

## 419 – Economic Development Department File Plan

This file plan was developed to be a guide for Economic Development 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 Economic Development 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.

### **419-001 ACTIVE INDUSTRY FILES:**

**Division/unit:** Economic development division

**Maintenance system:** Chronological by fiscal year, then alphabetical by company name

**Record series content:** File may contain profile sheet on company, correspondence with contact person, and updated information.

**Classification:** 1.21.2.146 NMAC, Publicity and Promotion

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

[New – 03/31/2021]

### **419-002 SPECIAL PROJECT FILES:**

**Division/unit:** Economic development division

**Maintenance system:** Chronological by fiscal year, then alphabetical by project name

**Record series content:** File may contain special efforts towards communities or industries.

**Classification:** 1.21.2.112 NMAC, Program and Project Files

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

[New – 03/31/2021]

### **419-003 ACTIVE INDUSTRIAL PROSPECTS:**

**Division/unit:** Economic development division

**Maintenance system:** Chronological by fiscal year

**Record series content:** File may contain research and information on industrial prospects.

**Classification:** 1.21.2.111 NMAC, Planning and Development

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

[New – 03/31/2021]

### **419-004 INACTIVE INDUSTRIAL PROSPECTS:**

**Division/unit:** Economic development division

**Maintenance system:** Chronological by fiscal year

**Record series content:** File may contain research and information on inactive industrial prospects that may become active.

**Classification:** 1.21.2.111 NMAC, Planning and Development

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

[New – 03/31/2021]

### **419-005 INDUSTRIAL REVENUE BONDS FILE:**

**Division/unit:** Economic development division

**Maintenance system:** Chronological by fiscal year

**Record series content:** File may contain information on development, authority, attorney generals opinions, etc.

**Classification:** 1.21.2.111 NMAC, Planning and Development

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

[New – 03/31/2021]

**419-006 RESEARCH AND DEVELOPMENT RECORDS FILE:**

**Division/unit:** Economic development division

**Maintenance system:** Chronological by fiscal year

**Record series content:** File may contain studies and research made on minerals, topography, etc.

**Classification:** 1.21.2.176 NMAC, Scholarly Research

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

[New – 03/31/2021]

**419-007 PROMOTION RECORDS FILE:**

**Division/unit:** Economic development division

**Maintenance system:** Chronological by fiscal year

**Record series content:** File may contain brochures, letters and general information on the development of the economy of New Mexico

**Classification:** 1.21.2.146 NMAC, Publicity and Promotion

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

[New – 03/31/2021]

**419-008 to 419-020**

**419-021 COLOR TRANSPARENCIES FILE:**

**Division/unit:** Marketing and promotion division

**Maintenance system:** Chronological by fiscal year, then numerical

**Record series content:** File may contain 4 x 5 original prints on New Mexico which are used for promotional needs, advertising and/or publishing.

**Classification:** 1.21.2.146 NMAC, Publicity and Promotion

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

[New – 03/31/2021]

**419-022 COLOR TRANSPARENCIES LOG:**

**Division/unit:** Marketing and promotion division

**Maintenance system:** Chronological by fiscal year, then numerical

**Record series content:** Log may show number of transparencies, description of transparencies, etc.

**Classification:** 1.21.2.110 NMAC, Logs

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

[New – 03/31/2021]

**419-023 BLACK AND WHITE PHOTOGRAPHS FILE:**

**Division/unit:** Marketing and promotion division

**Maintenance system:** Chronological by fiscal year, then alphabetical by geographic area

**Record series content:** File may contain photos of New Mexico which are used for promotional needs, advertising and for publication.

**Classification:** 1.21.2.146 NMAC, Publicity and Promotion

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

[New – 03/31/2021]

**419-024 BLACK AND WHITE PHOTOGRAPHS LOG:**

**Division/unit:** Marketing and promotion division

**Maintenance system:** Chronological by fiscal year, then numerical

**Record series content:** Log may show number and description of photograph.

**Classification:** 1.21.2.110 NMAC, Logs

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

[New – 03/31/2021]

**419-025 MOTION PICTURES FILM:**

**Division/unit:** Marketing and promotion division

**Maintenance system:** Chronological by fiscal year, then alphabetical by title

**Record series content:** File may contain 16mm color sound films.

**Classification:** 1.21.2.146 NMAC, Publicity and Promotion

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

[New – 03/31/2021]

**419-026 MOTION PICTURES LOG:**

**Division/unit:** Marketing and promotion division

**Maintenance system:** Chronological by fiscal year, then numerical

**Record series content:** Log may show number and description of film, who it was loaned to, whether promotional or educational purposes, date loaned, date returned.

**Classification:** 1.21.2.110 NMAC, Logs

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

[New – 03/31/2021]

**419-027 FILM REFERENCE CARD FILE:**

**Division/unit:** Marketing and promotion division

**Maintenance system:** Chronological by fiscal year

**Record series content:** File may contain showing audience numbers, number of showings, etc.

**Classification:** 1.21.2.110 NMAC, Logs

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

[New – 03/31/2021]

**419-028 ANNUAL FILM REPORT:**

**Division/unit:** Marketing and promotion division

**Maintenance system:** Chronological by fiscal year

**Record series content:** File may contain titles, viewers, showings, etc.

**Classification:** 1.21.2.116 NMAC, Reports - General

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

[New – 03/31/2021]

**419-029 TALLY ON FILM INQUIRIES:**

**Division/unit:** Marketing and promotion division

**Maintenance system:** Chronological by fiscal year

**Record series content:** File may contain requests by states, clubs, schools, etc.

**Classification:** 1.21.2.110 NMAC, Logs

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

[New – 03/31/2021]

**419-030 COLOR SLIDES FILE:**

**Division/unit:** Marketing and promotion division

**Maintenance system:** Chronological by fiscal year  
**Record series content:** File may contain color slides of New Mexico.  
**Classification:** 1.21.2.146 NMAC, Publicity and Promotion  
**File closure:** Close of fiscal year in which created  
[New – 03/31/2021]

**419-031 PROJECT REFERENCE CARD:**

**Division/unit:** Marketing and promotion division  
**Maintenance system:** Chronological by fiscal year  
**Record series content:** File may contain who the slides were loaned to, date loaned out, date returned, etc.  
**Classification:** 1.21.2.173 NMAC, Lending  
**File closure:** Close of fiscal year in which created  
[New – 03/31/2021]

**419-032 to 419-040**

**419-041 FILM OFFICE SYSTEM:**

**Division/unit:** Film industry  
**Maintenance system:** numerical by primary key  
**Record series content:** System used to track and monitor requests for *New Mexico film directory* information. Data include: name of requesting person, or company, address, telephone number, e-mail address, date request received, type of information requested (i.e. photographs, maps), name of responding staff member, date information sent out, etc.  
**Classification:** 1.21.2.518 NMAC, Information Release  
**File closure:** Date information sent out  
[New – 03/31/2021]

**419-042 FILM INDUSTRY INFORMATION REQUEST:**

**Division/unit:** Film industry  
**Maintenance system:** Chronological by date received  
**Record series content:** File may contain film industry information requests received by telephone, walk-in, e-mails, web-master, post office, etc. Form may contain: type of information requested (i.e. photographs, maps, etc.); name of requesting person or company, address, telephone number, e-mail address; date request received; date information sent out; name of responding staff member; etc.  
**Classification:** 1.21.2.518 NMAC, Information Release  
**File closure:** Date received  
[New – 03/31/2021]

**419-043 NEW MEXICO FILM DIRECTORY LISTING CARD:**

**Division/unit:** Film industry  
**Maintenance system:** Chronological by fiscal year, then alphabetical by film category  
**Record series content:** Record concerning experienced film industry people entered into the *New Mexico film directory system* but not listed in the *New Mexico film directory*. Card may contain name, address, telephone number, film industry experience category, etc.  
**Classification:** 1.21.2.108 NMAC, Distribution, Mailing and Contact Lists  
**File closure:** Close of fiscal year in which created  
[New – 03/31/2021]

**419-044 NEW MEXICO FILM DIRECTORY:**

**Division/unit:** Film industry

**Maintenance system:** Chronological by date published

**Record series content:** Record concerning the official directory of film industry support personnel, businesses, and resources in New Mexico. Directory may show table of contents, filming in New Mexico, photo gallery, community profiles, crew, production services, (i.e. equipment, stages), post production, food and lodging, digital and multimedia, support services, index, advertisements, etc.

**Classification:** 1.21.2.114 NMAC, Publications

**File closure:** Date superseded by new directory  
[New – 03/31/2021]

**419-045 MOTION PICTURE PRODUCTION FOLDERS:**

**Division/unit:** Film industry

**Maintenance system:** Chronological by fiscal year, then alphabetical by business and technical listing

**Record series content:** File may contain film productions in the state, news releases, resumes, photographs, news clippings, correspondence, etc.

**Classification:** 1.21.2.144 NMAC, Press and News Releases

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

**419-046 NEGATIVE FILE:**

**Division/unit:** Film industry

**Maintenance system:** Chronological by fiscal year, then alphabetical by subject or community

**Record series content:** File may contain dated negatives of various subjects, pan shots and frame photos).

**Classification:** 1.21.2.146 NMAC, Publicity and Promotion

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

**419-047 LOCATION SITE FILES:**

**Division/unit:** Film industry

**Maintenance system:** Chronological by fiscal year, then alphabetical by location

**Record series content:** File may contain photographs, maps, news clippings, and other materials used for promotion of sites for production.

**Classification:** 1.21.2.146 NMAC, Publicity and Promotion

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

**419-048 NEW MEXICO FILM VIDEO AWARDS:**

**Division/unit:** Film industry

**Maintenance system:** Chronological by fiscal year

**Record series content:** File may contain information on awards ceremonies.

**Classification:** 1.21.2.141 NMAC, Awards - Community and Public Relations

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

**419-049 ADVERTISING FILES:**

**Division/unit:** Film industry

**Maintenance system:** Chronological by fiscal year

**Record series content:** File may contain rates and tear sheets.

**Classification:** 1.21.2.146 NMAC, Publicity and Promotion

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

**419-050 PRESS RELEASE FILE:**

**Division/unit:** Film industry

**Maintenance system:** Chronological by fiscal year

**Record series content:** File may contain all press releases by the film commission.

**Classification:** 1.21.2.144 NMAC, Press and News Releases

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

[New – 03/31/2021]

**419-051 to 419-060**

**419-061 MAGAZINE SPECIAL ANALYSIS LISTS:**

**Division/unit:** New Mexico magazine division

**Maintenance system:** Chronological by fiscal year

**Record series content:** File may contain subscriptions by state, postal zones, sources of mail, etc.

**Classification:** 1.21.2.108 NMAC, Distribution, Mailing and Contact Lists

**File closure:** Date list is updated

[New – 03/31/2021]

**419-062 PUBLICATIONS FILM FILE:**

**Division/unit:** New Mexico magazine division

**Maintenance system:** Chronological by fiscal year

**Record series content:** File may contain negatives of all publications and of the magazine.

**Classification:** 1.21.2.146 NMAC, Publicity and Promotion

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

[New – 03/31/2021]