

404 – Board of Examiners for Architects File Plan

This file plan was developed to be a guide for Board of Examiners for Architects 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 Board of Examiners for Architects. 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.

404-001 ARCHITECT REGISTRANT SYSTEM:

Division/unit: Architect registrations

Maintenance system: Numerical by primary key

Record series content: System captures and maintains information pertaining to the registration of architects. Data may include name and address of applicant, date of renewal payment, amount of continuing education credits, test scores, registration number, etc.

Classification:

(A) **Complete registrant data:** 1.21.2.668 NMAC, Professional Licenses - Historical

(B) **Incomplete registrant data:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn

Records

File closure:

(A) **Complete registrant data:** Date of original issuance of license

(B) **Incomplete registrant data:** Date of original application

[New - 03/31/2021]

404-002 ARCHITECT REGISTRANT FILES:

Division/unit: Architect registration

Maintenance system: Alphabetical by surname of registrant

Record series content: Records concerning the architectural qualifications of people authorized to practice architecture within New Mexico. File may contain original application, two year renewal statement, proof of continued education, copy of lapse of registration letter, architect registration examination, jurisprudence examination, exam results, reciprocity information, request for architect emeritus status, current registration renewal statement, sample imprint of registration seal, official transcript, copy of lapsed registration reminder letter, return receipt record of lapse of registration letter, change of address notification, correspondence, etc.

Classification: 1.21.2.668 NMAC, Professional Licenses - Historical

File closure: Date of original issuance of license

[New - 03/31/2021]

404-003 APPLICANT FILES:

Division/unit: Architect registration

Maintenance system: Alphabetical by surname of applicant

Record series content: Records concerning the applications of those applying to become registered architects. Files may include application, correspondence, etc.

Classification:

(A) **Applicants who become registered architects:** 1.21.2.668 NMAC, Professional Licenses - Historical

(B) Applicants who do not become registered architects: 1.21.2.107 NMAC, Denied, Rejected or Withdrawn Records

File closure:

(A) Applicants who become registered architects: Date of original issuance of license

(B) Applicants who do not become registered architects: Date of original application

[New - 03/31/2021]

404-004 REGISTRATION LOG:

Division/unit: Architect registrations

Maintenance system: Numerical by architect registration number

Record series content: Records a list of architects registered to practice in New Mexico. Log may show architect name, address, registration number, registration date, type of certification, etc.

Classification: 1.21.2.110 NMAC, Logs

File closure: Close of calendar year in which created

[New - 03/31/2021]

404-005 to 404-010

404-011 ARCHITECT DISCIPLINARY SYSTEM:

Division/unit: Discipline

Maintenance system: Numerical by primary key

Record series content: System captures and maintains information pertaining to alleged misconduct of architects and alleged unlicensed activity involving the practice of architecture by non-registrants. Data may include date of complaint, date of committee hearings regarding complaint, name and address of complainant and subject of complaint, architect examiners board orders, etc.

Classification:

(A) Disciplinary action taken data: 1.21.2.657 NMAC, Discipline and Investigations - Historical

(B) No disciplinary action taken data: 1.21.2.107 NMAC, Denied, Rejected or Withdrawn Records

File closure: Date of complaint received

Confidentiality: Portions of this file may be confidential pursuant to Subsection D of Section 61-15-5 NMSA 1978 (i.e., disciplinary action) and Subsection A of Section 14-2-1 NMSA 1978 (confidential sources, methods, information).

[New - 03/31/2021]

404-012 ARCHITECT DISCIPLINARY FILES:

Division/unit: Discipline

Maintenance system: Numerical by case number [two-digit year record started, three-digit order of occurrence]

Record series content: Records concerning alleged misconduct of architects and alleged unlicensed activity by non-registrants. Files may contain sworn complaints, pleadings, hearing transcripts with accompanying exhibits, architectural plans, specification books, hearing officer reports, architect examiners board orders, minutes, copies of appeal documents, settlement agreement, investigative case documents not introduced into evidence at a hearing, notice of contemplated action, correspondence, etc.

Classification:

(A) Disciplinary action taken: 1.21.2.657 NMAC, Discipline and Investigations - Historical

(B) No disciplinary action taken: 1.21.2.107 NMAC, Denied, Rejected or Withdrawn

Records

File closure: Date of complaint received

Confidentiality: Portions of this file may be confidential pursuant to Subsection D of Section 61-15-5 NMSA 1978 (i.e., disciplinary action) and Subsection A of Section 14-2-1 NMSA 1978 (confidential sources, methods, information).
[New - 03/31/2021]