

## 360 – Lieutenant Governor’s Office File Plan

This file plan was developed to be a guide for Lieutenant Governor’s Office 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 Lieutenant Governor’s Office. 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.

### **360-001 CASE FILES:**

**Division/unit:** Lieutenant governor’s office

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

**Record series content:** File may include contract documentation sheet, lists case number, date, name, phone, address, city referred by, and subject. Briefly describes details, action taken, follow through, date closed, and staff person handling the case. Also contains correspondence.

**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]

### **360-002 PROJECT FILES:**

**Division/unit:** Lieutenant governor’s office

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

**Record series content:** File may include reports and background research materials on major projects handles by the Lt. governor’s office.

**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]

### **360-003 NEW MEXICO STATE AGENCIES FILES:**

**Division/unit:** Lieutenant governor’s office

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

**Record series content:** File may include general information about New Mexico state agencies, correspondence, and copies of reports.

**Classification:** 1.21.2.104 NMAC, Correspondence - Executive Level

**File closure:** Date of the end of gubernatorial term

[New - 03/31/2021]

### **360-004 ACTIVITIES FILES:**

**Division/unit:** Lieutenant governor’s office

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

**Record series content:** File may include materials on meetings that were attended, speaking engagements, and personal appearances by the Lt. governor.

**Classification:** 1.21.2.119 NMAC, Speeches and Presentations

**File closure:** Date of the end of gubernatorial term

[New - 03/31/2021]