

205 – Supreme Court Law Library File Plan

This file plan was developed to be a guide for Supreme Court Law Library 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 Supreme Court Law Library. 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.

205-001 ACCESSION RECORDS:

Division/unit: Supreme court law library

Maintenance system: Numerical by accession number

Record series content: Records concerning the acquisition of library monographs, films, photographs, book collections, deed of gifts, etc. Records may contain library of congress call number, author, title, publisher, date of publication, date of purchase, purchase order number, payment voucher number, cost of acquisition, etc.

Classification: 1.21.2.172 NMAC, Collection Management - Museums and Archives

File closure: Date file created

[New - 03/31/2021]

205-002 DEACCESSION FILES:

Division/unit: Supreme court law library

Maintenance system: Numerical by accession number

Record series content: Records concerning items identified for removal from the permanent collection. Files may contain assigned accession identification number, name and description of items, catalogue number, library of congress call number, date removed from permanent collection, memoranda, etc.

Classification: 1.21.2.172 NMAC, Collection Management - Museums and Archives

File closure: Date file created

[New - 03/31/2021]

205-003 SUPREME COURT LAW LIBRARY CIRCULATION AND CATALOG SYSTEM:

Division/unit: Supreme court law library

Maintenance system: Numerical by primary key (control number or barcode)

Record series content: System used to maintain electronic catalog records for library materials held by the supreme court law library. Database may contain item records (shelf location, barcode number, number of times the book has been loaned, current loan status, bibliographical data, etc.), patron name, circulation (patron review, checkout data, check-in data, loan renewal data, etc.), disposition information, etc.

Classification:

(A) **Cataloging data:** 1.21.2.172 NMAC, Collection Management - Museums and Archives

(B) **Library item records data:** 1.21.2.172 NMAC, Collection Management - Museums and Archives

(C) **Patron data:** 1.21.2.174 NMAC, Patron Management

(D) **Circulation data:** 1.21.2.172 NMAC, Collection Management - Museums and Archives

(E) **Depository shipping data:** 1.21.2.172 NMAC, Collection Management - Museums and Archives

File closure:

- (A) **Cataloging data:** Date materials deaccessioned from inventory
- (B) **Library item records data:** Date materials de-accessioned from inventory
- (C) **Patron data:** Date no longer needed for reference or patron requests deletion
- (D) **Circulation data:** Date superseded by new information
- (E) **Depository shipping data:** Date entered into system

Confidentiality: Portions of these records are confidential under the Library Privacy Act 18-9-4 NMSA 1978 (i.e., patron record).

[New - 03/31/2021]

205-004 COPYRIGHT MATERIAL REQUESTS:

Division/unit: Supreme court law library

Maintenance system: Chronological by calendar year, then by date of request

Record series content: Records used to track requests for reproduction of copyrighted materials.

Records may contain journal title, year of request, date request received, name and address of patron, etc.

Classification: 1.21.2.175 NMAC, Requests

File closure: Close of calendar year in which copyrighted material is reproduced

Confidentiality: Portions of these records are confidential under the Library Privacy Act 18-9-4 NMSA 1978 (i.e., patron record).

[New - 03/31/2021]