

460 – State Fair Commission File Plan

This file plan was developed to be a guide for State Fair Commission 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 State Fair Commission. 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.

460-001 ENTRY FORM:

Division/unit: Competition

Maintenance system: Chrono-numerical by fiscal year, then date and competition class number, then alphabetical by exhibitor's surname

Record series content: Forms used to judge and track entries for livestock, horse, agriculture, arts and fine arts competition. Form may contain exhibitor's name and address, phone number, social security or tax identification number, type of entry, entry description, name of animal, trainer's name and address, phone number, United States equestrian federation number, Arabian horse association number, registry number, section or lot number, fees, judge's signature, superintendent's signature, competition class placement, etc.

Classification: 1.21.2.141 NMAC, Awards - Community and Public Relations

File closure: Close of fiscal year in which created

Confidentiality: Portions of these records may be confidential per 5 USC 552a (i.e., social security number).

[New - 03/31/2021]

460-002 AWARD FILES:

Division/unit: Competition

Maintenance system: Chrono-numerical by fiscal year, then date and competition class number, then alphabetical by exhibitor's surname

Record series content: Record of state fair winners for livestock, horse, agriculture, arts and fine arts competition plus any amounts of money that are awarded to exhibitors for class placement. File may contain *entry form*, copy of check, voucher, photograph, etc.

Classification: 1.21.2.141 NMAC, Awards - Community and Public Relations

File closure: Close of fiscal year in which created

Confidentiality: Portions of these records may be confidential per 5 USC 552a (i.e., social security number).

[New - 03/31/2021]

460-003 NEW MEXICO STATE FAIR PARADE APPLICATIONS:

Division/unit: Competition

Maintenance system: Chronological by calendar year and date, then alphabetical by competition category

Record series content: Record of application for state fair parade participation and competition. Application may contain parade theme, entry name, category, category number, number of participants, number of vehicles, number of horses, length of float, type of pulling vehicle, date entered, prior parade participation information, entry description and news release details, entry fees, contact person

information (home phone number, business phone number, cellular phone number, fax number, mailing address, signature), etc.

Classification: 1.21.2.141 NMAC, Awards - Community and Public Relations

File closure: Close of fiscal year in which parade is held

[New - 03/31/2021]

460-004 to 460-010

460-011 HORSE AND LIVESTOCK ASSOCIATION REPORTS:

Division/unit: Horse and livestock exhibit competition

Maintenance system: Chronological by fiscal year and date, then numerical by competition class number

Record series content: Reports that are sent to horse and livestock associations on state fair exhibit competitions. Report may contain information on the type of class exhibit, results of exhibitor competition for each class, name of exhibitor, etc.

Classification: 1.21.2.116 NMAC, Reports - General

File closure: Close of fiscal year in which created

[New - 03/31/2021]

460-012 to 460-020

460-021 CONCESSION AND ENTERTAINMENT CONTRACT FILES:

Division/unit: Business

Maintenance system: Chronological by fiscal year, then by date contract was entered into

Record series content: Records concerning revenue and expense agreements that the state fair commission has entered into for the lease of property, exhibits, entertainment, concessions, interim events, etc. File may contain contract (general requirements, subcontractors' names, offeror name and address, terms of contractual conditions, reporting requirements, offeror or concessionaire acceptance of facilities, concessionaire capital improvement agreements, capital improvement alterations and improvements stipulations, utility infrastructure stipulations, movable equipment stipulations, fixture stipulations, non-exclusive right stipulations, etc.), copy of request for proposal, copy of responsive proposal, copies of monthly statements, copies of annual gross receipt reports, schedule of construction payments, as-built drawings, property lien documentation, certificates of insurance (general liability including automobile, workers compensation, builders risk insurance, self-insurance, contents insurance, etc.), copies of security deposit, copies of licenses, copies of regulations, etc.

Classification:

(A) **Contract involving building or property renovations:** 1.21.2.131 NMAC, Building Files

(B) **All other contracts:** 1.21.2.604 NMAC, Goods and Services

File closure:

(A) **Contract involving building or property renovations:** Close of fiscal year in which created

(B) **All other contracts:** Date contract terminated

[New - 03/31/2021]

460-022 BOND FILES:

Division/unit: Business

Maintenance system: Chronological by fiscal year, then by date bond was issued

Record series content: Records concerning the issuance of negotiable bonds for additions or improvements to buildings, structures, utilities or equipment for operations pertaining to administration, exhibition or recreation File may contain plans that address the capital program, current and five-year

projected ratios on annual debt service requirements, debt structure and terms, sales management, legal documents, refunding documents, a certification of the issuing authority certifying that the issuing authority has complied with all statutory requirements for the issuance of state institution bonds, and any other information that the board of finance needs in order to fulfill its duty to review and approve proposed institutional bonds, renegotiations of bonds, correspondence, etc.

Classification: 1.21.2.341 NMAC, Investments

File closure: Close of fiscal year in which debt has been paid

[New - 03/31/2021]

460-023 to 460-030

460-031 PROPERTY FILES:

Division/unit: Property control

Maintenance system: Chronological by calendar year, then alphabetical by name of structure

Record series content: Records concerning real property owned by the state fair commission. File may contain description and location of the property, maps, sale agreements, land acquisition forms, deeds, contractual surety bond information, correspondence, etc.

Classification: 1.21.2.677 NMAC, Land and Easements

File closure: Close of calendar year after property is sold, disposed of or relinquished

[New - 03/31/2021]

460-032 BUILDING FILES:

Division/unit: Property control

Maintenance system: Alphabetical by name of structure

Record series content: Records concerning remodeling and construction of state fair structures. Files may contain architectural plans or technical drawings of Tingley coliseum; Albuquerque downs; villa Hispana; Manuel Lujan, Jr. exhibit hall; youth hall lounge; commissioners lounge; sponsor's lounge; etc.

Classification: 1.21.2.131 NMAC, Building Files

File closure: Close of calendar year after property is sold, disposed of or relinquished

[New - 03/31/2021]