

356 – Office of the Governor File Plan

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

356-001 GOVERNOR'S INAUGURATION FILES:

Division/unit: Inaugural matters

Maintenance system: Chronological by date of event

Record series content: Records concerning the inauguration into office of a new or reelected governor. Records may contain documentation on the political and social aspects of the inauguration activities including inaugural address. File may include paper documentation as well as video and audio capture of events.

Classification: 1.21.2.453 NMAC, Oaths of Office

File closure: Date of the end of gubernatorial term

[New - 03/31/2021]

356-002 to 356-010

356-011 EXECUTIVE ORDERS FILES:

Division/unit: Executive matters

Maintenance system: Chrono-numeric by year issued then by executive order number

Record series content: Rules or regulations having the force of law and promulgated directly by the governor under his statutory authority as an executive order. File may include all referenced attachments. Instrument original is filed in the office of the secretary of state.

Classification: 1.21.2.495 NMAC, Orders and Proclamations

File closure: Date of the end of gubernatorial term

[New - 03/31/2021]

356-012 EXECUTIVE PROCLAMATIONS FILES:

Division/unit: Executive matters

Maintenance system: Chronological by document issue date

Record series content: Formal public statements issued by the governor under his statutory authority as an executive proclamation. File may include all referenced attachments. Instrument original is filed in the office of the secretary of state.

Classification: 1.21.2.495 NMAC, Orders and Proclamations

File closure: Date of the end of gubernatorial term

[New - 03/31/2021]

356-013 NOTARY PUBLIC FILES:

Division/unit: Executive matters

Maintenance system: Chronological by year, then alphabetical by notary name

Record series content: Record of notary public appointments signed by the governor. File may include commission requests, copies of commission, related correspondence, etc.

Classification: 1.21.2.666 NMAC, Notary
File closure: Date of the end of gubernatorial term
[New - 03/31/2021]

356-014 EXTRADITION AND RENDITION FILES:

Division/unit: Executive matters

Maintenance system: Chronological by year, then alphabetical by criminal name

Record series content: Official actions of a governor used when the custody of accused or convicted criminals is transferred between states. File may include extradition requests, extradition waivers, copy of extradition certificate, rendition (surrender), related correspondence, etc. Instrument originals (request, rendition) are filed in the office of the secretary of state.

Classification: 1.21.2.630 NMAC, Extraditions and Renditions - Governor

File closure: Date of the end of gubernatorial term

[New - 03/31/2021]

356-015 PARDON AND REPRIEVE FILES:

Division/unit: Executive matters

Maintenance system: Chronological by year, then alphabetical by criminal name

Record series content: Records concerning pardon and reprieve requests. File may include request for pardon, request for reprieve, documentation describing case, reasons for pardon or reprieve request, copy of pardon certificate, copy of reprieve order, related correspondence, etc. Instrument originals (pardon certificate) are filed in the office of the secretary of state.

Classification: 1.21.2.495 NMAC, Orders and Proclamations

File closure: Date of the end of gubernatorial term

Confidentiality: Portions of this file may be confidential per Section 14-2-1 Inspection of Public Records Act (letters of reference, matters of opinion).

[New - 03/31/2021]

356-016 GUBERNATORIAL APPOINTMENTS AND REMOVALS FILES:

Division/unit: Executive matters

Maintenance system: Chronological by year, then alphabetical by appointed office name

Record series content: Records concerning the exempt position appointments and removals made by the governor. These include executive agency heads (cabinet secretaries); members of boards, commissions, task forces and councils; positions authorized by the legislature for specific reasons; and persons to fill vacancies in certain federal, state, legislative and judicial offices. Files may contain applications, resumes, references, related correspondence, copy of appointment certificate, copy of notification of removal from position, etc.

Classification: 1.21.2.450 NMAC, Appointments - Governor

File closure: Date of the end of gubernatorial term

Confidentiality: Portions of this file may be confidential per Section 14-2-1 Inspection of Public Records Act.

[New - 03/31/2021]

356-017 to 356-030

356-031 CONSTITUENCY FILES:

Division/unit: Constituency matters

Maintenance system: Chronological by date created or received, then alphabetical by constituent name

Record series content: Records related to various issues and concerns (political, social, economic, environmental) communicated by the constituency to the governor as comment or for relief. File may

consist of constituency correspondence, transcribed constituency messages, copy of acknowledgement of receipt by the governor's office, copies of response, etc.

Classification: 1.21.2.104 NMAC, Correspondence - Executive Level

File closure: Date of the end of gubernatorial term

[New - 03/31/2021]

356-032 LEGISLATION FILES:

Division/unit: Legislative matters

Maintenance system: Chronological by legislative session year, then numerical by bill number

Record series content: Documents pertaining to legislation proposed on behalf of the governor's office or of interest to the governor's office. Files may contain copies of bills and proposed (drafted) legislation, supporting material relating to legislation (newspaper clippings, reports, and correspondence), etc.

Classification: 1.21.2.491 NMAC, Legislation

File closure: Date of the end of gubernatorial term

[New - 03/31/2021]

356-033 LEGISLATION BEFORE THE GOVERNOR FILES:

Division/unit: Legislative matters

Maintenance system: Chronological by legislative session year, then numerical by bill number

Record series content: Records concerning the signing, veto, or partial veto of legislation brought before the governor. Files may contain copies of bills and proposed (drafted) legislation, supporting material relating to legislation (newspaper clippings, reports, and correspondence), copy of signed, vetoed, or partially vetoed legislation, etc.

Classification: 1.21.2.491 NMAC, Legislation

File closure: Date of the end of gubernatorial term

[New - 03/31/2021]

356-034 POCKET VETO FILES:

Division/unit: Legislative matters

Maintenance system: Chronological by legislative session year, then numerical by bill number

Record series content: Segregated file created for enactment from the legislature, which become "pocket vetoes" when they were not signed or vetoed at the end of the sessions.

Classification: 1.21.2.491 NMAC, Legislation

File closure: Date of the end of gubernatorial term

[New - 03/31/2021]

356-035 to 356-040

356-041 PUBLIC RELATIONS FILES:

Division/unit: Public relations matters

Maintenance system: Chronological by element date, then alphabetical by subject name

Record series content: Information concerning governor's office publicity. File may include press releases, biographies, newspaper clippings, promotional and materials, bulleting, broadcast scripts, photographs, visual documentation and other related items.

Classification: 1.21.2.146 NMAC, Publicity and Promotion

File closure: Date of the end of gubernatorial term

[New - 03/31/2021]

356-042 PRESS RELEASES (NEWSPAPER RELEASES):

Division/unit: Public relations matters

Maintenance system: Chronological by release date

Record series content: Copies of public statements released to the media by the governor's press secretary or public relations officer.

Classification: 1.21.2.144 NMAC, Press and News Releases

File closure: Date of the end of gubernatorial term

[New - 03/31/2021]

356-043 GOVERNOR'S SPEECHES:

Division/unit: Public relations matters

Maintenance system: Chronological by date delivered, then alphabetical by subject matter

Record series content: Speeches made by the governor to various groups, organizations, the legislature, etc. Speeches may include but are not limited to the inaugural address, the state of the state address, legislative addresses, etc.

Classification: 1.21.2.119 NMAC, Speeches and Presentations

File closure: Date of the end of gubernatorial term

[New - 03/31/2021]

356-044 to 356-050

356-051 LEGAL CASE FILES:

Division/unit: Legal matters

Maintenance system: Chronological by year, then alphabetical by opposing legal party name

Record series content: Litigation records involving the office of the governor. Records may contain complaints, court order, motion, pleadings, notes, briefs, releases, investigative reports, investigative activity logs, transcripts, closing sheets, correspondence, etc.

Classification: 1.21.2.637 NMAC, Legal Case Files - Historical

File closure: Date of the end of gubernatorial term

Confidentiality: Portions of this file may be confidential per Sections 14-2-1 NMSA 1978, 32A-2-32 NMSA 1978, 32A-3B-22 NMSA 1978, 32A-4-33 NMSA 1978, 32A-5-8 NMSA 1978, and 32A-6-15 NMSA 1978.

[New - 03/31/2021]

356-052 LEGAL OPINIONS AND REQUESTS FOR OPINION FILES:

Division/unit: Legal matters

Maintenance system: Chronological by date opinion request, then alphabetical by subject of opinion sought

Record series content: Records requesting legal office [or the attorney general] to render or issue an opinion. File may include requests made by the governor's office or requests made by other government entities. File may contain request for opinion, legal opinion or response, related documentation, correspondence, etc.

Classification: 1.21.2.627 NMAC, Advice and Opinions

File closure: Date of the end of gubernatorial term

[New - 03/31/2021]

356-053 JOINT POWERS AGREEMENTS FILES:

Division/unit: Legal matters

Maintenance system: Chronological by year, then alphabetical by agreement subject name or numerical by agreement number

Record series content: Records concerning written contractual agreement entered into between the state (including the governor's office) and other public agencies subject to any constitutional or legislative restrictions imposed upon any of the contracting public agencies (Joint Powers Agreement Act, Section

11-1-1 to Section 11-1-7 NMSA). File may contain agreement (original, copy), background research materials, notes, correspondence, etc.

Classification: 1.21.2.603 NMAC, Cooperative Agreements

File closure: Date of the end of gubernatorial term

[New - 03/31/2021]

356-054 INTERSTATE COMPACTS FILES:

Division/unit: Legal matters

Maintenance system: Chronological by year, then alphabetical by compact subject name or numerical by compact number

Record series content: Records concerning interstate compact or other intergovernmental agreements as defined in the Public Records Act (Section 14-3-20 NMSA 1978). File may contain interstate compact (original, copy), background research materials, notes, correspondence, etc.

Classification: 1.21.2.602 NMAC, Interstate Compacts/Agreements

File closure: Date of the end of gubernatorial term

[New - 03/31/2021]

356-055 to 356-060

356-061 BUSINESS CONTINUITY FILES:

Division/unit: Emergency preparedness

Maintenance system: Chronological by year

Record series content: Records concerning the preparation of a business continuity, emergency preparedness, or disaster recovery plan and the organization of salvage procedures for the state of New Mexico including the governor's office. Records include plan, salvage procedures, information on training in emergency or disaster recovery techniques, etc.

Classification: 1.21.2.916 NMAC, Disaster Files

File closure: Date of the end of gubernatorial term

[New - 03/31/2021]

356-062 BUILDING EMERGENCY EVACUATION FILES:

Division/unit: Emergency preparedness

Maintenance system: Chronological by year

Record series content: Records concerning the safe and orderly evacuation of all buildings occupied by the governor and staff. Records include evacuation plan, list of designated fire captains or coordination leaders, training information, etc.

Classification: 1.21.2.916 NMAC, Disaster Files

File closure: Date of the end of gubernatorial term

[New - 03/31/2021]

356-063 to 356-070

356-071 GOVERNOR'S PRIMARY MISSION FILES:

Division/unit: Administrative matters

Maintenance system: Chronological by document issue date, then alphabetical by document type

Record series content: Records concerning the gubernatorial mission of the administration. Files may include the strategic plan for the governor's office and the state, progress reports, operation summaries, plans for future development, etc.

Classification: 1.21.2.111 NMAC, Planning and Development

File closure: Date of the end of gubernatorial term

[New - 03/31/2021]

356-072 EXECUTIVE BUDGET FILES:

Division/unit: Administrative matters

Maintenance system: Chronological by fiscal year

Record series content: Records concerning the annual executive budget recommendation submitted to the legislature. File may include budget work papers, preliminary and intermediate drafts of recommendation, correspondence, final draft submitted to the legislature, etc.

Classification: 1.21.2.326 NMAC, Annual Budget

File closure: Date of the end of gubernatorial term

[New - 03/31/2021]

356-073 ORGANIZATIONAL CHART FILES:

Division/unit: Administrative matters

Maintenance system: Chronological by document issue date

Record series content: Records that reflect the organizational structure of state government and its departments including the governor's office. The organizational chart is a diagram that shows a systematic and symbolic arrangement of the state's departments including divisions and program area by name and function.

Classification: 1.21.2.111 NMAC, Planning and Development

File closure: Date of the end of gubernatorial term

[New - 03/31/2021]

356-074 GOVERNOR'S SCHEDULE:

Division/unit: Administrative matters

Maintenance system: Chronological by calendar date

Record series content: Record of the governor's scheduled appointments including: appointment books; daily, weekly, and monthly calendars; and back-up materials

Classification: 1.21.2.103 NMAC, Calendars and Schedules - Governor

File closure: Date of the end of gubernatorial term

[New - 03/31/2021]

356-075 CODE OF CONDUCT FILES:

Division/unit: Administrative matters

Maintenance system: Chronological by year

Record series content: Record of prescribed standards peculiar and appropriate to the function and purpose for which the governor's office was created and exists.

Classification: 1.21.2.511 NMAC, Policies and Procedures

File closure: Date of the end of gubernatorial term

[New - 03/31/2021]]

356-076 CODES OF CONDUCT REVIEW FILES:

Division/unit: Administrative matters

Maintenance system: Chronological by year

Record series content: records concerning the review and approval of *codes of conduct* of state agencies.

Classification: 1.21.2.111 NMAC, Planning and Development

File closure: Date of the end of gubernatorial term

[New - 03/31/2021]

356-077 ADMINISTRATIVE FILES (EXECUTIVE LEVELS):

Division/unit: Administrative matters

Maintenance system: Chronological by date created or received, then alphabetical by subject
Record series content: Records documenting actions of the governor and any policy advisory staff. Files may include memoranda and reports concerning policies or directives of the state or the governor; organization and program development; and other related topics and non-routine fiscal data and personnel information. These records reflect administration of policy, coordination of state functions and management of program activity.

Classification: 1.21.2.111 NMAC, Planning and Development

File closure: Date of the end of gubernatorial term
[New - 03/31/2021]

356-078 ADMINISTRATIVE CORRESPONDENCE FILES (EXECUTIVE LEVELS):

Division/unit: Administrative matters

Maintenance system: Chronological by date created or received, then alphabetical by subject

Record series content: correspondence related to the administration of the governor's office. Communications concern coordination of programs, governor's policy and responsibilities of a non-routine nature that impact on the state, its departments, or the governor's office. These letters are usually found at the level of any policy advisory staff. This record group includes the correspondence files of the governor.

Classification: 1.21.2.104 NMAC, Correspondence - Executive Level

File closure: Date of the end of gubernatorial term
[New - 03/31/2021]

356-079 E-MAIL CORRESPONDENCE:

Division/unit: Administrative matters

Maintenance system: Chronological by date created or received, then alphabetical by record series

Record series content: Electronic communiqués sent to and from the governor's office and related to the administration of the governor's office. Communications concern coordination of programs, governor's policy and responsibilities of a non-routine nature that impact on the state, its departments, or the governor's office. These communiqués are usually found at the governor or any policy advisory staff levels.

Classification: 1.21.2.104 NMAC, Correspondence - Executive Level

File closure: Date of the end of gubernatorial term
[New - 03/31/2021]

356-080 GENERAL CORRESPONDENCE FILES (NON-EXECUTIVE LEVELS):

Division/unit: Administrative matters

Maintenance system: Chronological by date created or received, then alphabetical by subject

Record series content: Routine correspondence created or retained below the levels of the governor or any policy advisory staff. Letters and memoranda reflect communication regarding program procedures, general work activities, and responses to information requests.

Classification: 1.21.2.105 NMAC, Correspondence - General

File closure: Date of the end of gubernatorial term
[New - 03/31/2021]

356-081 EXECUTIVE AGENCY FILES:

Division/unit: Administrative matters

Maintenance system: chronological by date created or received, then alphabetical by agency name or numerical by DFA code

Record series content: Working files concerning state agencies of the executive branch of state government. File may include reports submitted by the agencies, reports on or about the agencies,

correspondence between the governor's office and the agencies, related correspondence, copies of minutes, etc.

Classification: 1.21.2.111 NMAC, Planning and Development

File closure: Date of the end of gubernatorial term

[New - 03/31/2021]

356-082 LEGISLATIVE ENTITY FILES:

Division/unit: Administrative matters

Maintenance system: chronological by date created or received, then alphabetical by agency name or numerical by DFA code

Record series content: Working files concerning state agencies of the legislative branch of state government. File may include reports submitted by the agencies, reports on or about the agencies, correspondence between the governor's office and the agencies, related correspondence, copies of minutes, etc.

Classification: 1.21.2.111 NMAC, Planning and Development

File closure: Date of the end of gubernatorial term

[New - 03/31/2021]

356-083 JUDICIAL ENTITY FILES:

Division/unit: Administrative matters

Maintenance system: chronological by date created or received, then alphabetical by agency name or numerical by DFA code

Record series content: Working files concerning state agencies of the judicial branch of state government. File may include reports submitted by the agencies, reports on or about the agencies, correspondence between the governor's office and the agencies, related correspondence, copies of minutes, etc.

Classification: 1.21.2.111 NMAC, Planning and Development

File closure: Date of the end of gubernatorial term

[New - 03/31/2021]

356-084 EDUCATIONAL INSTITUTION FILES:

Division/unit: Administrative matters

Maintenance system: Chronological by date created or received, then alphabetical by agency name or numerical by DFA code

Record series content: Working files concerning state educational institutions of the state. File may include reports submitted by the institutions, reports on or about the institution, correspondence between the governor's office and the institutions, related correspondence, copies of minutes, etc.

Classification: 1.21.2.111 NMAC, Planning and Development

File closure: Date of the end of gubernatorial term

[New - 03/31/2021]

356-085 BOARDS AND COMMISSIONS FILES:

Division/unit: Administrative matters

Maintenance system: Chronological by date created or received, then alphabetical by agency name or numerical by DFA code

Record series content: Working files concerning the boards and commissions throughout New Mexico state government. File may include reports submitted by the boards or commissions, reports on or about the boards or commissions, correspondence between the governor's office and the boards or commissions, related correspondence, copies of board or commission minutes, etc.

Classification: 1.21.2.111 NMAC, Planning and Development

File closure: Date of the end of gubernatorial term

[New - 03/31/2021]

356-086 STATE MILITARY FORCES FILES:

Division/unit: Administrative matters

Maintenance system: Chronological by date created or received

Record series content: Records concerning the governor as commander in chief of the state's military forces. File may include reports submitted by the military entities, reports on or about the military forces, correspondence between the governor's office and the military forces, related correspondence, copies of military governing body minutes, etc. File may also contain information concerning the declaration of emergencies through executive order.

Classification: 1.21.2.111 NMAC, Planning and Development

File closure: Date of the end of gubernatorial term

[New - 03/31/2021]

356-087 FEDERAL AGENCY FILES:

Division/unit: Administrative matters

Maintenance system: Chronological by date created or received, then alphabetical by agency name

Record series content: These files deal with issues relating to the state of New Mexico and the various departments of the federal government. Files may contain reports, correspondence between the governor's office and the federal agency, memoranda, copies of federal agency minutes, etc. Files may also contain information concerning the governor's federal liaison duties. Examples of files include highway construction projects, bureau of Indian affairs, WIPP isolation project, etc.

Classification: 1.21.2.104 NMAC, Correspondence - Executive Level

File closure: Date of the end of gubernatorial term

[New - 03/31/2021]

356-088 INTERNATIONAL FILES:

Division/unit: Administrative matters

Maintenance system: Chronological by date created or received, then alphabetical by name of country

Record series content: These files deal with issues relating to the state of New Mexico and the international government community. Files may contain reports, correspondence between the governor's office and the foreign entity, memoranda, copies of minutes of recorded meetings, etc. Examples of files include cultural, economic, social and political negotiations with foreign governments of the departments of foreign governments.

Classification: 1.21.2.104 NMAC, Correspondence - Executive Level

File closure: Date of the end of gubernatorial term

[New - 03/31/2021]

356-089 PRIVATE ORGANIZATIONS FILES:

Division/unit: Administrative matters

Maintenance system: Chronological by date created or received, then alphabetical by name of organization

Record series content: These files deal with issues relating to the state of New Mexico and private organizations (religious, fraternal, professional, and benevolent). File may include reports submitted by the entities, reports on or about the particular entities, correspondence between the governor's office and the entities, related correspondence, copies of minutes of recorded meetings, etc.

Classification: 1.21.2.113 NMAC, Program and Project Files - Governor's

File closure: Date of the end of gubernatorial term

[New - 03/31/2021]

356-090 ISSUES FILES:

Division/unit: Administrative matters

Maintenance system: Chronological by date created or received, then alphabetical by issue

Record series content: Records concerning issues (political, social, economic, environmental) which originate in the governor's office, the various departments or outside state government and which the governor's office has an interest to track, monitor, or pursue. These files are kept by the various department liaisons within the governor's office. Files may include issues such as: health care; gay rights; legalization of marijuana; workers compensation; NM cattle industry; driving while under the influence of liquor or drugs; etc.

Classification: 1.21.2.113 NMAC, Program and Project Files - Governor's

File closure: Date of the end of gubernatorial term

[New - 03/31/2021]

356-091 MINUTES OF MEETINGS:

Division/unit: Administrative matters

Maintenance system: Chronological by meeting date, then alphabetical by governing body name

Record series content: Records of official proceedings of governing bodies created by the governor's office. These include but are not limited to governor's regular cabinet meetings, task forces, special committees, etc. Information includes agenda, date, place, list of attendees and a summary of discussion and decisions. Official minutes may also include all informational attachments such as reports, surveys, proposal, studies and charts distributed to members for discussion and for use in making decisions on agency policy, planning and administrative matters. Official minutes shall include only those documents and attachments that have been formally introduced as part of the records.

Classification: 1.21.2.452 NMAC, Meetings

File closure: Date of the end of gubernatorial term

[New - 03/31/2021]

356-092 REPORTS:

Division/unit: Administrative matters

Maintenance system: Chronological by report date, then alphabetical by body name

Record series content: All reports created by the governor's office or those reports submitted to the governor pursuant to Article V, Section 9 NM constitution or by specific statute. Reports may also be filed in other files such as *executive agency files, board's and commissions' files, etc.*

Classification: 1.21.2.117 NMAC, Reports - Historical

File closure: Date of the end of gubernatorial term

[New - 03/31/2021]

356-093 PROJECT CONTROL FILES:

Division/unit: Administrative matters

Maintenance system: Chronological by report date, then alphabetical by project name

Record series content: Records concerning regular or routine projects of the governor's office. File may contain correspondence, reports and other records documenting assignments, progress and completion of projects.

Classification: 1.21.2.113 NMAC, Program and Project Files - Governor's

File closure: Date of the end of gubernatorial term

[New - 03/31/2021]

356-094 SPECIAL PROJECTS FILES:

Division/unit: Administrative matters

Maintenance system: Chronological by report date, then alphabetical by project name

Record series content: Records concerning miscellaneous projects of the governor's office or other projects that do not fall within normal office operations of the office. File may contain correspondence, reports and other records documenting assignments, progress and completion of special projects.

Classification: 1.21.2.113 NMAC, Program and Project Files - Governor's

File closure: Date of the end of gubernatorial term

[New - 03/31/2021]

356-095 FEASIBILITY STUDIES:

Division/unit: Administrative matters

Maintenance system: Chronological by report date, then alphabetical by study name

Record series content: Studies requested and conducted prior to the acquisition, installation, implementation or purchase of new technologies, equipment, properties, projects, etc. File series also includes social, economic, or environmental studies requested and conducted prior the implementation of or continuation of existing programs.

Classification: 1.21.2.113 NMAC, Program and Project Files - Governor's

File closure: Date of the end of gubernatorial term

[New - 03/31/2021]

356-096 CONFERENCES OR WORKSHOPS CONDUCTED FILES:

Division/unit: Administrative matters

Maintenance system: Chronological by date event conducted or alphabetical by event title

Record series content: Records of conferences or workshop conducted by the governor's office. File may contain agendas, programs, handouts, reports, training material, critiques, questionnaires, correspondence, related documentation, etc.

Classification: 1.21.2.254 NMAC, Training Materials

File closure: Date of the end of gubernatorial term

[New - 03/31/2021]

356-097 SIGNATURE AUTHORIZATION FILES:

Division/unit: Administrative matters

Maintenance system: Alphabetical by authorization type then by authorized person

Record series content: Record authorizing a person to sign fiscal documents, personnel documents, etc.

Classification: 1.21.2.101 NMAC, Authorization

File closure: Date of the end of gubernatorial term

[New - 03/31/2021]

356-098 FINDING AIDS (INDEXES):

Division/unit: Administrative matters

Maintenance system: Chronological by year, then alphabetical by records series

Record series content: Indexes, lists, registers and other finding aids used to provide access to records.

Classification: 1.21.2.109 NMAC, Indexes and Finding Aids

File closure: Date of the end of gubernatorial term

[New - 03/31/2021]

356-099 GOVERNOR'S SPOUSE RECORDS:

Division/unit: Administrative matters

Maintenance system: Chronological by year, then alphabetical by records series

Record series content: Records concerning issues (political, social, economic, and environmental) which the governor's spouse has an interest to track, monitor, or pursue. Records may also include projects, organizations, or task forces that the governor's spouse either participates in or heads. Files may

contain: correspondence; reports; records documenting assignments, progress and completion of projects; etc.

Classification: 1.21.2.113 NMAC, Program and Project Files - Governor's

File closure: Date of the end of gubernatorial term

[New - 03/31/2021]

356-100 VISITOR CONTROL FILES:

Division/unit: Administrative matters

Maintenance system: Chronological by entry date

Record series content: Registers or logs used to record names of outside contractors, service personnel, visitors, admitted to areas of the governor's office.

Classification: 1.21.2.136 NMAC, Safety, Security and Access

File closure: Date of the end of gubernatorial term

[New - 03/31/2021]