

## 479 – Board of Veterinary Medicine File Plan

This file plan was developed to be a guide for Board of Veterinary Medicine 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 Veterinary Medicine. 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.

### 479-001 LICENSE INFORMATION SYSTEM:

**Division/unit:** Licensing

**Maintenance system:** Numerical by primary key

**Record series content:** System maintains license and permit information concerning veterinarian's licensure, veterinary technician licensure, veterinary facility licensure, euthanasia technician, euthanasia instructor, bovine artificial insemination technician permit, bovine pregnancy diagnosis technician permit and animal shelters. Data may include name of licensee, license number, permit number, date of insurance, expiration date, revocation date, renewal date, name and address, name of owner, fees paid, etc.

**Classification:**

- (A) **Facility license issued:** 1.21.2.652 NMAC, Business Licenses
- (B) **License or permit issued:** 1.21.2.667 NMAC, Professional Licenses
- (C) **License or permit not issued:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn

Records

**File closure:**

- (A) **Facility license, license or permit issued:** Date of expiration or revocation of license or permit
- (B) **Facility license, license or permit not issued:** Date of last activity

**Confidentiality:** Portions of the file may be confidential pursuant to 5 USC, Section 552a (i.e., social security number)

[New - 03/31/2021, A - 05/19/2021]

### 479-002 LICENSE, APPLICATION AND PERMIT FILES:

**Division/unit:** Veterinary medicine

**Maintenance system:** Alphabetical by surname or by facility name

**Record series content:** Records concerning applications for licenses or permit involving the practice of veterinary medicine. Portions of the information from these files may be input into the *license information system*. The categories of licenses included; doctor of veterinary medicine licenses, registered veterinary technician's licenses, veterinary facilities licenses, veterinarian's licensure, euthanasia technician, euthanasia instructor bovine artificial insemination technician permit, bovine pregnancy diagnosis technician permit and animal shelters. Files may include photograph for identification card, checklist of license requirements, license renewal form, change of address information, correspondence, etc.

**Classification:**

- (A) **Facility license issued:** 1.21.2.652 NMAC, Business Licenses
- (B) **License or permit issued:** 1.21.2.667 NMAC, Professional Licenses
- (C) **License or permit not issued:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn

Records

**File closure:**

(A) **Facility license, license or permit issued:** Date of expiration or revocation of license or permit

(B) **Facility license, license or permit not issued:** Date of last activity

**Confidentiality:** Portions of the file may be confidential pursuant to 5 USC, Section 552a (i.e., social security number) and Subsection A of Section 14-2-1 NMSA 1978 (i.e., letters of reference).

[New - 03/31/2021; Rp, 479-002, 479-003 & 479-004 - 05/19/2021]

**479-003 to 479-020**

**479-021 DISCIPLINE SYSTEM:**

**Division/unit:** Discipline

**Maintenance system:** Numerical by primary key

**Record series content:** System maintains information concerning alleged violations of the Veterinary Practices Act (Sections 61-14-1 through 61-14-20 NMSA 1978). Data may include complaint form number, date of complaint, complaint review date, findings, board recommendations, etc.

**Classification:**

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

(B) **Disciplinary action taken data:** 1.21.2.656 NMAC, Discipline and Investigations - General

**File closure:** Date case closed

**Confidentiality:** Portions of the file may be confidential pursuant to Subsection B of Section 61-14-4.1 NMSA 1978 (i.e., disciplinary action) and Subsection A of Section 14-2-1 NMSA 1978 (i.e., confidential sources, methods, information)

[New - 03/31/2021]

**479-022 DISCIPLINARY FILES:**

**Division/unit:** Discipline

**Maintenance system:** Numerical by case number (year and order of occurrence)

**Record series content:** Records concerning alleged violations of the Veterinary Practices Act (Sections 61-14-1 through 61-14-20 NMSA 1978). Portions of the information from these files may be input into the *discipline system*. Files may include complaint form, complaint review, investigative report, case notes, transcripts of hearings, board recommendations, correspondence, etc.

**Classification:**

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

(B) **Disciplinary action taken data:** 1.21.2.656 NMAC, Discipline and Investigations - General

**File closure:** Date case closed

**Confidentiality:** Portions of the file may be confidential pursuant to Subsection B of Section 61-14-4.1 NMSA 1978 (i.e., disciplinary action) and Subsection A of Section 14-2-1 NMSA 1978 (confidential sources, methods, information).

[New - 03/31/2021]