361 – Department of Information Technology File Plan

This file plan was developed to be a guide for Department of Information Technology 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 Department of Information Technology. 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.

361-001 **STATE INFORMATION TECHNOLOGY STRATEGIC PLAN FILES:**
Division/unit: Primary mission
Maintenance system: Chronological by state fiscal year
Record series content: The OCIO plan that assesses information technology in state government, provides IT guidance to all branches of state government and attempts to maximize the positive benefits of IT. The file consists of two parts: the strategic plan itself and preliminary work papers. The plan may include a strategic vision statement; list of critical IT issues; strategies and implementation objectives; yearly updates; etc. Work papers may contain notes, research studies, drafts, memoranda, etc.
Classification: 1.21.2.111 NMAC, Planning and Development
File closure: Close of fiscal year in which created
[New - 03/31/2021]

361-002 **AGENCY PLAN REVIEW FILES:**
Division/unit: Primary mission
Maintenance system: Chronological by state fiscal year of plan, then alphabetical by agency name
Record series content: Record of the OCIO evaluations of executive agency annual IT plans for compliance with the current *state information technology strategic plan*. Files consist of the agency plan and plan evaluation materials. The agency plan may contain an executive summary, agency overview, inventory forms, an IT implementation plan for the next state fiscal year, etc. Plan evaluation materials may consist of plan reviews, copies of correspondence with state agency, recommendations to the ITC, modification history of original agency plan, etc.
Classification: 1.21.2.111 NMAC, Planning and Development
File closure: Close of fiscal year in which created
[New - 03/31/2021]

361-003 **IT POLICY MEMORANDA FILES:**
Division/unit: Primary mission
Maintenance system: Chrono-numerical by two digit year and order within year
Record series content: Records concerning policy memoranda issued by the OCIO that prescribe IT policy or guidance to assist state agencies in the use of IT resources and provides governance of IT plans and operations, purchases. File may consist of notes, copy of *IT policy memoranda*, relating correspondence, etc.
Classification: 1.21.2.104 NMAC, Correspondence - Executive Level
File closure: Close of fiscal year in which created
[New - 03/31/2021]

361-004 **IT PROCUREMENT EVALUATION FILE:**
Division/unit: Primary mission

Maintenance system: Numerical by contract number
Record series content: evaluation of executive agency IT *requests for proposals* and contract vendor requests that are subject to the Procurement Code, Sections 13-1-1 through 13-1-28 NMSA 1978. File may consist of copy of *request for proposal*, evaluation form, notes, description of final action taken, list of communications between the OCIO and agency, memoranda, etc.
Classification: 1.21.2.346 NMAC, Bids, Proposals and Quotes
File closure: Date contract submitted to OCIO
[New - 03/31/2021]

361-005   IT STANDARDS FILE:
Division/unit: Primary mission
Maintenance system: Alphabetical by name of standard
Record series content: Information technology standards proposed and adopted by the OCIO. File may include the technical specifications for information architecture and computer system purchases for executive agencies, proposed standards, implemented standards, and standards no longer in effect, memoranda, etc.
Classification: 1.21.2.512 NMAC, Standards
File closure: Date standard repealed or superseded
[New - 03/31/2021]

361-006   VARIANCES TO IT STANDARDS FILE:
Division/unit: Primary mission
Maintenance system: Alphabetical by name of agency requesting variance
Record series content: Records concerning requests and reviews to exceptions to an OCIO IT standards. File may contain request for variance by state agency, analysis of justification for variance, OCIO response letter, memoranda, etc.
Classification: 1.21.2.512 NMAC, Standards
File closure: Date variance granted or denied
[New - 03/31/2021]

361-007   IP ADDRESSES AND ACCESS PROTOCOLS LISTING:
Division/unit: Internet security
Maintenance system: Alphabetical by name of agency
Record series content: OCIO listing concerning the internet address information of the computers and networks used by agencies that are exclusively hosted by general services department. Listing may contain IP addresses and protocol listings, etc.
Classification: 1.21.2.156 NMAC, Access and Control
File closure: Close of fiscal year in which created
[New - 03/31/2021]