

## 369 – State Commission of Public Records File Plan

This file plan was developed to be a guide for State Commission of Public Records 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 State Commission of Public Records. 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.

### **369-001 PERFORMANCE MEASURE DATABASE:**

**Division/unit:** administration

**Maintenance system:** Numerical by primary key [strategic initiative]

**Record series content:** System maintains and tracks the agency's planning and progress towards its annual strategic plan. Data may include strategy initiatives, action steps, performance measures, and related targets, base line information, narrative and quantitative data, etc.

**Classification:** 1.21.2.121 NMAC, Tracking

**File closure:** Close of the fiscal year in which created  
[New - 03/31/2021]

### **369-002 to 369-010**

### **369-011 ENVIRONMENTAL CONDITION FILES:**

**Division/unit:** Preservation

**Maintenance system:** Chronological by calendar year, then by month and day

**Record series content:** Records documenting humidity, temperature and air quality conditions within the archives, electronic and micrographics vaults. Files may contain hygrothermograph charts, air quality analysis reports, manual recordings, repair reports, etc.

**Classification:** 1.21.2.474 NMAC, General - Inspection

**File closure:** Close of the calendar year in which created  
[New - 03/31/2021]

### **369-012 to 369-020**

### **369-021 SCHOLARS PROGRAM FILES:**

**Division/unit:** State historian office

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

**Record series content:** Records documenting the application and award of funds to an individual to conduct research in any archives within the state. Files may include cover letter, abstract, letters of recommendation, copies of transcripts, resumes, score sheet, copy of approval letter, copy of denial letter, notes from committee members, articles, illustrations, letter of revocation, correspondence, etc.

**Classification:**

(A) **Approved files:** 1.21.2.122 NMAC, Grant Administration

(B) **Withdrawn or denied applications:** 1.21.2.107 NMAC, Denied, Rejected or

Withdrawn Records

**File closure:**

(A) **Approved files:** Date funds awarded or revoked

**(B) Withdrawn or denied applications:** Date application withdrawn or denied  
**Confidentiality:** Portions of this record may be confidential.  
[New - 03/31/2021]

**369-022 RESEARCH PROJECT FILES:**

**Division/unit:** State historian office

**Maintenance system:** Alphabetical by subject

**Record series content:** Records concerning historical research projects, lectures and presentations conducted by the state historian. Files may contain copies of photographs, articles, historical research works in progress, materials collected relating to research topics, correspondence, etc.

**Classification:** 1.21.2.176 NMAC, Scholarly Research

**File closure:** Date no longer needed for reference

[New - 03/31/2021]

**369-023 REGRANT PROGRAM FILES:**

**Division/unit:** State historian office

**Maintenance system:** Chronological by fiscal year

**Record series content:** Records documenting the application for and issuance of grant funds to eligible applicants through the regrant program in support of records preservation projects. The New Mexico historical records advisory board, an adjunct board to the commission of public records, receives funds from the New Mexico legislature and the national historic publications and records commission to fund its historical records grant program for improving preservation of and access to New Mexico's historical records. Files may include completed application form (i.e., name of applicant, address, project type, budget amounts for project, summary statement, project work plan, project summary budget, budget worksheet, proposals, scope of work, etc.), copy of 501(c) 3 certification, resumes, department of finance and administration certification, governor's guidelines certification, substitute W-9 form, contract, grant agreement, interim reports, invoices, financial reporting form, final report, correspondence, etc.

**Classification:**

**(A) Funded projects:** 1.21.2.122 NMAC, Grant Administration

**(B) Non-funded projects:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn Records

**File closure:**

**(A) Funded projects:** Close of fiscal year in which grant is closed

**(B) Non-funded projects:** Close of the fiscal year in which application submitted

**369-024 to 369-30**

**369-031 WINGENCAT SYSTEM:**

**Division/unit:** Archival services

**Maintenance system:** Numerical by primary key

**Record series content:** System maintains, monitors, and tracks all collection and patron activity. Data may include collection information (locations, descriptions, digital images, etc.) and patron information (registration information, records requested, records requested for duplication or publications, reference requests, etc.), etc.

**Classification:**

**(A) Patron registration data:** 1.21.2.172 NMAC, Collection Management - Museums and Archives

**(B) Records request data:** 1.21.2.175 NMAC, Requests

**(C) Collection data:** 1.21.2.172 NMAC, Collection Management - Museums and Archives

**File closure:**

**(A) Patron registration data:** Date of last activity

**(B) Records request data:** Close of calendar year in which created

**(C) Collection data:** Date file created

**Confidentiality:** Portions of the data may be confidential per Section 18-9-4 NMSA 1978, *release of patron records prohibited* (i.e., patron information).

[New - 03/31/2021]

**369-032 COLLECTION CONTROL FILES:**

**Division/unit:** Archival services

**Maintenance system:** Chronological by calendar year, then numerical by accession number

**Record series content:** Records documenting all activity pertaining to collections maintained in the state archives. Files may contain gift and loan agreements, inventories of collections accession forms, de-accession forms, purchase agreements, finding aids, conservation treatment forms, SRCA disposition orders, requests for disposition, correspondence, etc.

**Classification:** 1.21.2.172 NMAC, Collection Management - Museums and Archives

**File closure:** Date file created

[New - 03/31/2021]

**369-033 ARCHIVES ACCESSION LOG:**

**Division/unit:** Archival services

**Maintenance system:** Chronological by calendar year, then numerical by accession number

**Record series content:** Record of accessions from state agencies, private donations and purchases. Log contains date of accession, accession number, information on whether accession is new or an accretion, name of collection, accretion number, size or extent of accession, source of accession, etc.

**Classification:** 1.21.2.172 NMAC, Collection Management - Museums and Archives

**File closure:** Date file created

[New - 03/31/2021]

**369-034 PATRON REGISTRATION FORMS [SRC 96-20]:**

**Division/unit:** Archival services

**Maintenance system:** Chronological by calendar year and month

**Record series content:** Records documenting registration of patrons pursuant to 1.13.11 NMAC in the custody of the SRCA. Form may contain patron's name, address, home and work phone numbers, e-mail address, user description, release of research information on topic of study to other researchers, signature of user, signature of parent or guardian [if applicable], date signed, guidelines for using materials, etc.

**Classification:** 1.21.2.172 NMAC, Collection Management - Museums and Archives

**File closure:** Date of last activity

**Confidentiality:** Portions of the records may be confidential per Section 18-9-4 NMSA 1978, *release of patron records prohibited* (i.e., patron information).

[New - 03/31/2021]

**369-035 CONDITIONS FOR PUBLICATION OR REPRODUCTION FILES:**

**Division/unit:** Archival services

**Maintenance system:** Chronological by fiscal year

**Record series content:** Records documenting patron requests to reproduce or publish materials from SRCA collections. Files may contain patron letter of intent, *conditions for publication or reproduction form*, correspondence, etc.

**Classification:**

(A) **Approved requests:** 1.21.2.172 NMAC, Collection Management - Museums and Archives

(B) **Denied requests:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn Records

**File closure:**

(A) **Approved requests:** Close of the fiscal year in which created

**(B) Denied requests:** Close of the fiscal year in which denied  
[New - 03/31/2021]

**369-036 REQUEST FOR RECORDS FORMS [SRCA FORM 11A]:**

**Division/unit:** Archival services

**Maintenance system:** Chronological by calendar year and month

**Record series content:** Records documenting patron requests to access collections in the custody of the SRCA. Form may contain name of collection, file name, number of documents, number of items pulled, patron's name and signature, archivist's signature, date and time accession materials are out, date and time accession materials are returned, etc.

**Classification:** 1.21.2.175 NMAC, Requests

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

**Confidentiality:** Portions of the records may be confidential per Section 18-9-4 NMSA 1978, *release of patron records prohibited* (i.e., patron information).

[New - 03/31/2021]

**369-037 ARCHIVAL COLLECTIONS:**

**Division/unit:** Archival services

**Maintenance system:** Numerical by accession number

**Record series content:** Collections of records created by state agencies, elected officials, private individuals and organizations, deemed to have historical and informational value in the custody of the SRCA. Collections include records from the Spanish colonial government, Mexican Republic government, U.S. territorial government, New Mexico state government, etc.

**Classification:** 1.21.2.172 NMAC, Collection Management - Museums and Archives

**File closure:** Date file created

**Confidentiality:** Portions may be confidential pursuant to: Subsection A of Section 14-2-1 NMSA 1978. (attorney-client privileged information; physical or mental examinations of persons confined to any institution; letters of reference concerning employment; matters of opinion in personnel files; tactical response plans); Section 31-21-6 NMSA 1978 (probation and parole information); Section 24-1-20 NMSA 1978 (medical treatment records); Section 29-10-4 NMSA 1978 (arrest record information concerning those not charged with a crime); Section 32A-3B-32 NMSA 1978 (juvenile records); Section 32A-5-8 NMSA 1978 (adoption records); Section 41-8-4 NMSA 1978 (arson reports); Section 43-2-11 NMSA 1978 (substance abuse treatment) and 5 USC, Section 552a (i.e., social security number).

[New - 03/31/2021]

**369-038 VOLUNTEER APPLICATION FORMS:**

**Division/unit:** Archival services

**Maintenance system:** Chronological by year, then date application is submitted

**Record series content:** Record of applicants interested in volunteering to assist at the SRCA. Application may contain date of application, applicant's name, address, home and work telephone numbers, occupation, employer address, birth date, education, emergency contact information, interests, skills, hobbies, fluency in foreign languages, knowledge of New Mexico history or genealogy, days available for work, reasons for interest in volunteer work, references, etc.

**Classification:** 1.21.2.236 NMAC, Volunteer Files

**File closure:** Date in which application is rejected or volunteer services work is terminated

[New - 03/31/2021]

**Confidentiality:** Portions of file may be confidential pursuant, but not limited to 5 USC, Section 552a (i.e., social security number) and Section 7-1-8 NMSA 1978, Confidentiality of Returns and Other Information.

[New - 03/31/2021]

## 369-039 to 369-050

### 369-051      **RULE HISTORY DATABASE:**

**Division/unit:** Administrative law

**Maintenance system:** Numerical by primary key (chronological by entry date)

**Record series content:** Database tracks and maintains all state rules promulgated and filed by executive or special select agencies. Data may include agency code, agency name, date of filing, status, sequence number, action, code, citation, rule description, register volume and issue number, effective date, duration, comments, etc.

**Classification:** 1.21.2.490 NMAC, Administrative Rules

**File closure:** Close of fiscal year in which repealed or otherwise replaced  
[New - 03/31/2021]

### 369-052      **NEW MEXICO ADMINISTRATIVE CODE:**

**Division/unit:** Administrative law

**Maintenance system:** Numerical by NMAC number

**Record series content:** NMAC is an electronic publication of all current rules adopted by executive or special select agencies and filed with the SRCA. The code is compiled, indexed and published on the agency's website and is updated once a month. The paper copy of the rule text filed in the state rules collection is the official version of the rule.

**Classification:** 1.21.2.490 NMAC, Administrative Rules

**File closure:** Close of fiscal year in which repealed or otherwise replaced  
[New - 03/31/2021]

### 369-053      **STATE RULES COLLECTION FILES:**

**Division/unit:** Administrative law

**Maintenance system:** Chronological by fiscal year then numerical by NMAC title, chapter and part number

**Record series content:** Records documenting all state rules promulgated and filed by executive or special select agencies. Files may include *NMAC transmittal form*, delegation of rule filing authority, *notice of errata change form*, rule, copy of court decisions, correspondence, etc.

**Classification:** 1.21.2.490 NMAC, Administrative Rules

**File closure:**

(A)      **Rules:** Close of fiscal year in which repealed or otherwise replaced

(B)      **Delegation of rule filing authority:** Close of fiscal year from date superseded

[New - 03/31/2021]

### 369-054      **RULE CONTROL LOG:**

**Division/unit:** Administrative law

**Maintenance system:** Chronological by date received

**Record series content:** Record used to track rules that have been promulgated by various state agencies and filed with administrative law. Log may include date of rule receipt, date inspected, filing entity, rule number, number of pages, date rejected, date accepted, type or class of rule, date key entered, date proofed, date history copy filed, date listing filed, etc.

**Classification:** 1.21.2.110 NMAC, Logs

**File closure:** Close of fiscal year in which repealed or otherwise replaced  
[New - 03/31/2021]

### 369-055      **NEW MEXICO REGISTER LOG:**

**Division/unit:** Administrative law

**Maintenance system:** Chronological by issue date, and numerical by issue number

**Record series content:** Records used to track notices of rulemaking and rules filed with the SRCA for publication in the New Mexico register. Log may include volume number, issue number, publication date, control number, agency name, comments, notice, type of rule, rule number, etc.

**Classification:** 1.21.2.110 NMAC, Logs

**File closure:** Date of last entry

[New - 03/31/2021]

**369-056 INTERSTATE COMPACT FILES:**

**Division/unit:** Administrative law

**Maintenance system:** Alphabetical by agency name, subject description, then chronological by filing date

**Record series content:** Records documenting agreements between two or more governmental entities. Files may include agreements, renewal agreements, transmittal correspondence, etc.

**Classification:** 1.21.2.602 NMAC, Interstate Compacts/Agreements

**File closure:** Date compact amended, superseded, expired or revoked

[New - 03/31/2021]

**369-057 COUNTY SUBDIVISION REGULATION FILES:**

**Division/unit:** Administrative law

**Maintenance system:** Alphabetical by name of county, then chronological by filing date

**Record series content:** Records documenting local government entity subdivision regulations filed with the administrative law division. Files may include copy of ordinance (e.g., county name, ordinance number, regulation, penalties, etc.), correspondence, etc.

**Classification:** 1.21.2.496 NMAC, Ordinances and Resolutions

**File closure:** Date regulation amended, superseded, expired or revoked

[New - 03/31/2021]

**369-058 INTERSTATE COMPACT DATABASE:**

**Division/unit:** Administrative law

**Maintenance system:** Numerical by primary key

**Record series content:** Database tracks and maintains information concerning interstate compacts filed. Data may include entity name, filing date, status, etc.

**Classification:** 1.21.2.602 NMAC, Interstate Compacts/Agreements

**File closure:** Date compact amended, superseded, expired or revoked

[New - 03/31/2021]

**369-059 COUNTY SUBDIVISION REGULATION DATABASE:**

**Division/unit:** Administrative law

**Maintenance system:** Numerical by primary key

**Record series content:** Database tracks and maintains information concerning local government entity subdivision regulations filed. Data may include entity name, filing date, status, county clerk filing date, etc.

**Classification:** 1.21.2.496 NMAC, Ordinances and Resolutions

**File closure:** Date regulation amended, superseded, expired or revoked

[New - 03/31/2021]

**369-060 to 369-070**

**369-071 ELECTRONIC VAULT ACCESS FILES:**

**Division/unit:** Records center

**Maintenance system:** Chronological by calendar year, then numerical by assigned electronic key number

**Record series content:** Records documenting requests and authorizations to store electronic media in the SRCA electronic vault, primarily for agency disaster recovery purposes. Files may contain *state records center and archives request to store electronic disaster recovery files* form, agency letters requesting authorization to store or retrieve electronic information within the electronic vault and purchase of electronic keys for those purposes, authorized personnel key card number log, request to replace lost or broken cards, correspondence, etc.

**Classification:** 1.21.2.136 NMAC, Safety, Security and Access

**File closure:** Date superseded by new letter of authorization  
[New - 03/31/2021]

### **369-072      REQUEST FOR DISPOSITION:**

**Division/unit:** Records center

**Maintenance system:** Chronological by year and month

**Record series content:** Record documenting requests for disposition or records maintained by agencies on-site. Disposition request may be for destruction of records through the Santa Fe or Albuquerque SRC, or transfer of records to archives. Form may contain agency code, agency or division name, contact person name, address, e-mail address, phone number, fax number, destruction or transfer to archives information, description of records, NMAC number for the records, number of boxes, liaison signature, analyst signature, inclusive dates of records, etc.

**Classification:** 1.21.2.517 NMAC, Disposition Authorization

**File closure:** Date of destruction or transfer to archives  
[New - 03/31/2021]

### **369-073      AGENCY RECORDS DISPOSITION FILES:**

**Division/unit:** Records center

**Maintenance system:** Chronological by year, then date of disposition

**Record series content:** Records documenting the disposition of records stored at the SRC that have met their retention and have been identified for destruction or transfer to archives. Files may contain *agency records disposition memo, destruction detail listings, transfer to archives detail listings, records destruction orders, transfer to archives orders*, SRCA letter to agencies, correspondence, etc.

**Classification:** 1.21.2.517 NMAC, Disposition Authorization

**File closure:** Date of disposition or transfer to archives  
[New - 03/31/2021]

### **369-074      RECORDS INVENTORY MANAGEMENT SYSTEM:**

**Division/unit:** Records center

**Maintenance system:** Numerical by primary key

**Record series content:** System maintains, monitors, tracks and calculates retention data on boxes in storage at the SRC, location of boxes in storage, box activity, authorized withdrawals, returned records, etc. Data may include record series information (e.g., NMAC number, record series title, record description, retention length, etc.); storage transmittal data (department number, record series number and title, barcode and permanent box number, shipment box number, trigger date, disposition date, etc.); record access personnel data (e.g., names of record liaison officer, withdrawal personnel and pickup only personnel, department name and number, etc.); record withdrawal information, disposition information, etc.

**Classification:**

(A) **Storage transmittal data:** 1.21.2.520 NMAC, Records Custody

(B) **Record access data:** 1.21.2.101 NMAC, Authorization

(C) **Record withdrawal data:** 1.21.2.520 NMAC, Records Custody

(D) **Disposition data:** 1.21.2.517 NMAC, Disposition Authorization

**File closure:**

(A) **Storage transmittal data:** Date of disposition of storage

(B) **Record access data:** Close of the last fiscal year of activity

(C) **Record withdrawal data:** Date of withdrawal

(D) **Disposition data:** Date of disposition

[New - 03/31/2021]

**369-075 STORAGE TRANSMITTAL FORMS:**

**Division/unit:** Records center

**Maintenance system:** Numerical by agency code, then chronological by shipment date

**Record series content:** Record documenting approved requests for storage into the Santa Fe or Albuquerque SRC. Form may contain agency code, agency name, division name, date prepared, office location, street address, room number, records liaison officer name and signature, contact phone number, agency fax number, permanent box number, shipment box number, record schedule item number [NMAC citation], records series title, disposition trigger date, destroy date, analyst's signature of approved forms, data entry information, shipment delivery information, etc.

**Classification:** 1.21.2.520 NMAC, Records Custody

**File closure:** Date of disposition

[New - 03/31/2021]

**369-076 RECORD OF WITHDRAWAL FORMS:**

**Division/unit:** Records center

**Maintenance system:** Numerical by agency code number and withdrawal number

**Record series content:** Record of temporary or permanent withdrawal of records placed into storage at the Santa Fe or Albuquerque SRC. Forms may show agency name, business unit code, address, permanent box number, records liaison officer name, etc.

**Classification:** 1.21.2.520 NMAC, Records Custody

**File closure:** Date of withdrawal

[New - 03/31/2021]

**369-077 to 369-090**

**369-091 MICROPHOTOGRAPHY PLAN FILES:**

**Division/unit:** Microphotography

**Maintenance system:** Alphabetical by agency or entity name, then chronological by calendar year and date of approval

**Record series content:** Records concerning agency plans in compliance with the *Microphotography Systems, Microphotography Standards* 1.14.2 NMAC for maintaining government records on electronic or microfilm media. Files may contain agency or entity name, plan to maintain records on electronic or microfilm media, SRCA approval, correspondence, etc.

**Classification:** 1.21.2.516 NMAC, Conversion Authorization

**File closure:** Date plan approved

[New - 03/31/2021]

**369-092 METHYLENE BLUE TEST FORMS:**

**Division/unit:** Microphotography

**Maintenance system:** Chronological by month and date, then alphabetical by agency or entity name

**Record series content:** Records on the amount of residual thiosulfate existing in master microfilm produced by agencies for permanent records. Form may contain agency or vendor name, address, contact person, telephone number, test readings, test dates, agencies or offices processed for, inclusive microfilm



roll numbers, record series name and NMAC section number, address of New Mexico records center and archives, correspondence, etc.

**Classification:** 1.21.2.474 NMAC, General - Inspection

**File closure:** Date superseded by new test results

[New - 03/31/2021]

**369-093      MICROFILM CAMERA LOG:**

**Division/unit:** Microphotography

**Maintenance system:** Chronological by year, then by month and day

**Record series content:** Record maintained by the SRCA indicating the collection, record series, or documents microfilmed by the micrographics staff. Log may list type of camera used, microfilm roll number, type of record filmed, starting microfilm roll name or number, agency name, date, operator, remarks, etc.

**Classification:** 1.21.2.110 NMAC, Logs

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

[New - 03/31/2021]

**369-094      MICROFILM PROCESSING LOG:**

**Division/unit:** Microphotography

**Maintenance system:** Chronological by year, then by month and day

**Record series content:** Record of original film processed by the micrographics staff. Log may contain microfilm roll number, agency or entity name of microfilm being processed, record type, quantity of film processed, date processed, operator, etc.

**Classification:** 1.21.2.110 NMAC, Logs

**File closure:** Date annual report released

[New - 03/31/2021]

**369-095      MICROFILM DUPLICATION LOG:**

**Division/unit:** Microphotography

**Maintenance system:** Chronological by year, then by month and day

**Record series content:** Record of microfilm duplicates processed by the micrographics staff from original microfilm. Log may contain agency or entity name that duplicate microfilm rolls were created for, microfilm roll numbers, total number of duplicates created, date of duplication, operator, etc.

**Classification:** 1.21.2.110 NMAC, Logs

**File closure:** Date annual report released

[New - 03/31/2021]

**369-096      MICROPHTOGRAPHY INVENTORY FORM:**

**Division/unit:** Microphotography

**Maintenance system:** Chronological by date of notification from agency

**Record series content:** Inventory records of all microfilm equipment owned or leased by state agencies. Files may contain agency name, response (yes or no), approved by SRC (yes or no), excess equipment to be transferred, equipment listing, and quantity.

**Classification:** 1.21.2.317 NMAC, Inventories

**File closure:** Date of depreciation and removal from fixed asset inventory list

[New - 03/31/2021]

**369-097      MICROPHTOGRAPHY EQUIPMENT STATUS FORM-TRANSFER ORDER FORMS:**

**Division/unit:** Microphotography

**Maintenance system:** Chronological fiscal year by month and date received, then alphabetical by agency name

**Record series content:** Records concerning the annual inventory conducted by the SRCA of microphotography equipment maintained by state agencies and the tracking of transfers of that equipment from one agency to another. Form may contain agency or division name, telephone number, equipment make and model, serial number, working, non-working, condition, present value, repair cost, correspondence, etc.

**Classification:** 1.21.2.317 NMAC, Inventories

**File closure:** Close of fiscal year in which created  
[New - 03/31/2021]

### **369-098 to 369-110**

#### **369-111 RRDS TRACKING SYSTEM:**

**Division/unit:** Agency analysis

**Maintenance system:** Numerical by primary key

**Record series content:** System used to track the length of time between surveys done on records of an agency or an entity. The system also tracks any amendments done to the schedules. Date may include tracking number, agency code, agency name, assigned analyst, part number, percentage of agency surveyed, survey result to schedule, original number of records, number of program records surveyed, number of program records modified, number of program records added, number of program records repealed, resulting number of records, date schedule presented, schedule status, etc.

**Classification:** 1.21.2.121 NMAC, Tracking

**File closure:** Close of the fiscal year in which a new schedule is filed  
[New - 03/31/2021]

#### **369-112 HISTORY FILES:**

**Division/unit:** Agency analysis

**Maintenance system:** Alphabetical by state agency or local government category name, then chronological by year

**Record series content:** Records documenting the activities Between the SRCA and state agencies, judicial and local governments enties. Files may contain copies of SRCA letters to state agencies that order the destruction of records for on-site requests, *request for disposition* forms for on-site destruction requests, SRCA letters to agencies requesting to conduct a survey, final reports on surveys conducted, on-site destruction requests, local government notices of destruction, correspondence, etc.

**Classification:**

(A) **Correspondence:** 1.21.2.104 NMAC, Correspondence - Executive Level

(B) **Agency on-site dispositions and local government notices of destruction:** 1.21.2.517 NMAC, Disposition Authorization

**File closure:**

(A) **Correspondence:** Close of calendar year in which created

(B) **Agency on-site dispositions and local government notices of destruction:** Date of SRCA administrator's order of destruction, transfer to archives or replevin of records

[New - 03/31/2021]

#### **369-113 AUTHORIZED RECORDS ACCESS PERSONNEL FORMS:**

**Division/unit:** Agency analysis

**Maintenance system:** Geographical by type, then chronological fiscal year, then numerical by agency code

**Record series content:** Forms used to designate record liaison officers and personnel authorized to access and pick-up agency records stored at the SRCA. Information may be input to the records

inventory management system. Forms may include name of designee, agency code, telephone number, fax number, cabinet secretary or executive director's title and signature, effective period of authorization, date etc.

**Classification:** 1.21.2.101 NMAC, Authorization

**File closure:** Close of fiscal year in which designation authorized  
[New - 03/31/2021]

### **369-114        AGENCY ANALYSIS TRACKING SYSTEM:**

**Division/unit:** Agency analysis

**Maintenance system:** Numerical by primary key

**Record series content:** System used to track the storage transmittals, request for disposition and notice of destructions by public entities. The system also tracks number of consultations given to public entities pertaining to record management. Data may include tracking number, analyst initials, date received, department number, phone number, agency's address, number of boxes, shipment date, sent out, time used, comment, sent to, record liaison officer's name, received by, email, fax number, type of request, etc.

**Classification:** 1.21.2.121 NMAC, Tracking

**File closure:** Close of the fiscal year in which created  
[New - 03/31/2021]

### **369-115 to 369-120**

### **369-121        TRAINING AND REGISTRATION DATABASE:**

**Division/unit:** Information technology

**Maintenance system:** Numerical by primary key

**Record series content:** Database that tracks and maintains information concerning training scheduling and attendee registration information for trainings conducted through SRCA. Information may include course data, registration data, instructor data, etc.

**Classification:** 1.21.2.251 NMAC, Course Management

**File closure:** Close of the calendar year from date of training  
[New - 03/31/2021]