records that authorize patrons to borrow library materials (includes interlibrary loans). May show borrower name, borrower number, expiration date, etc.
Classification: 1.21.2.173 NMAC, Lending
File closure: Date determined obsolete
Confidentiality: Confidentiality (Section 18-9-4 NMSA 1978).
[New - 03/31/2021]

2001-034 BORROWING OR LOANING RECORDS

Division/unit: Library records
Maintenance system: Chronological by date
Record series content: Records concerning the borrowing and loaning of library materials (includes interlibrary materials).
Classification: 1.21.2.173 NMAC, Lending
File closure: Date all borrowing or loaning transactions completed
Confidentiality: Confidentiality (Section 18-9-4 NMSA 1978).
[New - 03/31/2021]

2001-035 PATRONS REGISTRATION FOR USE OF SPECIAL LIBRARY MATERIALS

Division/unit: Library records
Maintenance system: Chronological by date
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: Date materials used
Confidentiality: Confidentiality (Section 18-9-4 NMSA 1978).
[New - 03/31/2021]

2001-036 SELECTION RECORDS

Division/unit: Library records
Maintenance system: Chronological by date
Record series content: Records documenting the selection of books and other library materials (monographs, periodicals, films, etc.).
Classification: 1.21.2.171 NMAC, Collection Management - Library
File closure: Date file created
[New - 03/31/2021]

2001-037 CENSORSHIP OR COMPLAINT FILES

Division/unit: Library records
Maintenance system: Chronological by date
Record series content: Records concerning library material censorship and complaints. File may include evaluations by staff, patron's complaints, final decision documentation, etc.

Classification: 1.21.2.171 NMAC, Collection Management - Library

File closure: Date of last entry

[New - 03/31/2021]

2001-038 GIFT DONORS FILE

Division/unit: Library records

Maintenance system: Chronological by date

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

Classification: 1.21.2.171 NMAC, Collection Management - Library

File closure: Date file created

[New - 03/31/2021]

2001-039 to 2001-050

2001-051 OFFENSE OR INCIDENT REPORTS

Division/unit: School security records

Maintenance system: Chronological by date

Record series content: Shows offenders name, offender information, time and location of occurrence, information on incident, reporting witness name, name of investigating officer, narrative, etc.

Classification: 1.21.2.926 NMAC, Accidents and Incidents

File closure: Date of occurrence

Confidentiality: Confidentiality (20 USCA 1232g).

[New - 03/31/2021]

2001-052 RADIO LOGS

Division/unit: School security records

Maintenance system: Chronological by school year

Record series content: Shows unit number, time and date of call, location of call, nature of call, etc.

Classification: 1.21.2.110 NMAC, Logs

File closure: Close of school year in which created

[New - 03/31/2021]

2001-053 BUILDING ENTRANCE LOG

Division/unit: School security records

Maintenance system: Chronological by school year

Record series content: Shows school, 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 school year in which created

[New - 03/31/2021]

2001-054 ALARM DATA RECORDS

Division/unit: School security records

Maintenance system: Chronological by school year

Record series content: Shows date and time of alarm, alarm number, etc.

Classification: 1.21.2.136 NMAC, Safety, Security and Access

File closure: Close of school year in which created

[New - 03/31/2021]

2001-055 DISPATCH RECORDS

Division/unit: School security records
Maintenance system: Chronological by date
Record series content: Records concerning the dispatch of campus security or police. Record may show offense or incident reported, complainants name, place of occurrence, address, time complaint received, dispatchers name, name of officer dispatched, etc.
Classification: 1.21.2.136 NMAC, Safety, Security and Access
File closure: Date of call
[New - 03/31/2021]

2001-056 PARKING ASSIGNMENTS FILE

Division/unit: School security records
Maintenance system: Chronological by date
Record series content: Records concerning staff parking assignments.
Classification: 1.21.2.136 NMAC, Safety, Security and Access
File closure: Date superseded or obsolete
[New - 03/31/2021]

2001-057 VEHICLE ACCIDENT REPORT FILE

Division/unit: School security records
Maintenance system: Chronological by date
Record series content: Records concerning each vehicle accident reported on campus. File may include medical records, offense or 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: Confidentiality (Sections 66-7-213, 66-7-215 and 14-6-1 NMSA 1978 and 20 USCA 1232g).
[New - 03/31/2021]

2001-058 VEHICLE REGISTRATION FILE

Division/unit: School security records
Maintenance system: Chronological by date
Record series content: Records concerning the registration of vehicles and bicycles on campus.
Classification: 1.21.2.136 NMAC, Safety, Security and Access
File closure: Date file becomes obsolete
[New - 03/31/2021]

2001-059 WRECKER LOG

Division/unit: School security records
Maintenance system: Chronological by fiscal year
Record series content: Record of vehicles towed away from campus. 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]

2001-060 to 2001-070

2001-071 LEGAL CASE FILE

Division/unit: Legal records

Maintenance system: Chronological by date

Record series content: May contain complaints, court orders, motions, pleadings, notes, briefs, releases, investigative reports investigator activity logs, transcripts, closing sheets, correspondence, etc.

Classification: 1.21.2.636 NMAC, Legal Case Files

File closure: Date case closed or date any minor involved attains age 21, whichever is longer

Confidentiality: Confidentiality (20 USCA 1232g, Section 38-6-6.B NMSA 1978, and common law principle of client-attorney privilege).

[New - 03/31/2021]

2001-072 LEGAL CASE LOG

Division/unit: Legal records

Maintenance system: Chronological by date

Record series content: A chronological listing of cases.

Classification: 1.21.2.110 NMAC, Logs

File closure: Date all cases listed are closed

[New - 03/31/2021]

2001-073 LEGAL CASE INDEX

Division/unit: Legal records

Maintenance system: Chronological by date

Record series content: Includes notations on activities related to case indexed.

Classification: 1.21.2.109 NMAC, Indexes and Finding Aids

File closure: Date all cases listed are closed

[New - 03/31/2021]

2001-074 LEGAL OPINIONS AND REQUESTS FOR OPINION FILE

Division/unit: Legal records

Maintenance system: Chronological by date

Record series content: Records requesting legal office to render or issue an opinion. May contain request, opinion, relating documentation, correspondence, etc.

Classification: 1.21.2.627 NMAC, Advice and Opinions

File closure: Date file created

Confidentiality: These records are confidential under the attorney-client privilege provisions.

[New - 03/31/2021]

2001-075 to 2001-080

2001-081 BOND ISSUE PREPARATION FILE

Division/unit: Business office records

Maintenance system: Chronological by date

Record series content: Records relating to bond attorneys, preparation of the prospectus, prospectus distribution to bond buyers, bond printing, list of prospective buyers, bond printing bids, buyers, proof of publication of notice of estoppel, debt-contracting power statement, etc.

Classification: 1.21.2.341 NMAC, Investments

File closure: Date bond issue retired

[New - 03/31/2021]

**2001-082 BONDS, NOTES, INTEREST COUPONS, CERTIFICATES OF INDEBTEDNESS,
OR SECURITIES**

Division/unit: Business office records
Maintenance system: Chronological by date
Record series content: Record of debts incurred by the institution.
Classification: 1.21.2.341 NMAC, Investments
File closure: Date payment and certificate of destruction has been prepared
[New - 03/31/2021]

2001-083 BOND OR NOTE ISSUE AND CANCELLATION REGISTER

Division/unit: Business office records
Maintenance system: Chronological by date
Record series content: Shows bond or note issue number, amount of issue, date bond or note canceled, coupon number, payment information, etc.
Classification: 1.21.2.341 NMAC, Investments
File closure: Date file created
[New - 03/31/2021]

2001-084 CERTIFICATE OF DESTRUCTION

Division/unit: Business office records
Maintenance system: Chronological by date
Record series content: Shows the number and maturity of the bond, or note, or certificate, or coupon, the date paid, any other information required by the debtor agency.
Classification: 1.21.2.341 NMAC, Investments
File closure: Date file created
[New - 03/31/2021]

2001-085 FEDERAL GRANT FILES

Division/unit: Business office records
Maintenance system: Chronological by date
Record series content: Records concerning federal grant monies. Files include application for grant, notification of award, copies of expenditure reports, grant guidelines, correspondence, etc.
Classification: 1.21.2.122 NMAC, Grant Administration
File closure: Date grant terminated or date of submission final expenditure report, whichever is longer
[New - 03/31/2021]

2001-086 to 2001-090

2001-091 FOOD MANAGEMENT AND CHILD NUTRITION RECORDS

Division/unit: Food management and child nutrition records
Maintenance system: Chronological by date
Record series content: Records include program participation agreements, amendments, meal counts, annual cafeteria reports, special milk and lunch program reports, cost distribution reports, daily lunch reports, public welfare commodity form Number 1653A, etc.
Classification: 1.21.2.601 NMAC, Agreements - Other
File closure: Date of submission of final expenditure report
[New - 03/31/2021]

2001-092 to 2001-100

2001-101 AFFIRMATIVE ACTION OR EQUAL EMPLOYMENT OPPORTUNITY FILE

Division/unit: Personnel records
Maintenance system: Chronological by fiscal year

Record series content: Records concerning school districts affirmative action or equal opportunity programs. 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]

2001-102 EDUCATIONAL RETIREMENT BOARD FILES

Division/unit: Personnel records

Maintenance system: Chronological by date

Record series content: Records concerning the earnings and contributions of school district employees to educational retirement board.

Classification: 1.21.2.233 NMAC, Personnel Files - Contributing

File closure: Date employee terminated or retired

[New - 03/31/2021]

2001-103 STUDENT EMPLOYEE FILES

Division/unit: Personnel records

Maintenance system: Chronological by date

Record series content: Records concerning part-time student employees.

Classification: 1.21.2.234 NMAC, Personnel Files - Non-Contributing

File closure: Date of termination

[New - 03/31/2021]

2001-104 SOCIAL SECURITY FILES

Division/unit: Personnel records

Maintenance system: Chronological by fiscal year

Record series content: Records concerning employees' earnings and deductions under the social security retirement plan.

Classification: 1.21.2.211 NMAC, Deductions and Garnishments

File closure: Close of fiscal year in which created

[New - 03/31/2021]

2001-105 FEDERAL AND STATE INCOME TAX WITHHOLDING FILES

Division/unit: Personnel records

Maintenance system: Chronological by fiscal year

Record series content: Records concerning employees' earnings and federal and state income tax contributions.

Classification: 1.21.2.214 NMAC, Taxes - Payroll

File closure: Close of fiscal year in which created

[New - 03/31/2021]

2001-106 to 2001-110

2001-111 INSURANCE POLICY FILE

Division/unit: Risk management records

Maintenance system: Chronological by date

Record series content: Records concerning insurance coverage of school district property (buildings and contents, equipment, automobiles, etc.).

Classification:

- (A) **Insurance policy:** 1.21.2.164 NMAC, Insurance Policies
- (B) **Claim files:** 1.21.2.161 NMAC, Accidents and Property Damage

File closure:

- (A) **Insurance policy:** Date of expiration of policy, provided no claims or suits pending
- (B) **Claim files:** Date case closed

Confidentiality: Paragraph 2 of Subsection D of 2001-0801 NMAC records with claim files containing health information are confidential. (Section 14-6-1 NMSA 1978).

[New - 03/31/2021]

2001-112 GROUP INSURANCE POLICY FILE

Division/unit: Risk management records

Maintenance system: Chronological by date

Record series content: Records concerning insurance coverage of school district employees (health, life, accident, and long term disability)

Classification:

- (A) **Group insurance policy:** 1.21.2.203 NMAC, Plans
- (B) **Individual employee policy holders records (waiver and enrollment forms**

applicable to group insurance in effect): 1.21.2.202 NMAC, Enrollment - Benefits

File closure:

(A) **Group insurance policy:** Date of expiration of policy, provided no claim or suits pending.

(B) **Individual employee policy holders records (waiver and enrollment forms applicable to group insurance in effect):** Date of employee terminated or retired, or date of termination of effective period, whichever is longer

Confidentiality: Paragraph 3 of Subsection D of 2001-0802 NMAC records with claim files containing health information are confidential. (Section 14-6-1 NMSA 1978).

[New - 03/31/2021]

2001-113 LIABILITY CERTIFICATES OF COVERAGE FILE

Division/unit: Risk management records

Maintenance system: Chronological by date

Record series content: Records concerning insurance coverage of school district liability.

Classification:

- (A) **Certificate (policy):** 1.21.2.164 NMAC, Insurance Policies
- (B) **Claim files:** 1.21.2.162 NMAC, General Liability - Claims

File closure:

- (A) **Certificate (policy):** Date of expiration of policy, provided no claims or suits pending
- (B) **Claim files:** Date case closed

Confidentiality: Paragraph 2 of Subsection D of 2001-0803 NMAC records with claim files containing health information are confidential. (Section 14-6-1 NMSA 1978).

[New - 03/31/2021]

2001-114 SURETY BOND FILE

Division/unit: Risk management records

Maintenance system: Chronological by date

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

Classification:

- (A) **Certificate (policy):** 1.21.2.164 NMAC, Insurance Policies
- (B) **Claim files:** 1.21.2.162 NMAC, General Liability - Claims

File closure:

- (A) **Certificate (policy):** Date of expiration of policy, provided no claims or suits pending
- (B) **Claim files:** Date case closed

[New - 03/31/2021]

2001-115 WORKERS COMPENSATION FILE

Division/unit: Risk management records

Maintenance system: Chronological by date

Record series content: Records concerning workers compensation claims against school district. File may include legal opinions and briefs, court documents, transcripts, affidavits, photographs, findings, recommendations, correspondence, etc.

Classification:

- (A) **Policy:** 1.21.2.164 NMAC, Insurance Policies
- (B) **Claim files:** 1.21.2.261 NMAC, Claims - Workers' Compensation and Unemployment

File closure:

- (A) **Policy:** Date of expiration of policy provided no claim or suits pending
- (B) **Claim files:** Date case closed

Confidentiality: Paragraph 2 of Subsection D of **2001-0805** NMAC records with claim files containing health information are confidential. (Section 14-6-1 NMSA 1978).

[New - 03/31/2021]

2001-116 TITLE INSURANCE POLICY

Division/unit: Risk management records

Maintenance system: Chronological by date

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

Classification:

- (A) **Policy:** 1.21.2.164 NMAC, Insurance Policies
- (B) **Claim files:** 1.21.2.161 NMAC, Accidents and Property Damage

File closure:

- (A) **Policy:** Date property sold or disposed of, provided no claims or suits pending
- (B) **Claim files:** Date case closed

[New - 03/31/2021]

2001-117 INSURANCE APPRAISAL OR SURVEY FILE

Division/unit: Risk management records

Maintenance system: Chronological by date

Record series content: Records concerning insurance appraisal and or surveys.

Classification: 1.21.2.676 NMAC, Appraisals - Valuations

File closure: Date informational value ends

[New - 03/31/2021]

2001-118 to 2001-130

2001-131 TRANSPORTATION ROUTING REPORT

Division/unit: Transportation records

Maintenance system: Chronological by school year

Record series content: Report that provides information for each trip by each bus, including but not limited to mileage and the number and type of students transported.

Classification: 1.21.2.118 NMAC, Reports - Statistical

File closure: Close of school year in which created

[New - 03/31/2021]

2001-132 SCHOOL BUS DRIVER QUALIFICATION FILE

Division/unit: Transportation records

Maintenance system: Chronological by date

Record series content: Records concerning but not limited to employment application, physical examination information, driving examination, training records, approval of driver, and driver training certificates.

Classification: 1.21.2.223 NMAC, Certifications

File closure: Date of termination of employment

[New - 03/31/2021]

2001-133 SCHOOL BUS PURCHASE FILE

Division/unit: Transportation records

Maintenance system: Chronological by date

Record series content:

Classification: 1.21.2.301 NMAC, Accounts Payable

File closure: Date of disposition of bus

[New - 03/31/2021]

2001-134 SCHOOL BUS ROUTE SCHEDULE

Division/unit: Transportation records

Maintenance system: Chronological by date

Record series content: School bus route schedule or diagram, including locations and times of stops.

Classification: 1.21.2.102 NMAC, Calendars and Schedules

File closure: Date superseded or obsolete

[New - 03/31/2021]

2001-135 SCHOOL BUS RIDERSHIP LIST

Division/unit: Transportation records

Maintenance system: Chronological by school year

Record series content: School bus ridership list or pupil transportation eligibility record for common carriers and contract yellow buses, including names of students for each route.

Classification: 1.21.2.118 NMAC, Reports - Statistical

File closure: Close of school year in which created

Confidentiality: Confidentiality (20 USCA 1232g)

[New - 03/31/2021]

2001-136 DRIVERS DAILY LOG REPORT

Division/unit: Transportation records

Maintenance system: Chronological by school year

Record series content:

Classification: 1.21.2.110 NMAC, Logs

File closure: Close of school year in which created

[New - 03/31/2021]

2001-137 to 2001-140

2001-141 ACCIDENT REPORT FILE

Division/unit: Miscellaneous school district records

Maintenance system: Chronological by date

Record series content: Reports of accidents involving office or school personnel.

Classification:

(A) **Files resulting in no action, or, 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:

(A) **Files resulting in no action, or, claim, or litigation:** Date of accident.

(B) **Files resulting in action, or claim, or litigation:** Date of accident or date all actions completed or issues resolved, whichever is longer
[New - 03/31/2021]

2001-142 ACCREDITATION FILE

Division/unit: Miscellaneous school district records

Maintenance system: Chronological by date

Record series content: Records concerning school accreditation. File may include guides, reports, questionnaires, related records, correspondence, etc.

Classification: 1.21.2.406 NMAC, Schools

File closure: Date of accreditation

[New - 03/31/2021]

2001-143 FACULTY RECRUITMENT FILE

Division/unit: Miscellaneous school district records

Maintenance system: Chronological by date

Record series content: Records concerning the recruitment of faculty. File may include policies, forms, resumes, applications, correspondence, reports, interview notes, related records, correspondence, etc.

Classification:

(A) **Applications and records for individuals hired:** 1.21.2.233 NMAC, Personnel Files - Contributing

(B) **Applications:** 1.21.2.246 NMAC, Recruitment

File closure: Date recruitment finalized

[New - 03/31/2021]

2001-144 SEARCH COMMITTEE FILE

Division/unit: Miscellaneous school district records

Maintenance system: Chronological by date

Record series content: Records concerning activities of specially-formed search committees charged with recruiting new or replacement faculty and/or administration members. File may include resumes, applications, correspondence, related records, etc.

Classification: 1.21.2.246 NMAC, Recruitment

File closure: Date recruitment finalized

[New - 03/31/2021]

2001-145 CALENDAR OF EVENTS FILE

Division/unit: Miscellaneous school district records

Maintenance system: Chronological by date

Record series content: Reference copies of college or university calendars of events.

Classification: 1.21.2.102 NMAC, Calendars and Schedules

File closure: Date superseded or obsolete

[New - 03/31/2021]

2001-146 COMMITTEES OR COUNCILS FILES

Division/unit: Miscellaneous school district records

Maintenance system: Chronological by school year

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

Classification: 1.21.2.452 NMAC, Meetings

File closure: Close of school year in which created

[New - 03/31/2021]

2001-147 CONFERENCES OR WORKSHOPS CONDUCTED FILE

Division/unit: Miscellaneous school district records

Maintenance system: Chronological by school year

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

Classification: 1.21.2.254 NMAC, Training Materials

File closure: Close of school year in which created

[New - 03/31/2021]

2001-148 MAINTENANCE SERVICE FILE

Division/unit: Miscellaneous school district records

Maintenance system: Chronological by date

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

Classification: 1.21.2.134 NMAC, Maintenance and Repair Records

File closure: Date of last entry

[New - 03/31/2021]

2001-149 OVERTIME FILE

Division/unit: Miscellaneous school district records

Maintenance system: Chronological by fiscal year

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

Classification: 1.21.2.235 NMAC, Time and Attendance

File closure: Closed of fiscal year in which created

[New - 03/31/2021]

2001-150 PARKING ASSIGNMENTS FILE

Division/unit: Miscellaneous school district records

Maintenance system: Chronological by date

Record series content: Records concerning staff parking assignments.

Classification: 1.21.2.136 NMAC, Safety, Security and Access

File closure: Date superseded or obsolete

[New - 03/31/2021]

2001-151 SUPPLIES OR EQUIPMENT FILE

Division/unit: Miscellaneous school district records

Maintenance system: Chronological by date

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

Classification:

(A) **Warranties:** 1.21.2.151 NMAC, Equipment Files
(B) **Equipment records, including operating manuals:** 1.21.2.151 NMAC, Equipment Files

(C) **Supply records:** 1.21.2.317 NMAC, Inventories

File closure:

(A) **Warranties:** Date of termination of warranty

(B) **Equipment records, including operating manuals:** Date of disposition of equipment

(C) **Supply records:** Date audit report released

[New - 03/31/2021]

2001-152 SURPLUS PROPERTY FILE

Division/unit: Miscellaneous school district records

Maintenance system: Chronological by date

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 or date all audits are released, whichever is longer

[New - 03/31/2021]

2001-153 TELEPHONE BILLINGS FILE

Division/unit: Miscellaneous school district records

Maintenance system: Chronological by date

Record series content: Reference copies of monthly office telephone bills.

Classification: 1.21.2.301 NMAC, Accounts Payable

File closure: Date audit report released

[New - 03/31/2021]

2001-154 WORK ORDERS FILE

Division/unit: Miscellaneous school district records

Maintenance system: Chronological by date

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

Classification: 1.21.2.137 NMAC, Work Orders

File closure: Date work order completed

[New - 03/31/2021]

2001-155 MEMBERSHIP REPORT FILE

Division/unit: Miscellaneous school district records

Maintenance system: Chronological by date

Record series content: Copies of reports concerning membership in public schools submitted to the NM department of education pursuant to Section 22-8-13 NMSA 1978. Each local school board shall require each public school in its school district to keep accurate records concerning membership in the public schools. (Section 22-8-13A, NMSA 1978)

Classification: 1.21.2.118 NMAC, Reports - Statistical

File closure: Date file created

[New - 03/31/2021]

2001-156 INSTRUCTIONAL MATERIAL RECORDS

Division/unit: Miscellaneous school district records

Maintenance system: Chronological by fiscal year

Record series content: Records concerning instructional material distributed to school district pursuant to the Instructional Material Law (Sections 22-15-1 to 22-13-15-14 NMSA 1978).

Classification:

(A) **Accounts or credit allocation records:** 1.21.2.310 NMAC, Reports - Accounting

(B) **Sale, or loss, or return records:** 1.21.2.317 NMAC, Inventories

File closure:

(A) **Accounts or credit allocation records:** Close of fiscal year in which created

(B) **Sale, or loss, or return records:** Close of fiscal year in which sale, or loss, or return

occurs

[New - 03/31/2021]