

2002 – New Mexico Colleges and Universities File Plan

This file plan was developed to be a guide for New Mexico Colleges and Universities 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 Colleges and Universities. 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.

2002-001 ACCIDENT REPORT FILE:

Division/unit: Records common to all offices or departments

Maintenance system: Chronological by date

Record series content: Reports of accidents involving office or campus 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 action completed or issues resolved

[New - 03/31/2021]

2002-002 ADMINISTRATIVE FILE:

Division/unit: Records common to all offices or departments

Maintenance system: Chronological by date

Record series content: Records concerning the administration of the office. File may contain reports, directives, correspondence, related documentation, etc.

Classification: 1.21.2.111 NMAC, Planning and Development

File closure: Date file created

[New - 03/31/2021]

2002-003 APPLICATIONS FOR EMPLOYMENT FILE:

Division/unit: Records common to all offices or departments

Maintenance system: Chronological by date

Record series content: Applications for employment within particular office or department. File may contain application, resume, letters of reference or recommendation, correspondence, related documentation, 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 file created

[New - 03/31/2021]

2002-004 CALENDAR OF EVENTS FILE:

Division/unit: Records common to all offices or departments
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]

2002-005 COMMITTEES OR COUNCILS FILES:

Division/unit: Records common to all offices or departments
Maintenance system: Chronological by date
Record series content: Records concerning various committees or councils with which office or department deals. File may contain minutes of meetings, reports, notifications, correspondence, related documentation, etc.
Classification: 1.21.2.452 NMAC, Meetings
File closure: Date file created
[New - 03/31/2021]

2002-006 CONFERENCES OR WORKSHOPS CONDUCTED FILE:

Division/unit: Records common to all offices or departments
Maintenance system: Chronological by date
Record series content: Records of conferences or workshops conducted by office or departmental 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: Date file created
[New - 03/31/2021]

2002-007 MAINTENANCE SERVICE FILE:

Division/unit: Records common to all offices or departments
Maintenance system: Chronological by date
Record series content: Records concerning maintenance services conducted for office/department. File may include work orders, maintenance reports, related documentation, correspondence, etc.
Classification: 1.21.2.137 NMAC, Work Orders
File closure: Date of last entry
[New - 03/31/2021]

2002-008 OVERTIME FILE:

Division/unit: Records common to all offices or departments
Maintenance system: Chronological by date
Record series content: Records of overtime by office or department personnel.
Classification: 1.21.2.235 NMAC, Time and Attendance
File closure: Date overtime accrual date
[New - 03/31/2021]

2002-009 PARKING ASSIGNMENTS FILE:

Division/unit: Records common to all offices or departments
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]

2002-010 SUPPLIES AND EQUIPMENT FILE:

Division/unit: Records common to all offices or departments

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 warranty terminated

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

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

[New - 03/31/2021]

2002-011 SURPLUS PROPERTY FILE:

Division/unit: Records common to all offices or departments

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]

2002-012 TELEPHONE BILLINGS FILE:

Division/unit: Records common to all offices or departments

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]

2002-013 WORK ORDERS FILE:

Division/unit: Records common to all offices or departments

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 completed

[New - 03/31/2021]

2002-014 to 2002-020

2002-021 ALUMNI ASSOCIATION FILE:

Division/unit: Office of the president

Maintenance system: Chronological by fiscal year

Record series content: Records concerning university dealings with the university alumni association. File may include correspondence, reports, publications, related documentation, etc.

Classification: 1.21.2.186 NMAC, Programs - Higher Education

File closure: Close of fiscal year in which created

[New - 03/31/2021]

2002-022 BOARD OF REGENTS FILE:

Division/unit: Office of the president

Maintenance system: Chronological by date

Record series content: Records concerning university dealings with the university board of regents. File may include minutes of meetings, reports, related documentation, correspondence, etc.

Classification: 1.21.2.452 NMAC, Meetings

File closure: Date file created

[New - 03/31/2021]

2002-023 FRATERNITIES OR SORORITIES FILE:

Division/unit: Office of the president

Maintenance system: Chronological by fiscal year

Record series content: Records concerning university dealings with the university fraternities and sororities. File may include reports, publications, related documentation, correspondence, etc.

Classification: 1.21.2.186 NMAC, Programs - Higher Education

File closure: Close of fiscal year in which created

[New - 03/31/2021]

2002-024 SPEECH FILES:

Division/unit: Office of the president

Maintenance system: Chronological by date

Record series content: Transcript of speeches of the president

Classification: 1.21.2.119 NMAC, Speeches and Presentations

File closure: Date when the president leaves office

[New - 03/31/2021]

2002-025 STUDENT GOVERNMENT CONSTITUTION AND BYLAWS:

Division/unit: Office of the president

Maintenance system: Chronological by date

Record series content: Official copies of the constitution, bylaws, and other related records concerning student government and the university.

Classification:

(A) **Constitution and bylaws (includes revisions and amendments):** 1.21.2.451 NMAC, Bylaws

(B) **All other records:** 1.21.2.112 NMAC, Program and Project Files

File closure:

(A) **Constitution and bylaws (includes revisions and amendments):** Date file created

(B) **All other records:** Close of fiscal year in which created

[New - 03/31/2021]

2002-026 UNIVERSITY CODE FILE:

Division/unit: Office of the president

Maintenance system: Chronological by date

Record series content: Official copies of university code (or other document) defining the university standards of professionalism, ethics, and operation.

Classification: 1.21.2.511 NMAC, Policies and Procedures

File closure: Date file created

[New - 03/31/2021]

2002-027 COMMISSION ON HIGHER EDUCATION INFORMATION FILES:

Division/unit: Office of the president

Maintenance system: Chronological by fiscal year

Record series content: Records concerning university dealings with the commission on higher education. File may include copies of reports submitted to the commission concerning university staff, courses, students, degrees conferred, space, etc.

Classification: 1.21.2.111 NMAC, Planning and Development

File closure: Close of fiscal year in which created

[New - 03/31/2021]

2002-028 PRESIDENT'S CORRESPONDENCE FILE:

Division/unit: Office of the president

Maintenance system: Chronological by fiscal year

Record series content: Administrative and routine correspondence concerning university. Includes correspondence, etc.

Classification: 1.21.2.104 NMAC, Correspondence - Executive Level

File closure: Close of fiscal year in which created

[New - 03/31/2021]

2002-029 to 2002-040

2002-041 APPLICATION FOR ADMISSION FILE:

Division/unit: Admission's office

Maintenance system: Chronological by date

Record series content: File may contain application for admission, acceptance letters, advanced placement records, entrance examination reports (ACT, CEEB), letters of recommendation, medical records, placement scores, readmission forms, recruitment materials, transcripts-other colleges, transcripts-high school, listings of credit hours earned, test scores (SAT, GRE, law board, etc.), related documentation, correspondence, etc.

Classification:

(A) **Accepted applicant files:** 1.21.2.188 NMAC, Student Records

(B) **Accepted applicant "no show" files:** 1.21.2.183 NMAC, Enrollment - Education

(C) **Rejected or unacted upon applicant files:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn Records

File closure:

(A) **Accepted applicant files:** Date file created

(B) **Accepted applicant "no show" files:** Close of calendar year in which created

(C) **Rejected or unacted upon applicant files:** Close of calendar year in which created

Confidentiality: Confidentiality (20 USCA 1232g)

[New - 03/31/2021]

2002-042 to 2002-050

2002-051 REGISTRATION RECORDS:

Division/unit: Registrar's office

Maintenance system: Chronological by date

Record series content: Records concerning the student registration or matriculation process. May include records that authorize the change of course (add or drop). Records may show student name and number, course request, course title and number, credit hours, instructor, etc.

Classification: 1.21.2.187 NMAC, Registration

File closure: Date file created

[New - 03/31/2021]

2002-052 STUDENT ACADEMIC FILE:

Division/unit: Registrar's office

Maintenance system: Chronological by date

Record series content: File may contain application for admission, acceptance letters, advanced placement records, entrance examination reports (ACT, CEEB), letters of recommendation, medical records, placement scores, readmission forms, recruitment materials, transcripts (high school or other colleges), listings of credit hours earned, test scores (SAT, GRE, law board, etc.), copy of college or university transcript, requests for information, related documentation, correspondence, etc.

Classification: 1.21.2.188 NMAC, Student Records

File closure: Date last semester attended by student

Confidentiality: Confidentiality (20 USCA 1232g)

[New - 03/31/2021]

2002-053 STUDENT TRANSCRIPT:

Division/unit: Registrar's office

Maintenance system: Chronological by date

Record series content: May show student name, student number, date of birth, date of matriculation, courses taken, grades received, degrees conferred, rank in class, etc.

Classification: 1.21.2.189 NMAC, Student Transcripts

File closure: Date of birth of student

Confidentiality: Confidentiality (20 USCA 1232g)

[New - 03/31/2021]

2002-054 INSTRUCTOR'S OR PROFESSOR'S GRADE SHEETS:

Division/unit: Registrar's office

Maintenance system: Chronological by date

Record series content: Official grade sheets filled out by instructor or professor. Record may show course title and section, instructor's or professor's name and signature, course identification, student name and number, grade, etc.

Classification: 1.21.2.184 NMAC, Examination and Testing

File closure: Date file created

Confidentiality: Confidentiality (20 USCA 1232g)

[New - 03/31/2021]

2002-055 STUDENT SOCIAL SECURITY BENEFIT'S FILE:

Division/unit: Registrar's office

Maintenance system: Chronological by date

Record series content: Records regarding students who receive social security educational benefits. File may include applications for social security educational benefits, approvals/rejections, dates of enrollment and attendance, amounts awarded, amounts received, social security certification, related documentation, correspondence, etc.

Classification: 1.21.2.337 NMAC, Educational Financial Aid

File closure: Date of social security certification

Confidentiality: Confidentiality (20 USCA 1232g)

[New - 03/31/2021]

2002-056 FERPA STUDENT FILE:

Division/unit: Registrar's office

Maintenance system: Chronological by date

Record series content: Records concerning the Family Educational Rights and Privacy Act. File may contain requests for formal hearings, requests and disclosures of personally identifiable information, student requests for nondisclosure of directory information, student statements of content of records regarding hearing panel decisions, student's written consent for records disclosure, waivers for rights of access, written decisions of hearing panels, other FERPA related documentation, correspondence, etc.

Classification: 1.21.2.632 NMAC, Hearings and Appeals

File closure: Date student academic file destroyed

Confidentiality: Confidentiality (20 USCA 1232g)

[New - 03/31/2021]

2002-057 VETERANS' BENEFITS FILE:

Division/unit: Registrar's office

Maintenance system: Chronological by date

Record series content: Records regarding students who receive veterans' educational benefits. File may include applications for veterans' educational benefits, approvals/rejections, dates of enrollment and attendance, amounts awarded, amounts received, enrollment certification, discharge record, related documentation, correspondence, etc.

Classification: 1.21.2.337 NMAC, Educational Financial Aid

File closure: Date of termination of veteran's enrollment

Confidentiality: Confidentiality (20 USCA 1232g)

[New - 03/31/2021]

2002-058 IMMIGRATION AND NATURALIZATION SERVICE STUDENT FILE:

Division/unit: Registrar's office

Maintenance system: Chronological by date

Record series content: Records used to comply with the reporting requirements of immigration and naturalization service.

Classification: 1.21.2.188 NMAC, Student Records

File closure: Date student academic file is destroyed

Confidentiality: Confidentiality (20 USCA 1232g)

[New - 03/31/2021]

2002-059 HISTORICAL PUBLICATION OR STATISTICAL DATA RECORDS:

Division/unit: Registrar's office

Maintenance system: Chronological by date

Record series content: Records with enduring value beyond the needs of the registrar's office. Records include college or university catalog, commencement program, degree statistics, enrollment statistics, grade statistics, racial and ethnic statistics, schedule of classes, etc.

Classification: 1.21.2.114 NMAC, Publications

File closure: Date file created

[New - 03/31/2021]

2002-060 to 2002-070

2002-071 ACADEMIC RECORDS FILE:

Division/unit: Departments (academic)

Maintenance system: Chronological by date

Record series content: Individual student academic records.

Classification: 1.21.2.188 NMAC, Student Records

File closure: Date of last semester attended by student

Confidentiality: Confidentiality (20 USCA 1232g)

[New - 03/31/2021]

2002-072 ACCREDITATION FILE:

Division/unit: Departments (academic)

Maintenance system: Chronological by date

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

Classification: 1.21.2.401 NMAC, Colleges and Universities

File closure: Date file created

[New - 03/31/2021]

2002-073 COMPLETED EXAMINATIONS FILE:

Division/unit: Departments (academic)

Maintenance system: Chronological by date

Record series content: Completed student examinations.

Classification: 1.21.2.184 NMAC, Examination and Testing

File closure: Date file created

Confidentiality: Confidentiality (20 USCA 1232g)

[New - 03/31/2021]

2002-074 COMPLETED TESTS FILE:

Division/unit: Departments (academic)

Maintenance system: Chronological by date

Record series content: Completed student tests.

Classification: 1.21.2.184 NMAC, Examination and Testing

File closure: Date file created

Confidentiality: Confidentiality (20 USCA 1232g)

[New - 03/31/2021]

2002-075 COMPREHENSIVE EXAMINATION RESULTS FILE:

Division/unit: Departments (academic)

Maintenance system: Chronological by date

Record series content: Listings of student comprehensive examination scores.

Classification: 1.21.2.110 NMAC, Logs

File closure: Date of examination

Confidentiality: Confidentiality (20 USCA 1232g)

[New - 03/31/2021]

2002-076 COMPREHENSIVE EXAMINATIONS FILE:

Division/unit: Departments (academic)

Maintenance system: Chronological by date

Record series content: Completed student comprehensive examinations for degrees.

Classification: 1.21.2.181 NMAC, Assessments

File closure: Date of examination

Confidentiality: Confidentiality (20 USCA 1232g)

[New - 03/31/2021]

2002-077 COURSE SYLLABI OR OUTLINES FILE:

Division/unit: Departments (academic)

Maintenance system: Chronological by date

Record series content: Syllabus or outline of each course offered by department.

Classification: 1.21.2.182 NMAC, Course Development and Administration

File closure: Date superseded or obsolete

[New - 03/31/2021]

2002-078 COURSE TITLE DIRECTORY FILE:

Division/unit: Departments (academic)

Maintenance system: Chronological by date

Record series content: Directories of courses currently offered by department.

Classification: 1.21.2.110 NMAC, Logs

File closure: Date superseded or obsolete

[New - 03/31/2021]

2002-079 CREDITS BY EXAMINATION FILE:

Division/unit: Departments (academic)

Maintenance system: Chronological by date

Record series content: Records concerning academic credits awarded to students by special examination.

Classification: 1.21.2.188 NMAC, Student Records

File closure: Date file created

[New - 03/31/2021]

2002-080 DEGREE LISTINGS FILE:

Division/unit: Departments (academic)

Maintenance system: Chronological by date

Record series content: Listings of departmental students who tentatively are scheduled to receive degrees at end of semester. File includes information used to order diplomas.

Classification: 1.21.2.110 NMAC, Logs

File closure: Date reference value ends

Confidentiality: Confidentiality (20 USCA 1232g)

[New - 03/31/2021]

2002-081 DEPARTMENT HEAD'S FILE:

Division/unit: Departments (academic)

Maintenance system: Chronological by date

Record series content: Records maintained by the department head concerning departmental programs and activities. File may include reports, correspondence, directives, related records, etc.

Classification: 1.21.2.111 NMAC, Planning and Development

File closure: Date file created

[New - 03/31/2021]

2002-082 DEPARTMENTAL HISTORY FILE:

Division/unit: Departments (academic)

Maintenance system: Chronological by date

Record series content: Records concerning history of the department. File may include publications, newsletters, reports, photographs, related records, correspondence, etc.

Classification: 1.21.2.111 NMAC, Planning and Development

File closure: Date file created

[New - 03/31/2021]

2002-083 DEPARTMENTAL PROGRAMS FILE:

Division/unit: Departments (academic)

Maintenance system: Chronological by date

Record series content: Records concerning departmental academic programs. File may include program proposals and descriptions, accounting records, correspondence, administrative documents, etc.

Classification: 1.21.2.186 NMAC, Programs - Higher Education

File closure: Date file created

[New - 03/31/2021]

2002-084 DROP OR ADD FORMS FILE:

Division/unit: Departments (academic)

Maintenance system: Chronological by date

Record series content: Completed student drop or add form.

Classification: 1.21.2.187 NMAC, Registration

File closure: Date file created

Confidentiality: Confidentiality (20 USCA 1232g)

[New - 03/31/2021]

2002-085 ENROLLMENT FILE:

Division/unit: Departments (academic)

Maintenance system: Chronological by date

Record series content: Student enrollment books for each course in department.

Classification: 1.21.2.183 NMAC, Enrollment - Education

File closure: Date file created

Confidentiality: Confidentiality (20 USCA 1232g)

[New - 03/31/2021]

2002-086 EXTRA HOUR REGISTRATION FILE:

Division/unit: Departments (academic)

Maintenance system: Chronological by date

Record series content: Records concerning student registration for extra course hours. File may include notices of departmental permission for extra hour registration.

Classification: 1.21.2.187 NMAC, Registration

File closure: Date file created

Confidentiality: Confidentiality (20 USCA 1232g)

[New - 03/31/2021]

2002-087 FACULTY AWARD AND HONORS FILE:

Division/unit: Departments (academic)

Maintenance system: Chronological by date

Record series content: Records concerning awards and honors to faculty members within the department. File may include recommendations, approvals, related records, correspondence, etc.

Classification: 1.21.2.221 NMAC, Awards - Personnel Management

File closure: Date file created

[New - 03/31/2021]

2002-088 FACULTY LISTINGS FILE:

Division/unit: Departments (academic)

Maintenance system: Chronological by date

Record series content: Listings of departmental faculty.

Classification: 1.21.2.110 NMAC, Logs

File closure: Date file created

[New - 03/31/2021]

2002-089 FACULTY PUBLICATIONS FILE:

Division/unit: Departments (academic)

Maintenance system: Chronological by date

Record series content: Reference copies of articles and books written by departmental faculty members.

Classification: 1.21.2.176 NMAC, Scholarly Research

File closure: Date file created

[New - 03/31/2021]

2002-090 FINANCIAL AID FILE:

Division/unit: Departments (academic)

Maintenance system: Chronological by date

Record series content: Records regarding financial aid awarded to students and student assistants within department. File may include applications, approvals, accounting records, related records, etc.

Classification: 1.21.2.337 NMAC, Educational Financial Aid

File closure: Date released from all audits

Confidentiality: Confidentiality (20 USCA 1232g)

[New - 03/31/2021]

2002-091 FACULTY RECRUITMENT FILE:

Division/unit: Departments (academic)

Maintenance system: Chronological by date

Record series content: Records concerning the recruitment of faculty members for department. 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:

(A) **Applications and records for individuals hired:** Date file created

(B) **Applications:** Date file created

[New - 03/31/2021]

2002-092 GRADE LISTINGS FILE (GRADE SHEETS):

Division/unit: Departments (academic)

Maintenance system: Chronological by date

Record series content: Listings of students' grades for each course taught by department. File may include final grade rolls or other related records concerning student grades.

Classification: 1.21.2.184 NMAC, Examination and Testing

File closure: Date file created

Confidentiality: Confidentiality (20 USCA 1232g)

[New - 03/31/2021]

2002-093 GRADUATE LISTING FILE:

Division/unit: Departments (academic)

Maintenance system: Chronological by date

Record series content: Listings of students graduated within department.

Classification: 1.21.2.110 NMAC, Logs

File closure: Date superseded by new listing

[New - 03/31/2021]

2002-094 INDIVIDUAL PLACEMENT TEST SCORES FILE:

Division/unit: Departments (academic)

Maintenance system: Chronological by date

Record series content: Placement test scores for each student taking test.

Classification: 1.21.2.181 NMAC, Assessments

File closure: Date file created

[New - 03/31/2021]

2002-095 INSTRUCTOR CLASS ROLLS AND GRADE SHEETS FILE:

Division/unit: Departments (academic)

Maintenance system: Chronological by date

Record series content: Copies of class rolls and grade sheets for each course.

Classification: 1.21.2.184 NMAC, Examination and Testing

File closure: Date file created

Confidentiality: Confidentiality (20 USCA 1232g)

[New - 03/31/2021]

2002-096 INTERNSHIPS OR ASSISTANTSHIPS FILE:

Division/unit: Departments (academic)

Maintenance system: Chronological by date

Record series content: Records concerning student internships and assistantships within department. File may include applications, approvals or disapprovals, records of credit earned, accounting information, class rolls, related records, etc.

Classification: 1.21.2.186 NMAC, Programs - Higher Education

File closure: Date released from all audits

Confidentiality: Confidentiality (20 USCA 1232g)

[New - 03/31/2021]

2002-097 LOAN RECIPIENTS' COLLEGE ENROLLMENT VERIFICATIONS FILE:

Division/unit: Departments (academic)

Maintenance system: Chronological by date

Record series content: Records concerning the verification of each loan recipient's enrollment, proposed major, probation status, loan stipulations, number of credit hours, etc.

Classification: 1.21.2.337 NMAC, Educational Financial Aid

File closure: Date released from all audits

Confidentiality: Confidentiality (20 USCA 1232g)

[New - 03/31/2021]

2002-098 MASTER COURSE FILE:

Division/unit: Departments (academic)

Maintenance system: Chronological by date

Record series content: Records concerning each course taught by department faculty. File may include course schedules.

Classification: 1.21.2.182 NMAC, Course Development and Administration

File closure: Date file superseded or obsolete

[New - 03/31/2021]

2002-099 NEW COURSE PROPOSALS FILE:

Division/unit: Departments (academic)

Maintenance system: Chronological by date

Record series content: Records concerning each proposed new course. File may include course descriptions, justifications, projected schedules, related records, etc.

Classification: 1.21.2.182 NMAC, Course Development and Administration

File closure: Date reference value ends

[New - 03/31/2021]

2002-100 PASS OR FAIL FORMS FILE:

Division/unit: Departments (academic)

Maintenance system: Chronological by date

Record series content: Completed student pass or fail forms.

Classification: 1.21.2.188 NMAC, Student Records

File closure: Date file created

Confidentiality: Confidentiality (20 USCA 1232g)

[New - 03/31/2021]

2002-101 PLACEMENT TESTS FILE:

Division/unit: Departments (academic)

Maintenance system: Chronological by date

Record series content: Completed tests administered to determine each student's aptitude.

Classification: 1.21.2.181 NMAC, Assessments

File closure: Date file created

Confidentiality: Confidentiality (20 USCA 1232g)

[New - 03/31/2021]

2002-102 PLACEMENT TEST SCORES LISTING FILE:

Division/unit: Departments (academic)

Maintenance system: Chronological by date

Record series content: Listings of student placement test scores.

Classification: 1.21.2.110 NMAC, Logs

File closure: Date file created

Confidentiality: Confidentiality (20 USCA 1232g)

[New - 03/31/2021]

2002-103 RAISED GRADES FILE:

Division/unit: Departments (academic)

Maintenance system: Chronological by date

Record series content: Records concerning individual student grades which have been raised.

Classification: 1.21.2.188 NMAC, Student Records

File closure: Date file created

Confidentiality: Confidentiality (20 USCA 1232g)

[New - 03/31/2021]

2002-104 REPEAT COURSE FILE:

Division/unit: Departments (academic)

Maintenance system: Chronological by date

Record series content: Records concerning student's attempts to repeat courses in order to raise grades. File may include requests or disapprovals, related records, etc.

Classification: 1.21.2.188 NMAC, Student Records

File closure: Date file created

Confidentiality: Confidentiality (20 USCA 1232g)

[New - 03/31/2021]

2002-105 RESEARCH PROJECTS FILE:

Division/unit: Departments (academic)

Maintenance system: Chronological by date

Record series content: Records concerning various departmental research projects. File may include reports, project descriptions, related records, correspondence, etc.

Classification: 1.21.2.176 NMAC, Scholarly Research

File closure: Date research ends or is completed

[New - 03/31/2021]

2002-106 SCHOLARSHIP AWARDS FILE:

Division/unit: Departments (academic)

Maintenance system: Chronological by date

Record series content: Records concerning individual scholarship awards to students within department. File may include applications, recommendations, approvals, accounting records, related records, correspondence, etc.

Classification: 1.21.2.337 NMAC, Educational Financial Aid

File closure: Date release of all audits

Confidentiality: Confidentiality (20 USCA 1232g)

[New - 03/31/2021]

2002-107 SEARCH COMMITTEE FILE:

Division/unit: Departments (academic)

Maintenance system: Chronological by date

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

Classification: 1.21.2.246 NMAC, Recruitment

File closure: Date file created

[New - 03/31/2021]

2002-108 SELF-STUDIES (DIRECTED STUDIES) FILE:

Division/unit: Departments (academic)

Maintenance system: Chronological by date

Record series content: Self-studies conducted by department.

Classification: 1.21.2.415 NMAC, General - Audits and Compliance

File closure: Date file created

[New - 03/31/2021]

2002-109 STUDENT AWARDS AND HONORS FILE:

Division/unit: Departments (academic)

Maintenance system: Chronological by date

Record series content: Records concerning awards and honors to students. File may include recommendations, approvals, related records, reference information, related records, correspondence, etc.

Classification: 1.21.2.188 NMAC, Student Records

File closure: Date file created

Confidentiality: Confidentiality (20 USCA 1232g)

[New - 03/31/2021]

2002-110 STUDENT LOANS FILE:

Division/unit: Departments (academic)

Maintenance system: Chronological by date

Record series content: Records concerning university loans to students within department. File may include applications, recommendations, loan authorizations, financial statements, accounting information, related records, correspondence, etc.

Classification: 1.21.2.337 NMAC, Educational Financial Aid

File closure: Date released from all audits

Confidentiality: Confidentiality (20 USCA 1232g)

[New - 03/31/2021]

2002-111 STUDENT RECORDS CHANGES FILE:

Division/unit: Departments (academic)

Maintenance system: Chronological by date

Record series content: Records concerning changes in student academic records. File may include requests, notices of approval or disapproval by faculty, justifications, related records, etc.

Classification: 1.21.2.188 NMAC, Student Records

File closure: Date file created

Confidentiality: Confidentiality (20 USCA 1232g)

[New - 03/31/2021]

2002-112 STUDENT REFERENCE FILE:

Division/unit: Departments (academic)

Maintenance system: Chronological by date

Record series content: Reference copies of records concerning students' activities with department. File may include internship records, evaluations, related records, correspondence, etc.

Classification: 1.21.2.188 NMAC, Student Records

File closure: Date of last enrollment

Confidentiality: Confidentiality (20 USCA 1232g)

[New - 03/31/2021]

2002-113 STUDENT TEACHING CERTIFICATION FILE:

Division/unit: Departments (academic)

Maintenance system: Chronological by date

Record series content: Records concerning student certifications for teaching. File may include applications, transcripts, check sheets, grade sheets, drop or add forms, class schedules, related records, correspondence, etc.

Classification: 1.21.2.667 NMAC, Professional Licenses

File closure: Date file created

Confidentiality: Confidentiality (20 USCA 1232g)

[New - 03/31/2021]

2002-114 TENURE FILE:

Division/unit: Departments (academic)

Maintenance system: Chronological by date

Record series content: Records concerning the awarding of tenure to university faculty members.

Classification:

(A) **Records where tenure awarded:** 1.21.2.233 NMAC, Personnel Files - Contributing

(B) **Records where tenure denied:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn

Records

File closure:

(A) **Records where tenure awarded:** Date file created

(B) **Records where tenure denied:** Date tenure denied

[New - 03/31/2021]

2002-115 TEXTBOOK ORDERS FILE:

Division/unit: Departments (academic)

Maintenance system: Chronological by date

Record series content: Records concerning orders of textbooks and other references ordered by department.

Classification: 1.21.2.301 NMAC, Accounts Payable

File closure: Date file created

[New - 03/31/2021]

2002-116 TEXTBOOK REQUESTS FILE:

Division/unit: Departments (academic)

Maintenance system: Chronological by date

Record series content: Requests for textbooks and other reference publications for department.

Classification: 1.21.2.301 NMAC, Accounts Payable

File closure: Date file created

[New - 03/31/2021]

2002-117 TRANSFER ADMISSIONS FILE:

Division/unit: Departments (academic)

Maintenance system: Chronological by date

Record series content: Records concerning transfer admissions to university by students entering department.

Classification: 1.21.2.183 NMAC, Enrollment - Education

File closure: Date file created

Confidentiality: Confidentiality (20 USCA 1232g)

[New - 03/31/2021]

2002-118 TRANSFER EQUIVALENTS FILE:

Division/unit: Departments (academic)

Maintenance system: Chronological by date

Record series content: Records concerning grade transfer equivalents from other institutions.

Classification: 1.21.2.186 NMAC, Programs - Higher Education

File closure: Date superseded or obsolete

Confidentiality: Confidentiality (20 USCA 1232g)

[New - 03/31/2021]

2002-119 VETERANS' BENEFITS FILE:

Division/unit: Departments (academic)

Maintenance system: Chronological by date

Record series content: Records concerning veterans' benefits awarded to students in department. File may include applications, approvals, date of enrollment and attendance, entitlements and awards, amounts disbursed, and other related records.

Classification: 1.21.2.337 NMAC, Educational Financial Aid

File closure: Date all audits released

Confidentiality: Confidentiality (20 USCA 1232g)

[New - 03/31/2021]

2002-120 to 2002-130

2002-131 ATHLETICS SCHOLARSHIPS FILE:

Division/unit: Athletics

Maintenance system: Chronological by date

Record series content: Records concerning athletic scholarships awarded to university students. File may include applications, recommendations, authorizations of award, financial statements, accounting information, correspondence, and other related records.

Classification: 1.21.2.337 NMAC, Educational Financial Aid

File closure: Date termination of enrollment

Confidentiality: Confidentiality (20 USCA 1232g)

[New - 03/31/2021]

2002-132 COACHES' FILE:

Division/unit: Athletics

Maintenance system: Chronological by date

Record series content: Records of the coaches for various university sports. File may include play descriptions, scouting report copies, recruiting prospects information, and related information.

Classification: 1.21.2.186 NMAC, Programs - Higher Education

File closure: Date reference value ends

[New - 03/31/2021]

2002-133 DRUG DISPENSING RECORDS FILE:

Division/unit: Athletics

Maintenance system: Chronological by date

Record series content: Records documenting the daily dispensing of drugs by athletics staff.

Classification: 1.21.2.831 NMAC, Patient Records - Adult

File closure: Date file created

Confidentiality: Confidentiality (Sections 14-6-1 and 26-1-16 NMSA 1978)

[New - 03/31/2021]

2002-134 INJURIES FILE:

Division/unit: Athletics

Maintenance system: Chronological by date

Record series content: Records concerning injuries to university athletes and athletics staff. File may include accident reports, medical records, x-rays, photographs, affidavits, correspondence, billing information, and other related records.

Classification: 1.21.2.831 NMAC, Patient Records - Adult

File closure: Date of last entry

Confidentiality: Confidentiality (Section 14-6-1 NMSA 1978)

[New - 03/31/2021]

2002-135 PLAYER RECRUITING FILE:

Division/unit: Athletics

Maintenance system: Chronological by date

Record series content: Records concerning recruitment for university sports programs (football, basketball, etc.). File may include scouting reports, lists of prospects, recruitment proposals, correspondence, and other related records.

Classification: 1.21.2.186 NMAC, Programs - Higher Education

File closure: Date file created

[New - 03/31/2021]

2002-136 RECRUITING RULES AND REGULATIONS FILE:

Division/unit: Athletics

Maintenance system: Chronological by date

Record series content: Rules, regulations, and guidelines governing university athletics. File concerns recruiting, player eligibility, and other related matters.

Classification: 1.21.2.490 NMAC, Administrative Rules

File closure: Date superseded or obsolete

[New - 03/31/2021]

2002-137 to 2002-140

2002-141 LEGAL CASE FILE:

Division/unit: Legal office

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

[New - 03/31/2021]

2002-142 LEGAL CASE LOG:

Division/unit: Legal office

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]

2002-143 LEGAL CASE INDEX:

Division/unit: Legal office

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 case closed

[New - 03/31/2021]

2002-144 LEGAL OPINIONS AND REQUESTS FOR OPINION FILE:

Division/unit: Legal office

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

[New - 03/31/2021]

2002-145 to 2002-150

2002-151 BOND ISSUE PREPARATION FILE:

Division/unit: Business office

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, etc.

Classification: 1.21.2.341 NMAC, Investments

File closure: Date bond issue retired

[New - 03/31/2021]

2002-152 BONDS, NOTES, INTEREST COUPONS, CERTIFICATES OF INDEBTEDNESS, OR SECURITIES:

Division/unit: Business office

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]

2002-153 BOND OR NOTE ISSUE AND CANCELLATION REGISTER:

Division/unit: Business office

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]

2002-154 CERTIFICATE OF DESTRUCTION:

Division/unit: Business office

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, and any other information required by the debtor agency.

Classification: 1.21.2.341 NMAC, Investments

File closure: Date file created

[New - 03/31/2021]

2002-155 to 2002-160

2002-161 AFFIRMATIVE ACTION OR EQUAL EMPLOYMENT OPPORTUNITY FILE:

Division/unit: Personnel office

Maintenance system: Chronological by date

Record series content: Records concerning university affirmative action or equal opportunity programs. File may include regulations and guidelines, policies, reports, studies, correspondence, and related records.

Classification:

(A) **Annual plan:** 1.21.2.111 NMAC, Planning and Development

(B) **Grievance or complaint files:** 1.21.2.457 NMAC, Investigations - Civil and Human

Rights

(C) **Compliance reviews:** 1.21.2.111 NMAC, Planning and Development

(D) **Remaining records:** 1.21.2.457 NMAC, Investigations - Civil and Human Rights

File closure:

(A) **Annual plan:** Date issued

- (B) **Grievance or complaint files:** Date case closed
- (C) **Compliance reviews:** Date file created
- (D) **Remaining records:** Date file created

Confidentiality: Confidentiality (Section 10-15-1 NMSA 1978)

[New - 03/31/2021]

2002-162 EDUCATIONAL RETIREMENT BOARD FILES:

Division/unit: Personnel office

Maintenance system: Chronological by date

Record series content: Records concerning the earnings and contributions of university 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]

2002-163 STUDENT EMPLOYEE FILES:

Division/unit: Personnel office

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 student terminated

[New - 03/31/2021]

2002-164 SOCIAL SECURITY FILES:

Division/unit: Personnel office

Maintenance system: Chronological by fiscal year

Record series content: Records concerning university 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]

2002-165 FEDERAL AND STATE INCOME TAX WITHHOLDING FILES:

Division/unit: Personnel office

Maintenance system: Chronological by fiscal year

Record series content: Records concerning university 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]

2002-166 to 2002-170

2002-171 INSURANCE POLICY FILE:

Division/unit: Risk management office

Maintenance system: Chronological by date

Record series content: Records concerning insurance coverage of university 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

[New - 03/31/2021]

2002-172 GROUP INSURANCE POLICY FILE:

Division/unit: Risk management office

Maintenance system: Chronological by date

Record series content: Records concerning insurance coverage of university 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: 1.21.2.202 NMAC, Enrollment - Benefits

File closure:

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

(B) **Individual employee policy holders' records (waiver and enrollment forms**

applicable to group insurance: Date employee terminated or retired, or date termination of effective period

Confidentiality: Claim files containing health information are confidential (Section 14-6-1 NMSA 1978)

[New - 03/31/2021]

2002-173 LIABILITY CERTIFICATES OF COVERAGE FILE:

Division/unit: Risk management office

Maintenance system: Chronological by date

Record series content: Records concerning insurance coverage of university liability.

Classification:

(A) **Certificate (policy):** 1.21.2.203 NMAC, Plans

(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: Claim files containing health information are confidential (Section 14-6-1 NMSA 1978)

[New - 03/31/2021]

2002-174 SURETY BOND FILE:

Division/unit: Risk management office

Maintenance system: Chronological by date

Record series content: Records concerning surety bond coverage of university employees and persons acting on behalf of or in service to the university 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]

2002-175 WORKER'S COMPENSATION FILE:

Division/unit: Risk management office

Maintenance system: Chronological by date

Record series content: Records concerning workers' compensation claims against university. File may include legal opinions and briefs, court documents, transcripts, affidavits, photographs, findings, recommendations, correspondence, related records, 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 claims or suits pending

(B) **Claim files:** Date case closed

Confidentiality: Claim files containing health information are confidential (Section 14-6-1 NMSA 1978)
[New - 03/31/2021]

2002-176 TITLE INSURANCE POLICY:

Division/unit: Risk management office

Maintenance system: Chronological by date

Record series content: Records concerning the insurance coverage of titles of university 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, provided no claims or suits pending

(B) **Claim files:** Date case closed

[New - 03/31/2021]

2002-177 INSURANCE APPRAISAL OR SURVEY FILE:

Division/unit: Risk management office

Maintenance system: Chronological by date

Record series content: Records concerning insurance appraisal or surveys.

Classification: 1.21.2.676 NMAC, Appraisals - Valuations

File closure: Date informational value ends

[New - 03/31/2021]

2002-178 to 2002-190

2002-191 STUDENT FINANCIAL ASSISTANCE FILES:

Division/unit: Student financial aid office

Maintenance system: Chronological by date

Record series content: Records kept on students who receive scholarships, awards, loans, grants, or any other form of financial assistance.

Classification: 1.21.2.337 NMAC, Educational Financial Aid

File closure: Date of student's last attendance

Confidentiality: Confidentiality (20 USCA 1232g)

[New - 03/31/2021]

2002-192 SCHOLARSHIP OR FELLOWSHIP FUND FILES:

Division/unit: Student financial aid office

Maintenance system: Chronological by date

Record series content: Records concerning scholarship or fellowship guidelines.

Classification: 1.21.2.337 NMAC, Educational Financial Aid

File closure: Date award monies exhausted
[New - 03/31/2021]

2002-193 SCHOLARSHIP OR FELLOWSHIP FILES:

Division/unit: Student financial aid office

Maintenance system: Chronological by date

Record series content: Record of awards given to undergraduate/graduate students. Source may be federal or non-federal.

Classification: 1.21.2.337 NMAC, Educational Financial Aid

File closure: Date of termination of grant from which scholarship or fellowship is awarded

Confidentiality: Confidentiality (20 USCA 1232g)

[New - 03/31/2021]

2002-194 STUDENT WORK-STUDY FILES:

Division/unit: Student financial aid office

Maintenance system: Chronological by date

Record series content: Record of students hired under federal or state work-study programs.

Classification: 1.21.2.337 NMAC, Educational Financial Aid

File closure: Date of submission of final expenditure report

Confidentiality: Confidentiality (20 USCA 1232g)

[New - 03/31/2021]

2002-195 STUDENT GRANT FILES:

Division/unit: Student financial aid office

Maintenance system: Chronological by date

Record series content: Record of students awarded educational grants. May include PELL grants, basic educational opportunity grants, supplemental educational grants, New Mexico student incentive grants, etc.

Classification: 1.21.2.122 NMAC, Grant Administration

File closure: Date grant terminated

Confidentiality: Confidentiality (20 USCA 1232g)

[New - 03/31/2021]

2002-196 STUDENT LOAN FILES:

Division/unit: Student financial aid office

Maintenance system: Chronological by date

Record series content: Record of students awarded student loans. May include national direct student loans, federally insured loans, NM student loans, student loan Promissory notes, etc.

Classification: 1.21.2.337 NMAC, Educational Financial Aid

File closure: Date of final transaction

Confidentiality: Confidentiality (20 USCA 1232g)

[New - 03/31/2021]

2002-197 to 2002-210

2002-211 ACCESSION RECORDS:

Division/unit: Library

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]

2002-212 CATALOG OF HOLDINGS:

Division/unit: Library

Maintenance system: Chronological by date

Record series content: Record of library holdings in manuscript, printed catalog, or continuously updated catalog forms.

Classification: 1.21.2.171 NMAC, Collection Management - Library

File closure: Date superseded

[New - 03/31/2021]

2002-213 BORROWER FILE:

Division/unit: Library

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]

2002-214 BORROWING OR LOANING RECORDS:

Division/unit: Library

Maintenance system: Chronological by date

Record series content: Records concerning the borrowing and loaning of library 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]

2002-215 PATRON'S REGISTRATION FOR USE OF SPECIAL LIBRARY MATERIALS:

Division/unit: Library

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]

2002-216 SELECTION RECORDS:

Division/unit: Library

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]

2002-217 CENSORSHIP OR COMPLAINT FILES:

Division/unit: Library

Maintenance system: Chronological by date

Record series content: Records concerning library material censorship and complaints. File may include evaluations by staff, patrons' complaints. Final decision documentation, etc.

Classification: 1.21.2.171 NMAC, Collection Management - Library

File closure: Date of last entry

[New - 03/31/2021]

2002-218 GIFT DONORS FILE:

Division/unit: Library

Maintenance system: Chronological by date

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

Classification: 1.21.2.171 NMAC, Collection Management - Library

File closure: Date file created

[New - 03/31/2021]

2002-219 to 2002-230

2002-231 OFFENSE OR INCIDENT REPORTS:

Division/unit: Campus security or police

Maintenance system: Chronological by date

Record series content: Shows offender's 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]

2002-232 DISPATCH RECORDS:

Division/unit: Campus security or police

Maintenance system: Chronological by date

Record series content: Records concerning the dispatch of campus security or police. Record may show offense or incident reported, complainant's name, place of occurrence, address, time complaint received, dispatcher's 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]

2002-233 RADIO LOGS:

Division/unit: Campus security or police

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]

2002-234 BUILDING ENTRANCE LOG:

Division/unit: Campus security or police

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]

2002-235 ALARM DATA RECORDS:

Division/unit: Campus security or police

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]

2002-236 PARKING ASSIGNMENTS FILE:

Division/unit: Campus security or police

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]

2002-237 TRAFFIC CITATIONS FILE:

Division/unit: Campus security or police

Maintenance system: Chronological by fiscal year

Record series content: Citations for traffic violation on campus. File includes parking violations.

Classification: 1.21.2.930 NMAC, Citation Management

File closure: Date audit report released for fiscal year in which resolved

[New - 03/31/2021]

2002-238 VEHICLE ACCIDENT REPORT FILE:

Division/unit: Campus security or police

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]

2002-239 VEHICLE REGISTRATION FILE:

Division/unit: Campus security or police

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

Confidentiality: Confidentiality (20 USCA 1232g)

[New - 03/31/2021]

2002-240 VISITOR PARKING FILES:

Division/unit: Campus security or police

Maintenance system: Chronological by date

Record series content: Records concerning visitor parking on campus. File may include visitor registration sheets or forms.

Classification: 1.21.2.136 NMAC, Safety, Security and Access

File closure: Date audit report released

[New - 03/31/2021]

2002-241 WRECKER LOG:

Division/unit: Campus security or police

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]

2002-242 COMPLAINT OR GRIEVANCE FILE:

Division/unit: Campus security or police

Maintenance system: Chronological by date

Record series content: Records concerning complaints against officers or department not resulting in investigation.

Classification: 1.21.2.142 NMAC, Complaints

File closure: Date of complaint

[New - 03/31/2021]

2002-243 INTERNAL AFFAIRS INVESTIGATION FILES:

Division/unit: Departments (campus security or police)

Maintenance system: Chronological by date

Record series content: Records concerning complaints against officers or department resulting in investigation.

Classification:

(A) **Disciplinary records:** 1.21.2.230 NMAC, Grievances and Investigations

(B) **Dismissed or cleared complaints:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn

Records

File closure:

(A) **Disciplinary records:** Date termination of officer

(B) **Dismissed or cleared complaints:** Date complaint dismissed or cleared

[New - 03/31/2021]

2002-244 CRIME AWARENESS AND CAMPUS SECURITY FILES:

Division/unit: Campus security or police

Maintenance system: Chronological by date

Record series content: Records concerning campus security policy and campus crime statistics (20 USC 101, Section 204).

Classification: 1.21.2.118 NMAC, Reports - Statistical

File closure: Close of school year for which created

[New - 03/31/2021]

2002-245 INVESTIGATION FILES:

Division/unit: Campus security or police

Maintenance system: Chronological by date

Record series content: Records concerning investigations by campus police of criminal violations occurring on campus

Classification: 1.21.2.929 NMAC, Case Files - Law Enforcement

File closure: Date of prosecution or date case closed, whichever applies

Confidentiality: These records are confidential

[New - 03/31/2021]]

2002-246 to 2002-250

2002-251 CAREER PLANNING OR PLACEMENT FILE:

Division/unit: Placement office

Maintenance system: Chronological by date

Record series content: Records maintained to assist students in locating employment after graduation, as well as career counsel undecided students. File may include resumes, job interview forms, student profile data sheets, related documentation, correspondence, etc.

Classification: 1.21.2.186 NMAC, Programs - Higher Education

File closure: Date file inactivated

Confidentiality: Confidentiality (20 USCA 1232g)

[New - 03/31/2021]

2002-252 to 2002-260

2002-261 CODE OF CONDUCT (STANDARDS OR GRIEVANCE) VIOLATIONS FILE:

Division/unit: Student affairs

Maintenance system: Chronological by date

Record series content: Records concerning reported violations of university standards. File may include investigations for those violations and records of hearings before disciplinary hearing body.

Classification:

(A) **Cases dismissed:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn Records

(B) **Cases with disciplinary action taken:** 1.21.2.632 NMAC, Hearings and Appeals

(C) **Records not concerning cases:** 1.21.2.634 NMAC, Investigations - Legal Matter

Management

File closure:

(A) **Cases dismissed:** Date of dismissal

(B) **Cases with disciplinary action taken:** Date of action taken

(C) **Records not concerning cases:** Date file created

Confidentiality: Confidentiality (20 USCA 1232g)

[New - 03/31/2021]

2002-262 RESIDENCE HALL HOUSING FILE:

Division/unit: Student affairs

Maintenance system: Chronological by date

Record series content: Records concerning student residence hall housing. File may include contracts, rules and regulations, related documentation, correspondence, etc.

Classification: 1.21.2.605 NMAC, Leases

File closure: Date contract terminated

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

2002-263 RESIDENCE HALL DAMAGES FILE:

Division/unit: Student affairs

Maintenance system: Chronological by date

Record series content: Records concerning damages to student residence hall and damage assessments to individual students.

Classification: 1.21.2.110 NMAC, Logs

File closure: Date of last entry

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

2002-264 STUDENT ASSOCIATION FILE:

Division/unit: Student affairs

Maintenance system: Chronological by date

Record series content: Records concerning the college or university student association. File may include regulations, publications, reports, fiscal records, related documentation, correspondence, etc.

Classification: 1.21.2.186 NMAC, Programs - Higher Education

File closure: Date file created

[New - 03/31/2021]

2002-265 STUDENT GOVERNMENT FILE:

Division/unit: Student affairs

Maintenance system: Chronological by date

Record series content: Records concerning student government at university. File may include constitution, bylaws, minutes of meetings, reports, related documentation, correspondence, etc.

Classification: 1.21.2.186 NMAC, Programs - Higher Education

File closure: Date file created

[New - 03/31/2021]

2002-266 STUDENT LEGAL SERVICES:

Division/unit: Student affairs

Maintenance system: Chronological by date

Record series content: Records concerning the administration of student legal services. File may include regulations, publications, reports, fiscal records, related documentation, correspondence, etc.

Classification: 1.21.2.186 NMAC, Programs - Higher Education

File closure: Date file created

[New - 03/31/2021]

2002-267 STUDENT LEGAL SERVICES CASE FILE:

Division/unit: Student affairs

Maintenance system: Chronological by date

Record series content: Records concerning each student's legal services case. File may include reports, transcripts, opinions, related records.

Classification: 1.21.2.636 NMAC, Legal Case Files

File closure: Date of completion of action and resolution of issues involved

Confidentiality: Confidentiality (20 USCA 1232g and common-law principles of attorney-client privilege)

[New - 03/31/2021]

2002-268 STUDENT ORGANIZATIONS FILE:

Division/unit: Student affairs

Maintenance system: Chronological by date

Record series content: Records concerning the various university student organizations. File may include regulations, publications, reports, fiscal records, related documentation, correspondence, etc.

Classification: 1.21.2.186 NMAC, Programs - Higher Education

File closure: Date file created

[New - 03/31/2021]

2002-269 STUDENT UNION FILE:

Division/unit: Student affairs

Maintenance system: Chronological by date

Record series content: Records concerning the student union. File may include bylaws, calendars of events, related documentation, correspondence, etc.

Classification: 1.21.2.186 NMAC, Programs - Higher Education

File closure: Date file created

[New - 03/31/2021]

2002-270 STUDENT SURVEYS FILE:

Division/unit: Student affairs

Maintenance system: Chronological by date

Record series content: Completed student surveys. File may include reports summarizing results and conclusions of surveys.

Classification: 1.21.2.120 NMAC, Surveys

File closure: Date file created

[New - 03/31/2021]

2002-271 to 2002-280

2002-281 STUDENT INFORMATION FILE:

Division/unit: Dean of students

Maintenance system: Chronological by date

Record series content: Records maintained to assist or counsel university students. File may include student profile data sheets, correspondence, related documentation, etc.

Classification: 1.21.2.112 NMAC, Program and Project Files

File closure: Date of last entry

Confidentiality: Confidentiality (20 USCA 1232g)

[New - 03/31/2021]

2002-282 STUDENT DISCIPLINARY ACTION FILE:

Division/unit: Dean of students

Maintenance system: Chronological by date

Record series content: Records concerning disciplinary actions.

Classification: 1.21.2.188 NMAC, Student Records

File closure: Date of last disciplinary action taken provided all conditions of action have been satisfied

Confidentiality: Confidentiality (20 USCA 1232g)

[New - 03/31/2021]

2002-283 to 2002-290

2002-291 ALUMNI ACTIVITY FILE:

Division/unit: Alumni office

Maintenance system: Chronological by fiscal year

Record series content: Records concerning the activities of the alumni association. File may include reports, plans, pictures, activity documentation, correspondence, etc.

Classification: 1.21.2.186 NMAC, Programs - Higher Education

File closure: Close of fiscal year in which created

[New - 03/31/2021]

2002-292 to 2002-300

2002-301 FOUNDATIONS FILE:

Division/unit: Foundations office

Maintenance system: Chronological by fiscal year

Record series content: Records concerning the administration of university foundations and the programs of each foundation. File may include correspondence, reports, proposals, surveys, accounting information, justifications, and other related records.

Classification:

(A) **Fiscal records:** 1.21.2.303 NMAC, Accounts Receivable

(B) **Remaining records:** 1.21.2.301 NMAC, Accounts Payable

File closure: Close of fiscal year in which created

[New - 03/31/2021]

2002-302 GRANT PROPOSALS FILE:

Division/unit: Foundations office

Maintenance system: Chronological by date

Record series content: Proposals for grants to the foundations office.

Classification:

(A) **Approved grants:** 1.21.2.122 NMAC, Grant Administration

(B) **Rejected or withdrawn proposals:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn

Records

File closure:

(A) **Approved grants:** Date file created

(B) **Rejected or withdrawn proposals:** Date rejected or withdrawn

[New - 03/31/2021]

2002-303 GRANTS FILE:

Division/unit: Foundations office

Maintenance system: Chronological by date

Record series content: Records concerning grants awarded to or administered by the university. File may include administrative documents, reports, regulations and guidelines, correspondence, audits, and other related records.

Classification: 1.21.2.122 NMAC, Grant Administration

File closure: Date grant terminated

[New - 03/31/2021]

2002-304 SPECIAL GIFTS FILE:

Division/unit: Foundations office

Maintenance system: Chronological by date

Record series content: Records concerning special gifts of funds to the university. File may include correspondence, reports, accounting records, special stipulations or provisions, and other related records.

Classification: 1.21.2.306 NMAC, Donations

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

2002-305 to 2002-310

2002-311 MEDICAL RECORDS FILE:

Division/unit: Medical clinic or dispensary

Maintenance system: Chronological by date

Record series content: Records that document the illness, treatment, care, and diagnostic studies of individuals.

Classification: 1.21.2.831 NMAC, Patient Records – Adult

File closure: Date of last visit

Confidentiality: Confidentiality (20 USCA 1232g)

[New - 03/31/2021]

2002-312 IN-PATIENT RECORDS FILE:

Division/unit: Medical clinic or dispensary

Maintenance system: Chronological by date

Record series content: Records concerning in-patient care for minor illness or injuries not resulting in the opening of medical case file.

Classification: 1.21.2.831 NMAC, Patient Records - Adult

File closure: Date file created

Confidentiality: Confidentiality (20 USCA 1232g)

[New - 03/31/2021]

2002-313 PATIENT ADMISSION SLIPS:

Division/unit: Medical clinic or dispensary

Maintenance system: Chronological by date

Record series content: Patient admission slips for individuals receiving clinic or dispensary services.

Classification: 1.21.2.831 NMAC, Patient Records - Adult

File closure: Date file created

Confidentiality: Confidentiality (20 USCA 1232g)

[New - 03/31/2021]

2002-314 CLINIC ADMISSIONS FILE:

Division/unit: Medical clinic or dispensary

Maintenance system: Chronological by date

Record series content: Daily listing of patients admitted to medical clinic or dispensary.

Classification: 1.21.2.110 NMAC, Logs

File closure: Date file created

Confidentiality: Confidentiality (20 USCA 1232g)

[New - 03/31/2021]

2002-315 ALCOHOL AND DRUG ABUSE PROGRAM FILE:

Division/unit: Medical clinic or dispensary

Maintenance system: Chronological by fiscal year

Record series content: Records concerning the administration of the university's alcohol and drug abuse program.

Classification: 1.21.2.186 NMAC, Programs - Higher Education

File closure: Close of fiscal year in which created

Confidentiality: Confidentiality (20 USCA 1232g)

[New - 03/31/2021]

2002-316 CONTROLLED DRUG ADMINISTRATIVE FILE:

Division/unit: Medical clinic or dispensary

Maintenance system: Chronological by fiscal year

Record series content: Records accounting for the receipt and control of controlled drugs by health services personnel.

Classification: 1.21.2.828 NMAC, Drugs and Controlled Substance

File closure: Close of fiscal year in which created

Confidentiality: Confidentiality (20 USCA 1232g)

[New - 03/31/2021]

2002-317 CONTROLLED DRUG AUDIT FORMS FILE:

Division/unit: Medical clinic or dispensary

Maintenance system: Chronological by fiscal year

Record series content: Completed audit forms recording the periodic inventory of controlled drugs maintained by and stored in medical clinic or dispensary.

Classification: 1.21.2.415 NMAC, General - Audits and Compliance

File closure: Close of fiscal year in which created

Confidentiality: Confidentiality (20 USCA 1232g)

[New - 03/31/2021]

2002-318 CONTROLLED DRUG DISPENSING FILE:

Division/unit: Medical clinic or dispensary

Maintenance system: Chronological by fiscal year

Record series content: Records documenting the daily dispensing of controlled drugs by medical clinic or dispensary.

Classification: 1.21.2.828 NMAC, Drugs and Controlled Substances

File closure: Close of fiscal year in which created

Confidentiality: Confidentiality (20 USCA 1232g)

[New - 03/31/2021]

2002-319 DAILY DRUG DISPENSING FILE:

Division/unit: Medical clinic or dispensary

Maintenance system: Chronological by fiscal year

Record series content: Records documenting the daily dispensing of drugs by medical clinic or dispensary.

Classification: 1.21.2.828 NMAC, Drugs and Controlled Substances

File closure: Close of fiscal year in which created

Confidentiality: Confidentiality (20 USCA 1232g)

[New - 03/31/2021]

2002-320 EMERGENCY ROOM DRUG DISPENSING FILE:

Division/unit: Medical clinic or dispensary

Maintenance system: Chronological by fiscal year

Record series content: Daily record of non-prescribed drugs administered by emergency room personnel.

Classification: 1.21.2.828 NMAC, Drugs and Controlled Substances

File closure: Close of fiscal year in which created

[New - 03/31/2021]

2002-321 CONTROLLED DRUG AUDIT FORMS FILE:

Division/unit: Medical clinic or dispensary

Maintenance system: Chronological by fiscal year

Record series content: Completed audit forms recording the periodic inventory of controlled drugs maintained by and stored in medical clinic or dispensary.

Classification: 1.21.2.415 NMAC, General - Audits and Compliance

File closure: Close of fiscal year in which created

[New - 03/31/2021]

2002-322 PRESCRIPTION FILE:

Division/unit: Medical clinic or dispensary

Maintenance system: Chronological by fiscal year

Record series content: Completed prescription forms used to record all drugs prescribed for patients.

Classification: 1.21.2.828 NMAC, Drugs and Controlled Substances

File closure: Close of fiscal year in which created

Confidentiality: Confidentiality (20 USCA 1232g)

[New - 03/31/2021]

2002-323 to 2002-330

2002-331 ACCESSIONS FILE:

Division/unit: Archives

Maintenance system: Chronological by date

Record series content: Records concerning each accession. May include title of records, name of donor, name of transferring department, date accession, type of accession (gift, loan, transfer, etc.), call number, size of collection, and other related information.

Classification: 1.21.2.172 NMAC, Collection Management - Museums and Archives

File closure: Date file created

[New - 03/31/2021]

2002-332 ICONOGRAPHIC CATALOG FILE:

Division/unit: Archives

Maintenance system: Chronological by date

Record series content: Record of each photograph in the possession of the archives. Information may include subject of photograph, catalog number, date taken, name of photographer, source information, and usage restrictions (if any).

Classification: 1.21.2.109 NMAC, Indexes and Finding Aids

File closure: Date file created

[New - 03/31/2021]