

370 – Secretary of State File Plan

This file plan was developed to be a guide for Secretary of State 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 Secretary of State. 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.

370-001 CONTRIBUTION AND EXPENDITURE REPORT FILES:

Division/unit: Ethics

Maintenance system: Chronological by date, then alphabetical by candidate, political committee or lobbyist name

Record series content: Contribution and expenditure reports filed with the secretary of state's office. Files may include contribution and expenditure report, certification of report, letter of non-compliance, letters of penalties imposed, statement of no activity, correspondence, etc.

Classification: 1.21.2.428 NMAC, Financial - Campaign

File closure: Date of report filed or date of final resolution of report

[New - 03/31/2021]

370-002 CONTRIBUTION AND EXPENDITURE REPORT AUDIT FILES:

Division/unit: Ethics

Maintenance system: Chronological by date, then alphabetical by candidate or political committee name

Record series content: Records documenting the audit of contribution and expenditure reports filed with the secretary of state. Files may include copy of contribution and expenditure report, audit report, copy of letter of compliance, report of findings, response to report of findings, copy of letter of findings to attorney general, correspondence, etc.

Classification: 1.21.2.428 NMAC, Financial - Campaign

File closure: Date of final resolution of audit

[New - 03/31/2021]

370-003 COMPLAINT FILES:

Division/unit: Ethics

Maintenance system: Chronological by date

Record series content: Records documenting complaints filed with the secretary of state's office. Files may include complaint, investigation report, copy of notification of violation, penalty notice, correspondence, etc.

Classification:

(A) **Complaints with merit:** 1.21.2.429 NMAC, Investigations

(B) **Complaints dismissed:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn Records

File closure:

(A) **Complaints with merit:** Date of final resolution

(B) **Complaints dismissed:** Date of dismissal

[New - 03/31/2021]

370-004 FEDERAL CAMPAIGN RECEIPTS AND DISBURSEMENT REPORTS:

Division/unit: Ethics

Maintenance system: Chronological by date, then alphabetical by candidate or committee name
Record series content: Copies of federal campaign receipts and disbursement reports submitted by the federal election commission. Report may show received contributions, anticipated contributions, itemized disbursements, notification of disbursement of personal funds, notice of intent, etc.
Classification: 1.21.2.428 NMAC, Financial - Campaign
File closure: Date of report
[New - 03/31/2021]

370-005 LOBBYIST REGISTRATION FILES:

Division/unit: Ethics
Maintenance system: Chronological by date, then alphabetical by registrant
Record series content: Records documenting the registration of a lobbyist. Files may include lobbyist registration form, copy of lobbyist contribution and expenditure report, lobbyist authorization form, lobbyist employer reports, correspondence, etc.
Classification: 1.21.2.494 NMAC, Lobbyist
File closure: Date of registration expiration or termination
[New - 03/31/2021]

370-006 LOBBYIST DESIGNATION FORMS:

Division/unit: Ethics
Maintenance system: Chronological by date, then alphabetical by agency
Record series content: Records documenting individuals designated to appear or testify on behalf of a state entity. Forms may show name of staff member or statewide elected official making decision, title of member, signature of official or elected official making decision, state agency and address.
Classification: 1.21.2.494 NMAC, Lobbyist
File closure: Date of designation
[New - 03/31/2021]

370-007 LOBBYIST CAMPAIGN ADVERTISING REGISTRATION FILES:

Division/unit: Ethics
Maintenance system: Chronological by date, then alphabetical by organization
Record series content: Records documenting the expenditure of funds to conduct campaign advertisements for the purposes of lobbying. Files may include campaign advertisement registration form, reports of funds spent, correspondence, etc.
Classification: 1.21.2.494 NMAC, Lobbyist
File closure: Date of registration
[New - 03/31/2021]

370-008 VOTER ACTION ACT FILES:

Division/unit: Ethics
Maintenance system: Chronological by date, then alphabetical by candidate last name
Record series content: Records documenting the application for and issuance of public funding to campaigns for public regulation commission, supreme-court and court of appeals judges candidates. Files may include *declaration of intent form, qualifying contribution receipts form, qualifying contributions report form, seed money report, application for certification form*, correspondence, etc.
Classification: 1.21.2.428 NMAC, Financial - Campaign
File closure: Date of election
[New - 03/31/2021]

370-009 CAMPAIGN FINANCE INFORMATION SYSTEM (CFIS):

Division/unit: Ethics

Maintenance system: Numerical by primary key

Record series content: Database that tracks information regarding candidates, political action committees, and lobbyists and required financial reports. Data may show name of registrant, campaign and expenditure report data, lobbyist registration data, lobbyist designation data, lobbyist campaign advertising registration data, complaint data, compliance data, etc.

Classification:

(A) **Contribution and expenditure report data:** 1.21.2.428 NMAC, Financial - Campaign
(B) **Contribution and expenditure report audit data:** 1.21.2.428 NMAC, Financial - Campaign

Records

(C) **Complaint data:**

(1) **Complaints with merit:** 1.21.2.429 NMAC, Investigations

(2) **Complaints dismissed:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn

Records

(D) **Lobbyist data:** 1.21.2.494 NMAC, Lobbyist

(E) **Voter action act data:** 1.21.2.428 NMAC, Financial - Campaign

File closure:

(A) **Contribution and expenditure report data:** Date of report filed or date of final resolution of report

(B) **Contribution and expenditure report audit data:** Date of final resolution

(C) **Complaint data:**

(1) **Complaints with merit:** Date of final resolution

(2) **Complaints dismissed:** Date of dismissal

(D) **Lobbyist data:** Date of report filed or date of final resolution of report

(E) **Voter action act data:** Date of election

Confidentiality: Portions of this record may be confidential.

[New - 03/31/2021]

370-010 CODE OF CONDUCT FILES:

Division/unit: Ethics

Maintenance system: Chronological by date, then alphabetical by public official and executive agency

Record series content: Records documenting codes of conduct filed with the secretary of state. These codes of conduct are submitted by public officials and executive agencies. Files may include code of conduct, correspondence, etc.

Classification: 1.21.2.511 NMAC, Policies and Procedures

File closure: Date superseded

[New - 03/31/2021]

370-011 FINANCIAL DISCLOSURE STATEMENTS FILES:

Division/unit: Ethics

Maintenance system: Chronological by date, then alphabetical by candidate or official name

Record series content: Financial disclosure statements required to be filed by legislative, statewide office candidates, state agency heads or officials whose appointment is subject to confirmation by the senate. Files may include financial disclosure statement, complaint and supporting documents, investigation reports, secretary of state determination, etc.

Classification: 1.21.2.429 NMAC, Investigations

File closure: Date filed

[New - 03/31/2021]

370-012 to 370-020

370-021 CERTIFIED VOTER LIST FILES:

Division/unit: Elections

Maintenance system: Chronological by date, then alphabetical by county, then by precinct

Record series content: Certified list showing qualified voters submitted by counties prior to general and primary elections. List shows voter name, address, party affiliation, precinct number, etc.

Classification: 1.21.2.431 NMAC, Reports - Election

File closure: Date of election

Confidential: Portions of this record may be confidential.

[New - 03/31/2021]

370-022 ABSENTEE BALLOT REGISTER FILES:

Division/unit: Elections

Maintenance system: Chronological by date, then alphabetical by county, then precinct

Record series content: List documenting individuals who have applied to vote absentee. Register may show applicant name, address, date, acceptance or rejection, precinct, party affiliation, etc.

Classification: 1.21.2.431 NMAC, Reports - Election

File closure: Date of election

[New - 03/31/2021]

370-023 REFERENDUM PETITIONS:

Division/unit: Elections

Maintenance system: Chronological by date, then numerical by petition number

Record series content: Records documenting a petition requesting that a law be referred to the people of New Mexico for vote at the next general election. Petition may show law being referred, name of registered voter, signature of registered voter, address, etc.

Classification: 1.21.2.430 NMAC, Petitions

File closure: Date petition declared sufficient or insufficient

[New - 03/31/2021]

370-024 QUALIFICATION, REMOVAL AND REQUALIFICATION OF POLITICAL PARTIES FILES:

Division/unit: Elections

Maintenance system: Chronological by date, then alphabetical by party name

Record series content: Records documenting the qualification, removal and requalification history of political parties in New Mexico. Files may include petitions from registered voters, founding and supplemental rules, copy of political party logo, copies of official party certificate, correspondence, etc.

Classification: 1.21.2.430 NMAC, Petitions

File closure: Date political party is removed

[New - 03/31/2021]

370-025 COUNTY PRECINCT MAPS:

Division/unit: Elections

Maintenance system: Alphabetical by county, then numerical by district

Record series content: Maps documenting current geographical boundaries with designation of each precinct, representative district and senatorial district.

Classification: 1.21.2.111 NMAC, Planning and Development

File closure: Date filed and approved

[New - 03/31/2021]

370-026 LEGISLATIVE DISTRICT MAPS:

Division/unit: Elections

Maintenance system: Numerical by house district and senate district

Record series content: Maps showing current geographical boundaries for legislative districts in the state.

Classification: 1.21.2.111 NMAC, Planning and Development

File closure: Date filed and approved

[New - 03/31/2021]

370-027 PRECINCT BOARD APPOINTMENT FILES:

Division/unit: Elections

Maintenance system: Chronological by date, then alphabetical by county

Record series content: Records documenting election precinct board member and alternates appointment for the purposes of certifying canvass of returns. Files may include list of appointees and alternates.

Classification: 1.21.2.421 NMAC, Appointments - Elections

File closure: Date appointment is filed

[New - 03/31/2021]

370-028 ELECTORAL COLLEGE FILES:

Division/unit: Elections

Maintenance system: Chronological by meeting date

Record series content: Records documenting proceedings from electoral college meetings. Files may include certificate of nominees, copies of oaths of office, certificates of ascertainment, ballots for president and vice president, agendas, copies of invitations for inaugural committee representation, minutes of meetings, correspondence, etc.

Classification: 1.21.2.452 NMAC, Meetings

File closure: Date of election

[New - 03/31/2021]

370-029 CANVASS OF RETURNS:

Division/unit: Elections

Maintenance system: Chronological by date, then alphabetical by county, then numerical by district

Record series content: Canvass lists of total votes cast by county, precinct and district for each candidate for public office, school board and conservancy district board of directors. Files may include canvass of return, tally sheets, signature rosters and certifying signatures of canvassing board clerk, chairman and members.

Classification:

(A) **Canvass of returns:** 1.21.2.424 NMAC, Canvass

(B) **Resolutions and certificate of election copies:** 1.21.2.424 NMAC, Canvass

(C) **Signature rosters and tally sheets:**

(1) **Statewide election:** 1.21.2.427 NMAC, Election Administration - Statewide

(2) **Local election:** 1.21.2.425 NMAC, Election Administration - Local

File closure: Date of election

[New - 03/31/2021]

370-030 MUNICIPAL ELECTION RECORDS:

Division/unit: Elections

Maintenance system: Chronological by date, then alphabetical by municipality

Record series content: Records documenting results of elections held in municipalities. Files may include elections results, copies of resolutions, copy of certificate of election and canvass of returns.

Classification: 1.21.2.424 NMAC, Canvass

File closure: Date of election

[New - 03/31/2021]

370-031 CONGRESSIONAL, STATEWIDE, JUDICIAL, DISTRICT AND COUNTY CANDIDATE FILES:

Division/unit: Elections

Maintenance system: Chronological by date, then alphabetical by office, then by candidate name

Record series content: Records documenting candidacy nomination, declaration and withdrawal. Files may include declaration of candidacy form, write-in candidate's letter, nominating petition forms, receipt of declaration of candidacy, copy of candidate certification letter, copies of letters of withdrawal, correspondence, etc.

Classification: 1.21.2.423 NMAC, Candidacy

File closure: Close of calendar year in which candidate determined eligible
[New - 03/31/2021]

370-032 ELECTED OFFICIAL OATH OF OFFICE FILE:

Division/unit: Elections

Maintenance system: Chronological by date

Record series content: Oath of office filed with the secretary of state by an elected official. File includes oath of office.

Classification: 1.21.2.453 NMAC, Oaths of Office

File closure: Date oath filed
[New - 03/31/2021]

370-033 VOTER REGISTRATION DATABASE:

Division/unit: Elections

Maintenance system: Numerical by primary key

Record series content: Database used to track and maintain voter history (e.g., early voting, absentee voting, felon voter status, deceased voters, party affiliation, etc.), precinct changes, etc. Data may include voter name, address, party affiliation, voter status, street files, precinct changes, etc.

Classification: 1.21.2.432 NMAC, Voter Registration

File closure: Date voter registration canceled

Confidentiality: Portions of this record may be confidential.
[New - 03/31/2021]

370-034 THIRD PARTY VOTER REGISTRATION AGENT DATABASE:

Division/unit: Elections

Maintenance system: Numerical by primary key

Record series content: Database used for tracking and maintaining third party voter registration information. Data may include voter registration, registration form numbers, name of organization, street files, etc.

Classification: 1.21.2.432 NMAC, Voter Registration

File closure: Date voter registration canceled

Confidentiality: Portions of this record may be confidential.
[New - 03/31/2021]

370-035 NATIVE AMERICAN ELECTION INFORMATION FILES:

Division/unit: Elections

Maintenance system: Chronological by election year, then alphabetical by pueblo name

Record series content: Records of voter education and outreach for tribal constituents. Files may include tribal resolutions, audio and video advertisements, newspaper advertisements and notices, copies of contracts, correspondence, etc.

Classification: 1.21.2.143 NMAC, Outreach - Historical

File closure: Date of election in which outreach completed
[New - 03/31/2021]

370-036 CONFIDENTIAL ADDRESS PROGRAM FILE:

Division/unit: Elections

Maintenance system: Chronological by date, then alphabetical by surname

Record series content: Records documenting the application and issuance of a substitute address for mail received on behalf of victims of domestic abuse requiring a confidential address for purposes of safety. File may include application, applicant information form, checklist for applicant, copy of application receipt, copies of confidential address program signature cards, copy of identification cards, copy of police reports, copy of court orders, copy of restraining orders, correspondence, etc.

Classification: 1.21.2.112 NMAC, Program and Project Files

File closure: Date of withdrawal from program

Confidentiality: This record is confidential.

[New - 03/31/2021]

370-037 to 370-050

370-051 UNIFORM ATHLETE AGENT FILES:

Division/unit: Athletic representation

Maintenance system: Chronological by date, then alphabetical by agent's surname

Record series content: Records documenting the application and certification history of athlete agents to represent student athletes. Files may include application, copy of certificate, official copy of transcripts, copy of training certificates, copy of background check results, correspondence, etc.

Classification: 1.21.2.655 NMAC, Dealers, Agents and Outfitters

File closure: Date of withdrawal, expiration or revocation

Confidentiality: Portions of this record may be confidential.

[New - 03/31/2021]

370-052 to 370-060

370-061 ENROLLED AND ENGROSSED BILLS, MEMORIALS, RESOLUTIONS AND CONSTITUTIONAL AMENDMENTS:

Division/unit: Legislation

Maintenance system: Chronological by date, then numerical by chapter

Record series content: Legislative bills, memorials, resolutions and constitutional amendments signed by the governor.

Classification: 1.21.2.491 NMAC, Legislation

File closure: Date signed by the governor

[New - 03/31/2021]

370-062 GOVERNOR VETOED AND POCKET VETOED BILLS FILE:

Division/unit: Legislation

Maintenance system: Chronological by date, then numerical by bill number

Record series content: Bills vetoed by the governor as well as bills submitted to the governor where no action was taken. File may include original vetoed bill, executive message and original pocket vetoed bill, etc.

Classification: 1.21.2.491 NMAC, Legislation

File closure: Date of veto

[New - 03/31/2021]

370-063 KILLED BILLS:

Division/unit: Legislation

Maintenance system: Chronological by date, then numerical by bill number

Record series content: Bills introduced to the legislature not acted upon by date of legislative adjournment.

Classification: 1.21.2.491 NMAC, Legislation

File closure: Date of legislative adjournment

[New - 03/31/2021]

370-064 HOUSE AND SENATE JOURNALS:

Division/unit: Legislation

Maintenance system: Chronological by date

Record series content: Journals documenting daily proceedings of the house and senate during the legislative session. Journal may show bills introduced, history of amendments made, chapter bill vetoes, minutes of sessions or meetings, tally of votes for or against bills introduced, copy of publications by the legislative council, etc.

Classification: 1.21.2.493 NMAC, Journals - House and Senate

File closure: Date of legislative session adjournment

[New - 03/31/2021]

370-065 to 370-070

370-071 EXECUTIVE RECORD:

Division/unit: Business services

Maintenance system: Chronological by date

Record series content: Governor issued executive orders, proclamations, appointments, certificates of pardon, renditions and requisitions for fugitives and inmates.

Classification: 1.21.2.495 NMAC, Orders and Proclamations

File closure: Close of calendar year in which created

[New - 03/31/2021]

370-072 APOSTILLE DATABASE:

Division/unit: Business services

Maintenance system: Numerical by primary key

Record series content: Database tracks and maintains information regarding apostille requests for notarized document authentications. Data may include requestor's name, notary's name, document type, etc.

Classification: 1.21.2.121 NMAC, Tracking

File closure: Close of calendar year in which created

[New - 03/31/2021]

370-073 APPOINTED OFFICIALS OATH OF OFFICE FILES:

Division/unit: Business services

Maintenance system: Chronological by date, then alphabetical by surname

Record series content: Oath of office filed with the secretary of state by an appointed official. File includes oath of office.

Classification: 1.21.2.453 NMAC, Oaths of Office

File closure: Date of appointment expiration

[New - 03/31/2021]

370-074 FACSIMILE SIGNATURE FILES:

Division/unit: Business services

Maintenance system: Chronological by date, then alphabetical by public officer surname

Record series content: Records documenting facsimile signatures (e.g. name stamps or seals) which serve in place of a manual signature of a public officer. Files may include facsimile signature affidavits, correspondence, etc.

Classification: 1.21.2.631 NMAC, Signature Records

File closure: Date public official is no longer authorized

[New - 03/31/2021]

370-075 FACSIMILE SIGNATURE DATABASE:

Division/unit: Business services

Maintenance system: Numerical by primary key

Record series content: Database maintains information regarding facsimile signatures filed with the secretary of state. Data may include signee's name, date, etc.

Classification: 1.21.2.631 NMAC, Signature Records

File closure: Date public official is no longer authorized

[New - 03/31/2021]

370-076 PUBLIC UTILITY FILING OR SIMILAR SECURITY INSTRUMENT FILES:

Division/unit: Business services

Maintenance system: Chronological by date, then numerical by identification number

Record series content: Records documenting the security of the payment of bonds or other obligations issued by any public utility, rural electric cooperative, telephone company or railroad. Files may include mortgage, deed of trust, security agreement or similar security interest, amendments, correspondence, etc.

Classification: 1.21.2.411 NMAC, Corporations

File closure: Close of fiscal year in which created

[New - 03/31/2021]

370-077 AGRICULTURAL EFFECTIVE FINANCING STATEMENT FILES:

Division/unit: Business services

Maintenance system: Chronological by date, then numerical by sequence number

Record series content: Records documenting the filing of a security interest in farm products used as collateral. Files may include effective financing statement, amendments, effective financing statement continuation or termination, correspondence, etc.

Classification: 1.21.2.415 NMAC, General - Audits and Compliance

File closure: Date of expiration or termination

Confidentiality: Portions of this record may be confidential.

[New - 03/31/2021]

370-078 AGRICULTURAL BUYER REGISTRATION FORMS:

Division/unit: Business services

Maintenance system: Chronological by date, then alphabetical by buyer name

Record series content: Records documenting requests for quarterly listing of agricultural effective financing statements filed with the secretary of state. Form may show buyer's name, address, product, report type and special lists requested.

Classification: 1.21.2.518 NMAC, Information Release

File closure: Close of calendar year in which registration received

Confidentiality: Portions of this record may be confidential.

[New - 03/31/2021]

370-079 AGRICULTURAL EFFECTIVE FINANCING STATEMENT DATABASE:

Division/unit: Business services

Maintenance system: Numerical by primary key

Record series content: Database tracks and maintains information regarding effective financing statements filed with the secretary of state as well as information for those requesting quarterly reports of EFSs filed with the state. Data may include name of debtor, products subject to security interests, name of primary secured party, name of secondary secured party, buyer registration data, etc.

Classification:

(A) **Agricultural effective financing statements data:** 1.21.2.415 NMAC, General - Audits and Compliance

(B) **Agricultural buyer registration data:** 1.21.2.518 NMAC, Information Release

File closure:

(A) **Agricultural effective financing statements data:** Date of expiration or termination

(B) **Agricultural buyer registration data:** Close of calendar year in which registration received

[New - 03/31/2021]

370-080 UNIFORM COMMERCIAL CODE FINANCING STATEMENT FILES:

Division/unit: Business services

Maintenance system: Chronological by date

Record series content: Records documenting UCC finance statements of items of value used as collateral filed with the secretary of state. Files may include UCC financing statement, amendments, continuation, assignment or termination, correspondence, etc.

Classification: 1.21.2.415 NMAC, General - Audits and Compliance

File closure:

[New - 03/31/2021]

370-081 UNIFORM COMMERCIAL CODE FINANCING STATEMENT DATABASE:

Division/unit: Business services

Maintenance system: Numerical by primary key

Record series content: Database tracks and maintains information regarding filing of UCC financing statements. Data may include debtor and secured party's name, file number, description of collateral by type or name, date of continuation, date of amendment, date of termination, etc.

Classification: 1.21.2.415 NMAC, General - Audits and Compliance

File closure: Date of expiration or termination

[New - 03/31/2021]

370-082 PARTNERSHIP REGISTRATION FILES:

Division/unit: Business services

Maintenance system: Chronological by date, then numerical by file number

Record series content: Records documenting domestic and foreign general, limited, limited liability and limited liability limited partnerships registered with the secretary of state. Files may include partnership documentation, copy of registration certificate issued, amendments, mergers, conversions, cancellations, correspondence, etc.

Classification: 1.21.2.411 NMAC, Corporations

File closure: Date partnership is cancelled

[New - 03/31/2021]

370-083 PARTNERSHIP DATABASE:

Division/unit: Business services

Maintenance system: Numerical by primary key

Record series content: Database tracks and maintains information regarding partnerships. Data may include partnership information (e.g., registrant name, address, etc.), etc.

Classification: 1.21.2.411 NMAC, Corporations

File closure: Date partnership is cancelled

[New - 03/31/2021]

370-084 TRADEMARK AND SERVICE MARK REGISTRATION FILES:

Division/unit: Business services

Maintenance system: Chronological by date, then numerical by sequence number

Record series content: Records documenting the application, issuance and history of trademark and service mark registrations. Files may include application for registration of trademark or service mark, copy of certificate of registration, specimens, assignment of registration, application for registrant name change, correspondence, etc.

Classification: 1.21.2.481 NMAC, Trade and Service Marks

File closure: Date of trademark or service mark expiration or withdrawal

[New - 03/31/2021]

370-085 TRADEMARK AND SERVICE MARK DATABASE:

Division/unit: Business services

Maintenance system: Numerical by primary key

Record series content: Database tracks and maintains information regarding trademark and service mark registrations. Data may include registrant information, trademark and service mark assignments, registrant name change, mark to be registered, place of distribution, description of goods or services in each class of trademark or service mark used, trademark and service mark status, etc.

Classification: 1.21.2.481 NMAC, Trade and Service Marks

File closure: Date of trademark or service mark expiration or withdrawal

[New - 03/31/2021]

370-086 TRADING STAMP COMPANY REGISTRATION FILES:

Division/unit: Business services

Maintenance system: Chronological by date, then alphabetical by company

Record series content: Records documenting the registration of trading stamp companies doing business in the state. Files may include samples of stamps, stamp collection books, stamp redemption catalogues, redemption and distribution agreements forms, copy of registration from state of origin and current bonds, correspondence, etc.

Classification: 1.21.2.481 NMAC, Trade and Service Marks

File closure: Date of expiration

[New - 03/31/2021]

370-087 SOIL AND WATER CONSERVATION DISTRICT CERTIFICATION FILES:

Division/unit: Business services

Maintenance system: Chronological by date, then alphabetical by conservation district

Record series content: Records documenting the certification and amendatory history of soil and water conservation districts. Files may include application for certification, maps documenting geographical boundaries, amendments, copy of district certification, correspondence, etc.

Classification: 1.21.2.111 NMAC, Planning and Development

File closure: Close of fiscal year in which created

[New - 03/31/2021]

370-088 SERVICE OF PROCESS FILES:

Division/unit: Business services

Maintenance system: Chronological by date

Record series content: Records documenting service of process served on domestic and foreign limited liability companies, corporations, etc. Files may include copy of acceptance of service certificate, copy of summons and complaints, copy of affidavits, correspondence, etc.

Classification: 1.21.2.415 NMAC, General - Audits and Compliance

File closure: Date acceptance of service certificate

[New - 03/31/2021]

370-089 NOTARY PUBLIC FILES:

Division/unit: Business services

Maintenance system: Chronological by date

Record series content: Records documenting the application for a notary public commission. Files may include notary public application, copy of power of attorney, surety bond, change of address, name change application, notice of resignation of commission, etc.

Classification: 1.21.2.666 NMAC, Notary

File closure: Date of resignation or revocation

[New - 03/31/2021]

370-090 NOTARY PUBLIC DATABASE:

Division/unit: Business services

Maintenance system: Numerical by primary key

Record series content: Database tracks and maintains information regarding notary public commission issuance and history. Data may include notary public application information (e.g., applicant name, address, etc.), bond information, name change, change of address, etc.

Classification: 1.21.2.666 NMAC, Notary

File closure: Date of resignation or revocation

[New - 03/31/2021]

370-091 RAILROAD PEACE OFFICER APPOINTMENT FILES:

Division/unit: Business services

Maintenance system: Chronological by date

Record series content: Records documenting individuals appointed and commissioned to serve as a railroad peace officer. Files may include copy of training certificate, copy of peace officer card, copy of current bond, etc.

Classification: 1.21.2.449 NMAC, Appointments - Governance

File closure: Date of commission termination

[New - 03/31/2021]

370-092 to 370-100

370-101 CORPORATION DATA SYSTEM:

Division/unit: Corporations

Maintenance system: Numerical by primary key

Record series content: System tracks all information regarding corporations registered in New Mexico. Data may include corporate report information, director name, corporate names, registered names, reserved names, payment information, comments, etc.

Classification: 1.21.2.411 NMAC, Corporations

File closure: Close of fiscal year in which created

Confidentiality: Portions of this record may be confidential.

[New - 03/31/2021]

370-102 APPLICATION FOR REGISTRATION OF CORPORATION NAME:

Division/unit: Corporations

Maintenance system: Chronological by date, then alphabetical by corporate name

Record series content: Applications used by foreign corporations to register and protect their corporate names in New Mexico. Application may include renewal or initial application status, begin and end dates of registration, corporation name, incorporation date, business type, federal tax identification number, fees paid, application date, mailing address, etc.

Classification: 1.21.2.411 NMAC, Corporations

File closure: Date approved or rejected

Confidentiality: Portions of this record may be confidential.

[New - 03/31/2021]

370-103 CORPORATE DOCUMENT FILES:

Division/unit: Corporations

Maintenance system: Chronological by transaction date, then numerical by corporation number

Record series content: Records concerning corporations conducting business in New Mexico. File may include domestic or foreign profit or nonprofit corporation status, articles of incorporation, application for certificate of authority, articles of merger, articles of amendment, revocation of statement of intent, application for withdrawal, tax clearance, certificate of revocation, statement of intent, bylaws, articles of dissolution, certificate of organization, suspension of business and renewals, correspondence, etc.

Classification: 1.21.2.411 NMAC, Corporations

File closure: Close of fiscal year in which created

Confidentiality: Portions of record may be confidential.

[New - 03/31/2021]

370-104 CORPORATE REPORTS:

Division/unit: Corporations

Maintenance system: Chronological by calendar year, then numerical by batch number

Record series content: Report that list the fees owed to secretary of state from foreign and domestic profit and non-profit corporations. Report may contain corporation name, address of principal place of business, state or country of incorporation, fees collected, registered agent and office located within New Mexico, names and addresses of all officers and directors of the corporation, federal identification number, etc.

Classification: 1.21.2.310 NMAC, Reports - Accounting

File closure: Close of calendar year after report is created

Confidentiality: Portions of record may be confidential.

[New - 03/31/2021]