

210 – Judicial Standards Commission File Plan

This file plan was developed to be a guide for Judicial Standards Commission 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 Judicial Standards Commission. 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.

210-001 COMPLAINT CASE FILE:

Division/unit: Judicial standards commission

Maintenance system: Chronological by year case opened, then numerical by sequential number

Record series content: File is used to document complaints received or initiated by the judicial standards commission. File may contain complaint, reports, transcripts, evidence, logs, findings and conclusions, recommendation to the supreme court, pleadings, orders, correspondence, etc.

Classification:

(A) **Docketed files:** 1.21.2.657 NMAC, Discipline and Investigations - Historical

(B) **Un-docketed (dead files):** 1.21.2.616 NMAC, Case Files - Dismissed

File closure:

(A) **Docketed files:** Date file closed

(B) **Un-docketed (dead files):** Date received

Confidentiality: Portions of record may be confidential pursuant, but not limited to NM Constitution Article VI, Section 32.

[New - 03/31/2021]

210-002 CASE DOCKET:

Division/unit: Judicial standards commission

Maintenance system: Chronological by year case opened, then numerical by sequential number

Record series content: Case docket is used to track and maintain all docketed complaints. Docket may contain name of subject of complaint, court location, filing date, closure date, case number, complainant name, etc.

Classification: 1.21.2.615 NMAC, Case Files - Court Of Record

File closure: Date file created

Confidentiality: Portions of record may be confidential pursuant, but not limited to NM Constitution Article VI, Section 32.

[New - 03/31/2021]

210-003 COMMISSION PROCEEDINGS:

Division/unit: Judicial standards commission

Maintenance system: Chronological by date

Record series content: Record is a written summary of all actions on matters under the judicial standards commission's purview. Record may contain meeting date and location, members present, record of all matters taken before the commission and actions of the commission, etc.

Classification: 1.21.2.452 NMAC, Meetings

File closure: Date file created

Confidentiality: Portions of record may be confidential pursuant, but not limited to NM Constitution Article VI, Section 32.

[New - 03/31/2021]