

219 – Board Governing the Recording of Judicial Proceedings File Plan

This file plan was developed to be a guide for Board Governing the Recording of Judicial Proceedings 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 Board Governing the Recording of Judicial Proceedings. 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.

219-001 COURT REPORTER FILE:

Division/unit: Board governing the recording of judicial proceedings

Maintenance system: Chronological by date

Record series content: Contains court reporter general application, CCR test, initial confirmation and rejection, certificate copy, annual renewal application, disciplinary documentation, correspondence, etc.

Classification:

(A) **Certified reporter files:** 1.21.2.667 NMAC, Professional Licenses

(B) **Pending applicant files:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn Records

File closure:

(A) **Certified reporter files:** Date of last expiration

(B) **Pending applicant files:** Date of initial exam

[New - 03/31/2021]

219-002 COURT REPORTER WAIVER FILE:

Division/unit: Board governing the recording of judicial proceedings

Maintenance system: Chronological by date

Record series content: Contains court reporter application, approval or denial of waiver, correspondence, etc.

Classification: 1.21.2.667 NMAC, Professional Licenses

File closure: Date application received

[New - 03/31/2021]

219-003 COURT REPORTER LIST:

Division/unit: Board governing the recording of judicial proceedings

Maintenance system: Chronological by date

Record series content: Shows name and address, new list reporter number, exam date, fees paid, renewal date, check number, etc.

Classification: 1.21.2.109 NMAC, Indexes and Finding Aids

File closure: Date superseded by new list

[New - 03/31/2021]

219-004 COURT REPORTER TEST LOG:

Division/unit: Board governing the recording of judicial proceedings

Maintenance system: Chronological by date

Record series content: Shows exam date, examinee name, address, phone number, type of exam, file number, pass or fail, etc.

Classification: 1.21.2.110 NMAC, Logs

File closure: Date of exam

[New - 03/31/2021]

219-005 COURT REPORTING BUSINESS LICENSE FILE:

Division/unit: Board governing the recording of judicial proceedings

Maintenance system: Chronological by date

Record series content: Contains court reporting business license application, renewals, disciplinary, documentation, correspondence, etc.

Classification: 1.21.2.652 NMAC, Business Licenses

File closure: Date of expiration of last renewal

[New - 03/31/2021]

219-006 COURT REPORTING BUSINESS LIST:

Division/unit: Board governing the recording of judicial proceedings

Maintenance system: Chronological by date

Record series content: Shows business name, address, by new list phone number, owner, partners, share holders, employees, reporter numbers, etc.

Classification: 1.21.2.108 NMAC, Distribution, Mailing and Contact Lists

File closure: Date superseded by new list

[New - 03/31/2021]

219-007 COURT MONITOR FILE:

Division/unit: Board governing the recording of judicial proceedings

Maintenance system: Chronological by date

Record series content: Contains court monitor general application, monitor test exam, initial confirmation or rejection, certificate copy, annual renewal application disciplinary documentation, correspondence, etc.

Classification:

(A) **Certified reporter files:** 1.21.2.667 NMAC, Professional Licenses

(B) **Pending applicant files:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn Records

File closure:

(A) **Certified reporter files:** Date of last expiration

(B) **Pending applicant files:** Date of initial exam

[New - 03/31/2021]

219-008 COURT MONITOR LIST:

Division/unit: Board governing the recording of judicial proceedings

Maintenance system: Chronological by date

Record series content: Shows district, name, new list monitor number, fees paid, renewal date, location, check number, etc.

Classification: 1.21.2.110 NMAC, Logs

File closure: Date superseded by new list

[New - 03/31/2021]

219-009 CHECK AUTHORIZATION LOG:

Division/unit: Board governing the recording of judicial proceedings

Maintenance system: Chronological by date

Record series content: Shows issued to information, check number, issue date, check amount, reason for issuing check, approval initials, etc.

Classification: 1.21.2.110 NMAC, Logs

File closure: Date audit report released
[New - 03/31/2021]

219-010 ACCOUNTS PAYABLE SYSTEM:

Division/unit: Board governing the recording of judicial proceedings

Maintenance system: Chronological by fiscal year

Record series content: Data base files, accounts payable data

Classification: 1.21.2.301 NMAC, Accounts Payable

File closure: Close of fiscal year for which created

[New - 03/31/2021]