

379 – Public Employee Labor Relations Board File Plan

This file plan was developed to be a guide for Public Employee Labor Relations Board 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 Public Employee Labor Relations Board. 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.

379-001 APPROPRIATE BARGAINING UNIT CERTIFICATION FILES:

Division/unit: Public employee labor relations

Maintenance system: Chronological by calendar year, then numeric by identification number

Record series content: Records documenting the certification of an appropriate bargaining unit. Files may include *petition for initial certification, petition for amendment of certification, petition for recognition as an incumbent labor organization, petition for clarification, petition for severance, election notice of filing of representation petition, petition to intervene, consent election agreement, voluntary recognition agreement, ground rules for card check, subpoena to the PELRB office, subpoena to another location*, copy of board decision, audio recordings of certification meetings, correspondence, etc.

Classification: 1.21.2.207 NMAC, Labor Relations

File closure: Date of certification approval or denial

[New - 03/31/2021]

379-002 DECERTIFICATION OF APPROPRIATE BARGAINING UNIT FILES:

Division/unit: Public employee labor relations

Maintenance system: Chronological by calendar year, then numeric by identification number

Record series content: Records documenting the decertification of an appropriate bargaining unit. Files may include *petition for clarification, petition for severance, petition for decertification election, subpoena to the PELRB office, subpoena to another location*, copy of board decision, audio recordings of decertification meetings, correspondence, etc.

Classification: 1.21.2.207 NMAC, Labor Relations

File closure: Date of decertification

[New - 03/31/2021]

379-003 PROHIBITED PRACTICE COMPLAINT FILES:

Division/unit: Public employee labor relations

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

Record series content: Records documenting the filing and resolution of a prohibited practice complaint. Files may include *prohibited practices complaint, answer to prohibited practices complaint, subpoena to the PELRB office, subpoena to another location*, hearing examiner reports, copy of board decision, audio recordings of prohibited practice meetings, correspondence, etc.

Classification: 1.21.2.634 NMAC, Investigations - Legal Matter Management

File closure: Date of board decision

[New - 03/31/2021]

379-004 LOCAL BOARD RECOGNITION FILES:

Division/unit: Public employee labor relations

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

Record series content: Records documenting the creating of a local labor board. Files may include *model resolution, model ordinance, subpoena to the PELRB office, subpoena to another location*, list of recognized local labor boards, copy of board decision, audio recordings of local board recognition meetings, correspondence, etc.

Classification: 1.21.2.207 NMAC, Labor Relations

File closure: Date of board decision

[New - 03/31/2021]

379-005 REVOCATION OF APPROVAL OF LOCAL BOARD FILES:

Division/unit: Public employee labor relations

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

Record series content: Records documenting the revocation of approval of a local board. Files may include a petition to revoke the approval of a local board, copy of board decision, audio recordings of revocation of approval of local board meetings, correspondence, etc.

Classification: 1.21.2.207 NMAC, Labor Relations

File closure: Date of board decision

[New - 03/31/2021]

379-006 IMPASSE PROCEEDINGS FILES:

Division/unit: Public employee labor relations

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

Record series content: Records documenting the filing of notices of impasse for collective bargaining issues not resolved between the appropriate bargaining unit and the public employer. Files may include *notice of impasse, subpoena to the PELRB office, subpoena to another location*, copy of federal mediator or arbitrator decision, copy of board decision, copy of court decision, audio recordings of impasse proceedings meetings, correspondence, etc.

Classification: 1.21.2.632 NMAC, Hearings and Appeals

File closure: Date of final resolution

[New - 03/31/2021]

379-007 PELRB ORDER AND DECISION FILES:

Division/unit: Public employee labor relations

Maintenance system: Chronological by calendar year, then numerical by order or decision number

Record series content: PELRB original board orders and decisions. File includes board orders and decisions

Classification: 1.21.2.633 NMAC, Hearings and Appeals - Historical

File closure: Close of the calendar year of board order or decision

[New - 03/31/2021]

379-008 PELRB DATABASE:

Division/unit: Public employee labor relations

Maintenance system: Numerical by primary key

Record series content: Database tracks, monitors, and maintains data regarding board orders, decisions, bargaining unit certifications, bargaining unit de-certifications, prohibited practice complaints, local board recognition and revocation, and impasse proceedings. Data may include bargaining unit certification information, decertification information, prohibited practice information, local board recognition information, revocation of approval of local board information, and impasse proceedings, order and decision numbers, date of order and decision, etc.

Classification:

(A) **PELRB order and decision file data:** 1.21.2.633 NMAC, Hearings and Appeals - Historical

- (B) Appropriate bargaining unit certification data:** 1.21.2.207 NMAC, Labor Relations
 - (C) Decertification of appropriate bargaining unit data:** 1.21.2.207 NMAC, Labor Relations
 - (D) Prohibited practice complaint data:** 1.21.2.634 NMAC, Investigations - Legal Matter Management
 - (E) Local board recognition data:** 1.21.2.207 NMAC, Labor Relations
 - (F) Revocation of approval of local board data:** 1.21.2.207 NMAC, Labor Relations
 - (G) Impasse proceedings data:** 1.21.2.632 NMAC, Hearings and Appeals
- [New - 03/31/2021]