

418 – Tourism Department File Plan

This file plan was developed to be a guide for Tourism Department 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 Tourism Department. 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.

418-001 MASTER COPY OF PUBLICATIONS FILE:

Division/unit: Publications

Maintenance system: Chronological by calendar year, then alphabetical by subject

Record series content: Master copy of magazines, brochures, calendars and any other publications that are produced. File may contain one copy of all magazines, brochures, calendars, correspondence, etc.

Classification: 1.21.2.114 NMAC, Publications

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

418-002 PUBLICATION PHOTOGRAPHY FILE:

Division/unit: Publications

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

Record series content: Record of photographs used within the New Mexico magazine and travel guide. File may contain *photographic guidelines*, negatives and positives of all photographs used in the creation of the New Mexico magazines, correspondence, etc.

Classification: 1.21.2.146 NMAC, Publicity and Promotion

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

418-003 ORIGINAL MANUSCRIPT FILE:

Division/unit: Publications

Maintenance system: Chronological by year, then numerical by issue number

Record series content: Record of authors' manuscripts for articles that are published in the New Mexico magazine. File may contain original manuscripts used in published material, *New Mexico magazine writers' guidelines*, correspondence, etc.

Classification: 1.21.2.114 NMAC, Publications

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

418-004 to 418-020

418-021 NEW MEXICO TOURISM RESEARCH FILE:

Division/unit: Tourism and travel

Maintenance system: Chronological by calendar year, then alphabetical by subject

Record series content: Research records on New Mexico subjects or events used to promote tourism. File may contain research records on: historical events; aboriginal peoples; historical figures; counties; municipalities; upcoming events; New Mexico ski areas; scenic attractions within New Mexico (Camel

Rock, Bandelier national monument, etc.); New Mexico hunting and fishing information; recreational camping information; fiestas; etc.

Classification: 1.21.2.146 NMAC, Publicity and Promotion

File closure: Close of calendar year in which created

[New - 03/31/2021]