

## 220 – Administrative Office of the Courts File Plan

This file plan was developed to be a guide for Administrative Office of the Courts 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 Administrative Office of the Courts. 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.

### **220-001 INTERNAL AUDIT WORK PAPERS:**

**Division/unit:** Internal audit

**Maintenance system:** Chronological by fiscal year

**Record series content:** Contains audit plan, entrance and exit conference documentation, court procedure questionnaires, etc.

**Classification:** 1.21.2.415 NMAC, General - Audits and Compliance

**File closure:** Close of fiscal year in which audit report released

[New - 03/31/2021]

### **220-002 INTERNAL AUDIT REPORT:**

**Division/unit:** Internal audit

**Maintenance system:** Chronological by fiscal year

**Record series content:** Shows history of court, purpose of audit, scope, procedures, findings, recommendations, responses, etc.

**Classification:** 1.21.2.415 NMAC, General - Audits and Compliance

**File closure:** Close of fiscal year in which audit report released

[New - 03/31/2021]

### **220-003 to 220-010**

### **220-011 ADMINISTRATIVE POLICY DIRECTIVES:**

**Division/unit:** Administrative support office of the director

**Maintenance system:** Chronological by fiscal year, then numerical by policy number

**Record series content:** Show policy directive number, directive date, purpose, policy, procedure, applicability, director's signature, effective date, etc.

**Classification:** 1.21.2.511 NMAC, Policies and Procedures

**File closure:** Date superseded by new directive or rescinded

[New - 03/31/2021]

### **220-012 JURY REQUEST FILE:**

**Division/unit:** Administrative support office of the director

**Maintenance system:** Chronological by calendar year

**Record series content:** Contains jury order, order confirmation, mail-out confirmation, etc.

**Classification:** 1.21.2.618 NMAC, Jury Management

**File closure:** Close of calendar year in which created

[New - 03/31/2021]

### **220-013 to 220-020**

**220-021 PERSONNEL MANAGEMENT SYSTEM:**

**Division/unit:** Administrative support personnel unit

**Maintenance system:** Chronological by fiscal year, then alphabetical by surname

**Record series content:** Personnel data

**Classification:** 1.21.2.233 NMAC, Personnel Files - Contributing

**File closure:** Date employee leaves the agency

[New - 03/31/2021]

**220-022 to 220-030**

**220-031 MAGISTRATE COURTS RECORD OF SUPPLIES:**

**Division/unit:** Fiscal services

**Maintenance system:** Chronological by fiscal year

**Record series content:** Show court, district, division, date, quantity, item description, beginning serial number, ending serial number, magistrate's signature, date received, etc.

**Classification:** 1.21.2.317 NMAC, Inventories

**File closure:** Close of fiscal year in which created

[New - 03/31/2021]

**220-032 STOCK STATUS REPORT:**

**Division/unit:** Fiscal services

**Maintenance system:** Chronological by fiscal year

**Record series content:** Shows run date, system date, page, time, item number, vendor number, item description, production line, production type, unit warehouse location, quantities, re-order point, average cost, etc.

**Classification:** 1.21.2.317 NMAC, Inventories

**File closure:** Close of fiscal year in which received

[New - 03/31/2021]

**220-033 INVENTORY TRANSACTION JOURNAL AND RECEIPTS REGISTER:**

**Division/unit:** Fiscal services

**Maintenance system:** Chronological by fiscal year

**Record series content:** Shows run date, system date, page, time, reference number, transaction date, comment, item number, description, unit measure, warehouse, quantity, unit cost, extension, transaction totals, report total, etc.

**Classification:** 1.21.2.317 NMAC, Inventories

**File closure:** Close of fiscal year in which received

[New - 03/31/2021]

**220-034 INVENTORY TRANSACTION JOURNAL TRANSFERS REGISTER:**

**Division/unit:** Fiscal services

**Maintenance system:** Chronological by fiscal year

**Record series content:** Shows run date, system date, page, time, reference number, transaction date, comment, item number, description, unit measure, warehouse, quantity, unit cost, extension, transaction totals, report total, etc.

**Classification:** 1.21.2.317 NMAC, Inventories

**File closure:** Close of fiscal year in which received

[New - 03/31/2021]

**220-035 INVENTORY TRANSACTION JOURNAL ISSUES REGISTER:**

**Division/unit:** Fiscal services

**Maintenance system:** Chronological by fiscal year

**Record series content:** Shows run date, system date, page, time, reference number, transaction date, comment, item number, description, unit measure, warehouse, general account number, quantity, unit cost, extension, sales amount, transaction totals, report total, etc.

**Classification:** 1.21.2.317 NMAC, Inventories

**File closure:** Close of fiscal year in which received

[New - 03/31/2021]

**220-036            DAILY TRANSACTION REGISTER:**

**Division/unit:** Fiscal services

**Maintenance system:** Chronological by fiscal year

**Record series content:** Shows run date, SYS date, page, time, postings for date, source journal, general ledger account number, posting comment, debit, credit, totals, etc.

**Classification:** 1.21.2.310 NMAC, Reports - Accounting

**File closure:** Close of fiscal year in which received

[New - 03/31/2021]

**220-037            INVENTORY MANAGEMENT SYSTEM:**

**Division/unit:** Fiscal services

**Maintenance system:** Chronological by fiscal year

**Record series content:** Inventory data

**Classification:** 1.21.2.317 NMAC, Inventories

**File closure:** Close of fiscal year in which received

[New - 03/31/2021]

**220-038            ACCOUNTS PAYABLE SYSTEM:**

**Division/unit:** Fiscal services

**Maintenance system:** Chronological by fiscal year

**Record series content:** Accounts payable data

**Classification:** 1.21.2.301 NMAC, Accounts Payable

**File closure:** Close of fiscal year for which created

[New - 03/31/2021]

**220-039            FIXED ASSETS SYSTEM:**

**Division/unit:** Fiscal services

**Maintenance system:** Chronological by fiscal year

**Record series content:** Fixed assets data

**Classification:** 1.21.2.316 NMAC, Fixed Assets

**File closure:** Date asset dropped from inventory

[New - 03/31/2021]