

505 – Department of Cultural Affairs File Plan

This file plan was developed to be a guide for Department of Cultural Affairs 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 Department of Cultural Affairs. 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.

505-001 REQUEST FOR REPRODUCTION FILES:

Division/unit: Records common to museums

Maintenance system: Chronological by date

Record series content: Records documenting requests for photo reproduction of museum objects. Files may include photographic reproduction agreement, policy and procedures for photography and filming of facilities and objects, release and authorization to use likeness, request to order images, copy of invoices, copy of payments received, copy of press releases, correspondence, etc.

Classification: 1.21.2.172 NMAC, Collection Management - Museums and Archives

File closure: Date file created

[New - 03/31/2021]

505-002 ENVIRONMENTAL CONDITION FILES:

Division/unit: Records common to museums

Maintenance system: Chronological by date

Record series content: Records documenting humidity, temperature and air quality conditions within museum or laboratory storage facilities. Files may include hygrothermograph charts, air quality analysis reports, manual recordings, repair reports, etc.

Classification: 1.21.2.474 NMAC, General - Inspection

File closure: Close of the calendar year in which created

[New - 03/31/2021]

505-003 MUSEUM OBJECT FILES:

Division/unit: Records common to museums

Maintenance system: Chronological by date, then numerical by accession number

Record series content: Records documenting the accession and history of museum objects. Files may include deed of gift form, purchase documentation (e.g., bill of sale, purchase agreement, invoice, etc.), temporary object transfer form, outgoing loan agreement form, deaccession proposal form, object request form, condition report, copyright release and assignment, artist's questionnaires, photographic reproduction agreement, non-exclusive copyright license, policy and procedures for photography and filming of facilities and objects agreement form, incoming receipts, outgoing receipts, return receipt for loan materials, temporary transaction form, request to order images, copy of donor card, copy of insurance information, photographs, conservation examination and treatment reports, damage or loss reports, correspondence, etc.

Classification: 1.21.2.172 NMAC, Collection Management - Museums and Archives

File closure: Date file created

[New - 03/31/2021]

505-004 ACCESSION LOG:

Division/unit: Records common to museums

Maintenance system: Numerical by accession number

Record series content: Record documenting objects accessioned into a museum collection. Log may show object description, accession identification number, accession date, donor name, artist name, etc.

Classification: 1.21.2.172 NMAC, Collection Management - Museums and Archives

File closure: Date file created

[New - 03/31/2021]

505-005 CATALOG CARDS:

Division/unit: Records common to museums

Maintenance system: Alphabetical by category

Record series content: Record documenting registration information on objects accessioned by a museum. Cards may show catalog number, accession number, object name, class, type, description, use, provenience, period, condition, history, preservation, donor or vendor name, cost, estimated value, etc.

Classification: 1.21.2.172 NMAC, Collection Management - Museums and Archives

File closure: Date file created

[New - 03/31/2021]

505-006 LOCATION CARDS:

Division/unit: Records common to museums

Maintenance system: Numerical by catalog or accession number

Record series content: Record documenting the location and location history of each museum object. Cards may show object name, type of object, object measurements, object location, catalog number, etc.

Classification: 1.21.2.172 NMAC, Collection Management - Museums and Archives

File closure: Date file created

[New - 03/31/2021]

505-007 DONOR CARDS:

Division/unit: Records common to museums

Maintenance system: Alphabetical by donor or vendor name

Record series content: Record documenting information regarding a donor of a museum object. Cards may show donor or vendor name, catalog number, accession number, object name, object classification, object type, object period, object condition, etc.

Classification: 1.21.2.172 NMAC, Collection Management - Museums and Archives

File closure: Date file created

[New - 03/31/2021]

505-008 ACCESS FORMS:

Division/unit: Records common to museums

Maintenance system: Chronological by date, then alphabetical by surname name

Record series content: Records documenting museum staff and researcher access to objects within the museum. Forms may show requestor's name, staff name, date, name of object, type of access, purpose of examination, research description, etc.

Classification: 1.21.2.172 NMAC, Collection Management - Museums and Archives

File closure: Close of calendar year from date created

[New - 03/31/2021]

505-009 GENERAL EXHIBITION FILES:

Division/unit: Records common to museums

Maintenance system: Chronological by date, then alphabetical by exhibition name

Record series content: Records documenting curated museum exhibits and displays for public viewing. Files may include curator's request, director's letter of approval or denial, exhibit schedule, agreements, exhibit abstracts, copy of work orders, installation photographs, floor plans, promotional materials, object list, exhibit text, attendance records, correspondence, etc.

Classification: 1.21.2.172 NMAC, Collection Management - Museums and Archives

File closure: Date file created

[New - 03/31/2021]

505-010 REGISTRAR'S EXHIBITION FILES:

Division/unit: Records common to museums

Maintenance system: Chronological by date, then alphabetical by exhibition name

Record series content: Records documenting the registration and tracking of objects in a curated museum exhibit or display. Files may include loan agreements, insurance documents, shipping documents, copies of contracts, courier information, object values, correspondence, etc.

Classification: 1.21.2.172 NMAC, Collection Management - Museums and Archives

File closure: Date file created

[New - 03/31/2021]

505-011 OBJECT LOAN FILES:

Division/unit: Records common to museums

Maintenance system: Chronological by date, then numerical by loan number

Record series content: Records documenting the loan of objects for public display in a location other than the museum. Files may include letter of request, outgoing loan agreement, preservation and conservation form, condition report, copy of loan fee payments, outgoing receipts, return receipts, incident reports, conservation reports, correspondence, etc.

Classification: 1.21.2.172 NMAC, Collection Management - Museums and Archives

File closure: Date file created

[New - 03/31/2021]

505-012 OBJECT LOAN LEDGER:

Division/unit: Records common to museums

Maintenance system: Chronological by date, then numerical by loan number

Record series content: Ledger documenting museum objects on loan. Ledger may show registration number, borrowing and lending institution's name, location, transaction number, etc.

Classification: 1.21.2.172 NMAC, Collection Management - Museums and Archives

File closure: Date file created

[New - 03/31/2021]

505-013 OBJECT MOVEMENT FORMS:

Division/unit: Records common to museums

Maintenance system: Chronological by date, then numerical by catalog number

Record series content: Form documenting the temporary change of location of a museum object. Forms may show catalog number, artist name, date object is withdrawn or returned, date out, return date, etc.

Classification: 1.21.2.172 NMAC, Collection Management - Museums and Archives

File closure: Date file created

[New - 03/31/2021]

505-014 MUSEUM OBJECT PHOTOS:

Division/unit: Records common to museums

Maintenance system: Numerical by catalog or accession number

Record series content: Photos identifying museum objects by catalog number. Photo may include information (e.g., date photograph taken, photographic exposure information, object description, etc.), etc.

Classification: 1.21.2.172 NMAC, Collection Management - Museums and Archives

File closure: Date file created

[New - 03/31/2021]

505-015 MUSEUM VOLUNTEER FILES:

Division/unit: Records common to museums

Maintenance system: Chronological by date, then alphabetical by surname

Record series content: Records documenting the application and eligibility of individuals volunteering their services in different areas of expertise. Files may include application, contact information (e.g., name, address, etc.), copy of resume, letter of references, correspondence, etc.

Classification: 1.21.2.236 NMAC, Volunteer Files

File closure: Date of inactivity

[New - 03/31/2021]

505-016 MUSEUM COLLECTION DATABASE:

Division/unit: Records common to museums

Maintenance system: Numerical by primary key

Record series content: Database tracks and maintains inventory and history information of objects in permanent collections of state museums. Data may include accession number, transaction number, catalog number, donor, vendor, lender or borrower name, artist name, object name, object description, object value, object's age, biographical information, object classifications, object type, etc.

Classification: 1.21.2.172 NMAC, Collection Management - Museums and Archives

File closure: Date file created

[New - 03/31/2021]

505-017 to 505-030

505-031 PALEONTOLOGICAL RESOURCES USE PERMIT AND PERMISSIONS FILES:

Division/unit: Natural history and science

Maintenance system: Chronological by date

Record series content: Records documenting requests submitted to federal and private entities for purposes of paleontological research activities. Files may include copy of paleontological resources use permit application, letter of request, copy of resource protection guidelines, copy of permit, copy of requirements guidelines, copy of special use application, site reports, copy of site maps, correspondence, etc.

Classification: 1.21.2.177 NMAC, Cultural Resources

File closure: Date file created

Confidentiality: Portions of this record may be confidential.

[New - 03/31/2021]

505-032 to 505-040

505-041 NATIVE AMERICAN ARTISAN PROGRAM FILES:

Division/unit: Portal program

Maintenance system: Chronological by date, then alphabetical by artisan surname

Record series content: Records documenting the application, qualification and history of portal program artisans. Files may include application, copy of certificate of Indian blood, demonstration notes, photographs, videos, copy of membership card, administrative records, complaints, correspondence, etc.

Classification: 1.21.2.177 NMAC, Cultural Resources

File closure: Date file created

Confidentiality: Portions of this record may be confidential.

[New - 03/31/2021]

505-042 to 505-050

505-051 NOMINATIONS FOR GOVERNOR'S AWARD FOR EXCELLENCE IN THE ARTS FILES:

Division/unit: Arts

Maintenance system: Chronological by date, then by alphabetical category type

Record series content: Records documenting nominations for the governor's awards for excellence in the arts. Files may include application for nomination, letters of recommendation, photographs, correspondence, etc.

Classification: 1.21.2.141 NMAC, Awards - Community and Public Relations

File closure: Date of award

[New - 03/31/2021]

505-052 ART IN PUBLIC PLACES FILES:

Division/unit: Arts

Maintenance system: Chronological by date, then alphabetical by artist surname

Record series content: Records documenting the selection and purchase of art for use and display in publicly owned facilities. Files may include application, contract for services, photographs, invoices, correspondence, etc.

Classification: 1.21.2.172 NMAC, Collection Management - Museums and Archives

File closure: Date file created

[New - 03/31/2021]

505-053 to 505-060

505-061 SITE RECORD FILES:

Division/unit: Indian arts and culture

Maintenance system: Chronological by date

Record series content: Records documenting the archaeological and geographic information of a registered archaeological site. Files may include site permit forms (e.g., activity number; legal location; land locators; global positioning satellite coordinates; township, range and section; date recorded; name of person reporting; name of site; etc.), vegetation land forms, etc.

Classification: 1.21.2.177 NMAC, Cultural Resources

File closure: Date file created

Confidentiality: Portions of this record may be confidential.

[New - 03/31/2021]

505-062 ARCHAEOLOGICAL RESEARCH ACTIVITY FILES:

Division/unit: Indian arts and culture

Maintenance system: Chronological by date, then numerical by activity number
Record series content: Records documenting research and activity conducted on archaeological sites. Files may include maps, photographs, architectural plans, project contracts, professional services contracts, progress reports, budget reports, field journals, project final report, correspondence, etc.
Classification: 1.21.2.177 NMAC, Cultural Resources
File closure: Date file created
Confidentiality: Portions of this record may be confidential.
[New - 03/31/2021]

505-063 NATIVE AMERICAN REPATRIATION FILES:

Division/unit: Indian arts and culture
Maintenance system: Alphabetical by tribe name, then numerical by site number
Record series content: Records documenting objects collected from Native American ancestral sites that are returned to claimant tribes. Files may include catalog information, object description, provenance information, journal of consultations, deaccession record, object photographs, correspondence, etc.
Classification: 1.21.2.172 NMAC, Collection Management - Museums and Archives
File closure: Date file created
Confidentiality: Portions of this record may be confidential.
[New - 03/31/2021]

505-064 SCHOOL OF AMERICAN RESEARCH FILES:

Division/unit: Indian arts and culture
Maintenance system: Numerical by catalog number
Record series content: Records documenting objects shared between the school of American research and the museum of Indian arts and culture laboratory of anthropology. Files may include settlement agreements, description of objects, tribal affiliation to collection, correspondence, etc.
Classification: 1.21.2.172 NMAC, Collection Management - Museums and Archives
File closure: Date file created
[New - 03/31/2021]

505-065 to 505-070

505-071 NATIONAL HERITAGE FELLOWS FILES:

Division/unit: International folk art
Maintenance system: Alphabetical by artist name
Record series content: Records documenting nominations of artists for national heritage fellow's recognition. Files may include biography, photographs, correspondence, etc.
Classification: 1.21.2.177 NMAC, Cultural Resources
File closure: Date of nomination
[New - 03/31/2021]

505-072 to 505-080

505-081 TEMPORARY TRANSACTION FORMS:

Division/unit: Conservation
Maintenance system: Chronological by date, then numerical by catalog number
Record series content: Records documenting the custody history of objects transferred from a museum to the conservation laboratory or other locations (e.g., borrowing museum, private conservation laboratory, etc.). Forms may show catalog number, object location, date in, object description, purpose of

analysis, period of transaction, lab location, name of conservator assigned to analysis, date out, etc.

Classification: 1.21.2.172 NMAC, Collection Management - Museums and Archives

File closure: Date file created

[New - 03/31/2021]

505-082 CONSERVATION LABORATORY LEDGER:

Division/unit: Conservation

Maintenance system: Chronological by date

Record series content: Ledger documenting museum objects received and approved for conservation treatment. Ledger shows name of object, catalog number, museum name, conservator name, date in, date out, etc.

Classification: 1.21.2.172 NMAC, Collection Management - Museums and Archives

File closure: Date file created

[New - 03/31/2021]

505-083 CONSERVATION SURVEY FILES:

Division/unit: Conservation

Maintenance system: Chronological by date, then numerical by accession number and by conservation number

Record series content: Record documenting object surveys conducted for conservation analysis and preservation proposals. Files may include request for survey analysis, conservation status report, preservation proposal, survey analysis report, statistical analysis, etc.

Classification: 1.21.2.172 NMAC, Collection Management - Museums and Archives

File closure: Date of analysis report

[New - 03/31/2021]

505-084 CONSERVATION TREATMENT FILES:

Division/unit: Conservation

Maintenance system: Chronological by date, then numerical by accession number and by conservation number

Record series content: Records documenting conservation treatment of museum objects for preservation or restoration. Files may include copy of request for survey analysis, examination report, treatment proposal, images of the progression of treatment of objects, survey analysis reports, final report, correspondence, etc.

Classification: 1.21.2.172 NMAC, Collection Management - Museums and Archives

File closure: Date file created

[New - 03/31/2021]

505-085 CONSERVATION DATABASE:

Division/unit: Conservation

Maintenance system: Numerical by primary key

Record series content: Database tracks and maintains information on object preservation and conservation analysis and treatment. Information may include conservation survey data (e.g., request for analysis data, examination data, treatment proposal data, etc.), conservation data, image reference data, etc.

Classification: 1.21.2.172 NMAC, Collection Management - Museums and Archives

File closure: Date file created

[New - 03/31/2021]

505-086 to 505-090

505-091 **ARCHAEOLOGICAL PROJECT FILES:**

Division/unit: Archaeological studies

Maintenance system: Numerical by site number

Record series content: Records documenting archaeological projects conducted to determine historical value and site conservation needs. Files may include request for analysis, copy of suggested scope of work, contracts, analysis and related raw data, photographs, correspondence, etc.

Classification: 1.21.2.177 NMAC, Cultural Resources

File closure: Date file created

Confidentiality: Portions of this record may be confidential.

[New - 03/31/2021]

505-092 to 505-100

505-101 **ARCHAEOLOGICAL INVESTIGATION PERMIT FILES:**

Division/unit: Historic preservation

Maintenance system: Chronological by date, then alphabetical by permit type, then numerical by permit number

Record series content: Records documenting the application and issuance of permits to conduct surveys and monitor archaeological sites on state and private lands. Files may include general archaeological investigation permit application for New Mexico state land, summary of organizational experience, field and laboratory analysis forms, test excavation standards, list of current permits, agreement for archaeological records access, copy of letter of approval or denial, copy of permit issued, correspondence, etc.

Classification:

(A) **Approved files:** 1.21.2.177 NMAC, Cultural Resources

(B) **Denied applications:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn Records

File closure:

(A) **Approved files:** Date of permit expiration

(B) **Denied applications:** Date denied

Confidentiality: Portions of this record may be confidential.

[New - 03/31/2021]

505-102 **EXCAVATION OF HUMAN BURIALS PERMIT FILES:**

Division/unit: Historic preservation

Maintenance system: Chronological by date, then alphabetical by permit type, then numerical by permit number

Record series content: Records documenting the application and issuance of permits to excavate human burial remains on archaeological sites within the state. Files may include application for a permit to excavate human burial(s) located in any unmarked burial ground within the state of New Mexico, annual human burial excavation permit application, application for an annual permit to excavate human burials located within the state of New Mexico, summary of organizational experience, laboratory and analysis forms, test excavation standards, list of current permits, agreements for archaeological records management section, documentation of funerary objects, material objects associated with a human burial, correspondence, etc.

Classification:

(A) **Approved files:** 1.21.2.177 NMAC, Cultural Resources

(B) **Denied applications:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn Records

File closure:

(A) **Approved files:** Date of permit expiration

(B) **Denied applications:** Date denied

Confidentiality: Portions of this record may be confidential.

[New - 03/31/2021]

505-103 ARCHAEOLOGICAL SITE FILES:

Division/unit: Historic preservation

Maintenance system: Numerical by site number

Record series content: Records documenting archaeological sites reported in the state. Files may include laboratory of anthropology site survey, site record, review of findings, copy of letter of recommendations, site illustrations, site investigation draft reports, maps, photographs, media clips, table of artifacts, correspondence, etc.

Classification: 1.21.2.177 NMAC, Cultural Resources

File closure: Date file created

Confidentiality: Portions of this record may be confidential.

[New - 03/31/2021]

505-104 ARCHAEOLOGICAL SITE INVESTIGATION REPORTS:

Division/unit: Historic preservation

Maintenance system: Chronological by date, then numerical by report number

Record series content: Reports documenting investigation, research and findings from an archaeological site. Reports may show copy of site forms, site location information, description of survey results, recommendations, abstracts, maps, etc.

Classification: 1.21.2.177 NMAC, Cultural Resources

File closure: Date file created

Confidentiality: Portions of this record may be confidential.

[New - 03/31/2021]

505-105 NEW MEXICO CULTURAL RESOURCE INFORMATION SYSTEM (NMCRIS):

Division/unit: Historic preservation

Maintenance system: Numerical by primary key

Record series content: Database tracks and maintains information concerning archaeological sites, cultural properties and related object collections from sites in New Mexico. Information may include laboratory of anthropology site records data, archeological site data, location data, physical description data, ownership information data, site investigation data, methods of investigation data, United States geographical survey quadrangle map data, vegetation data, topographical data, culture data (e.g., pueblo, hispanic, etc.), etc.

Classification: 1.21.2.177 NMAC, Cultural Resources

File closure: Date file created

Confidentiality: Portions of this record may be confidential.

[New - 03/31/2021]

505-106 SITE LOCATION MAPS:

Division/unit: Historic preservation

Maintenance system: Alphabetical by map name

Record series content: Maps of historical property and archaeological site locations in the state. Maps may show structure or archeological site, archeological information, boundaries, identification number, site number, etc.

Classification: 1.21.2.177 NMAC, Cultural Resources

File closure: Date map no longer needed for reference
Confidentiality: Portions of this record may be confidential.
[New - 03/31/2021]

505-107 COMPLIANCE FILES:

Division/unit: Historic preservation
Maintenance system: Chronological by date, then alphabetical by project name
Record series content: Records documenting compliance with federal, state and local historic preservation laws when public funds are used during a historic preservation project. Files may include project plans, historic cultural property inventory form, photographs, environmental assessments, correspondence, etc.
Classification: 1.21.2.177 NMAC, Cultural Resources
File closure: Date file created
Confidentiality: Portions of this record may be confidential.
[New - 03/31/2021]

505-108 NATIONAL AND STATE REGISTRY FILES:

Division/unit: Historic preservation
Maintenance system: Numerical by state register number
Record series content: Records documenting national and state registry of individual structures, archaeological sites and historic districts identified as having cultural or historical significance. Files may include small historic preservation application, grant application form, heritage preservation awards nomination form, tax credit information, photographs, media clippings, correspondence, etc.
Classification: 1.21.2.177 NMAC, Cultural Resources
File closure: Date deemed no longer historic
Confidentiality: Portions of this record may be confidential.
[New - 03/31/2021]

505-109 HISTORIC STRUCTURE FILES:

Division/unit: Historic preservation
Maintenance system: Numerical by historic cultural property inventory number
Record series content: Record documenting surveys of historic buildings. Files may include historic cultural property inventory form, architectural surveys, architectural plans, photographs, inventory forms, correspondence, etc.
Classification: 1.21.2.177 NMAC, Cultural Resources
File closure: Date deemed no longer historic
Confidentiality: Portions of this record may be confidential.
[New - 03/31/2021]

505-110 STATE TAX CREDIT FILES:

Division/unit: Historic preservation
Maintenance system: Chronological by date, then numerical by state registration number
Record series content: Records documenting the application and approval of tax credit qualifications for the preservation of historic structures in the state. Files may include application for state income tax credit for registered cultural properties, copy of letter of approval, copy of bank statements, photographs, correspondence, etc.
Classification:
(A) **Approved files:** 1.21.2.354 NMAC, Tax Assessments

(B) **Denied or withdrawn applications:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn
Records

File closure:

(A) **Approved files:** Date of approval

(B) **Denied or withdrawn applications:** Date application denied or withdrawn

Confidentiality: Portions of this record may be confidential.

[New - 03/31/2021]

505-111 QUALIFIED CULTURAL RESOURCE PROFESSIONAL FILES:

Division/unit: Historic preservation

Maintenance system: Chronological by date, then alphabetical by surname

Record series content: Records documenting the application, approved qualification and history of individuals deemed qualified for consultation in the fields of cultural anthropology, archaeology or architectural history. Files may include application, copy of official transcripts, copy of degrees, work samples, copy of letter of approval or denial, correspondence, etc.

Classification:

(A) **Approved files:** 1.21.2.101 NMAC, Authorization

(B) **Denied or withdrawn applications:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn

Records

File closure:

(A) **Approved files:** Date of approval

(B) **Denied or withdrawn applications:** Date application denied or withdrawn

Confidentiality: Portions of this record may be confidential. [505-0271 NMAC - N, 01/12/2015]

505-112 QUALIFIED CULTURAL RESOURCE PROFESSIONALS' DATABASE:

Division/unit: Historic preservation

Maintenance system: Chronological by date, then alphabetical by surname

Record series content: Database tracks and maintains information on approved cultural resource professionals. Data may include application data, transcripts data, etc.

Classification: 1.21.2.101 NMAC, Authorization

File closure: Date file created

Confidentiality: Portions of this record may be confidential.

[New - 03/31/2021]

505-113 HISTORIC AND ARCHAEOLOGICAL SITE PHOTOGRAPH FILES:

Division/unit: Historic preservation

Maintenance system: Alphabetical by county, then by building or archaeological site

Record series content: Photographs documenting historical buildings and archaeological sites in the state. Files may include photographs, site description, index of photographs, etc.

Classification: 1.21.2.177 NMAC, Cultural Resources

File closure: Date no longer needed for reference

Confidentiality: Portions of this record may be confidential.

[New - 03/31/2021]

505-114 CERTIFIED LOCAL GOVERNMENT FILES:

Division/unit: Historic preservation

Maintenance system: Chronological by date, then alphabetical by local government name

Record series content: Records documenting the request and approval for a village, town, city or county to be designated as a certified local government for purposes of receiving historic preservation funding.

Files may include request for certified local government status, copy of local historic preservation ordinance, list of areas designated as historic districts or individual landmarks within the CLG's jurisdiction, copy of maps, copy of local preservation plan, copy of resumes for members of the CLG's historic preservation review commission, nominations to CLG's commission, copy of certification agreement, copy of annual report, list of CLG's commissioners, updates to CLG's area coverage and jurisdiction, correspondence, etc.

Classification: 1.21.2.101 NMAC, Authorization

File closure: Date of withdrawal from CLG's status

[New - 03/31/2021]

505-115 OFFICIAL SCENIC HISTORIC MARKER FILES:

Division/unit: Historic preservation

Maintenance system: Chronological by date, then alphabetical by county

Record series content: Records documenting the application for approval of an official scenic historic marker to be placed on state highways. Files may include official scenic historic marker program application form (e.g., site history information, biographical information of person of historic interest, etc.), newspaper clippings, photographs, correspondence, etc.

Classification:

(A) **Approved files:** 1.21.2.177 NMAC, Cultural Resources

(B) **Denied application:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn Records

File closure:

(A) **Approved files:** Date approved

(B) **Denied application:** Date application denied

[New - 03/31/2021]

505-116 SITE STEWARD FILES:

Division/unit: Historic preservation

Maintenance system: Chronological by date, then alphabetical by county

Record series content: Records documenting the application, certification and activities of volunteers approved to serve as site stewards. Files may include site watch volunteer application, volunteer site steward agreement, reports of findings, reports of field visit hours and mileage, copy of site watch volunteer identification cards, photographs, correspondence, etc.

Classification: 1.21.2.177 NMAC, Cultural Resources

File closure: Date no longer certified

Confidentiality: Portions of this record may be confidential.

[New - 03/31/2021]

505-117 to 505-130

505-131 EL PALACIO SUBSCRIPTION FILE:

Division/unit: El palacio

Maintenance system: Chronological by date, then alphabetical by name

Record series content: List documenting current subscribers to El Palacio magazine. List may show name, address, payment information, etc.

Classification: 1.21.2.108 NMAC, Distribution, Mailing and Contact Lists

File closure: Date superseded by new listing

Confidentiality: Portions of this record may be confidential.

[New - 03/31/2021]

505-132 to 505-140

505-141 STATE LIBRARY RULE WAIVER FILES:

Division/unit: State library

Maintenance system: Chronological by date, then alphabetical by library name

Record series content: Records documenting the request for a waiver of rules by a library for purposes of receiving grant funding. Files may include request for variance or waiver, copy of annual report, correspondence, etc.

Classification: 1.21.2.642 NMAC, Waivers and Releases - Legal Matter Management

File closure: Date of waiver expiration

[New - 03/31/2021]

505-142 LIBRARIAN CERTIFICATION FILES:

Division/unit: State library

Maintenance system: Chronological by date, then alphabetical by applicant surname

Record series content: Records documenting the application for various levels of librarian certification (e.g. temporary, grade I, grade II and permanent professional librarian.). Files may include application for librarian's certification, copies of official transcripts, letters of recommendation, certification exam results, copy of certification letter, correspondence, etc.

Classification:

(A) **Approved files:** 1.21.2.667 NMAC, Professional Licenses

(B) **Denied application:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn Records

File closure:

(A) **Approved files:** Date of certification

(B) **Denied application:** Date denied

Confidentiality: Portions of these records are confidential.

[New - 03/31/2021]

505-143 LIBRARY SERVICES AND TECHNOLOGY ACT FILES:

Division/unit: State library

Maintenance system: Chronological by date, then alphabetical by library name

Record series content: Records documenting the allocation and distribution of funds from library services and technology act grants. Files may include sub-grant application, letter of award, copy of five-year plan, copies of purchase orders, documentation of use of funds, correspondence, etc.

Classification: 1.21.2.122 NMAC, Grant Administration

File closure: Date of plan

[New - 03/31/2021]

505-144 STATE GRANT IN-AID FILES:

Division/unit: State library

Maintenance system: Chronological by fiscal year, then alphabetical by library name

Record series content: Records documenting the issuance of grant in-aid funds to libraries. Files may include grant application, annual report, copy of letter of eligibility, request of waiver or variance, grant agreement, copies of purchase orders, correspondence, etc.

Classification: 1.21.2.122 NMAC, Grant Administration

File closure: Close of fiscal year in which funds awarded

[New - 03/31/2021]

505-145 to 505-150

505-151 BOOKS BY MAIL PATRON FILES:

Division/unit: State library

Maintenance system: Chronological by date, then alphabetical by patron surname

Record series content: Records documenting the registration of patrons to receive services from the books by mail program. Files may include patron registration form, copy of letter of approval or denial, copy of letter of appeal, correspondence, etc.

Classification: 1.21.2.173 NMAC, Lending

File closure: Date patron no longer active

Confidentiality: Portions of this record may be confidential.

[New - 03/31/2021]

505-152 NEW MEXICO LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED PATRON APPLICATION FILES:

Division/unit: State library

Maintenance system: Chronological by date, then alphabetical by patron surname

Record series content: Records documenting the application for talking book services provided by New Mexico library for the blind and physically handicapped. Files may include application for free library services, correspondence, etc.

Classification:

(A) **Approved files:** 1.21.2.174 NMAC, Patron Management

(B) **Denied applications:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn Records

File closure:

(A) **Approved files:** Date patron no longer active

(B) **Denied applications:** Date application denied

Confidentiality: Portions of this record may be confidential.

[New - 03/31/2021]

505-153 NEW MEXICO LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED LIBRARY AUTOMATION SYSTEM:

Division/unit: State library

Maintenance system: Numerical by primary key

Record series content: Database used for tracking and maintaining information on patrons and library holdings of New Mexico library for the blind and physically handicapped. Information may include patron application data (e.g., name, address, etc.), patron borrowing history data, catalog data, etc.

Classification:

(A) **Patron data:** 1.21.2.174 NMAC, Patron Management

(B) **Circulation data:** 1.21.2.171 NMAC, Collection Management - Library

(C) **Catalog data:** 1.21.2.171 NMAC, Collection Management - Library

File closure:

(A) **Patron data:** Date borrowed material returned or patron no longer active

(B) **Circulation data:** Date borrowed material returned

(C) **Catalog data:** Date de-accessioned from holdings

Confidentiality: Portions of this record may be confidential.

[New - 03/31/2021]

505-154 BOOKS BY MAIL AND BOOKMOBILE DATABASE:

Division/unit: State library

Maintenance system: Numerical by primary key

Record series content: System used to track and maintain information on patron activity and library holdings for the books by mail and bookmobile programs. Data may include name and address of patron, patron request, library card number, request dates, etc.

Classification:

- (A) **Patron data:** 1.21.2.174 NMAC, Patron Management
- (B) **Circulation data:** 1.21.2.171 NMAC, Collection Management - Library
- (C) **Catalog data:** 1.21.2.171 NMAC, Collection Management - Library

File closure:

- (A) **Patron data:** Date borrowed material returned or patron no longer active
- (B) **Circulation data:** Date borrowed material returned
- (C) **Catalog data:** Date de-accessioned from holdings

Confidentiality: Portions of these records may be confidential.

[New - 03/31/2021]

505-155 NEW MEXICO LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED VOLUNTEER FILES:

Division/unit: State library

Maintenance system: Chronological by date, then alphabetical by surname

Record series content: Records documenting information on volunteers providing the service of book narration or talking book machine repair. Files may include release form, contact information (e.g., name, address, etc.), correspondence, etc.

Classification: 1.21.2.236 NMAC, Volunteer Files

File closure: Date of inactivity

[New - 03/31/2021]

505-156 STATE PUBLICATION SHIP-LIST DATABASE:

Division/unit: State library

Maintenance system: Numerical by primary key

Record series content: Database tracks and maintain information on state publications mandated to be transferred to the state library. Information may include publication data, state agency data, accession data, catalog data (e.g., call number, volume number, publication date, etc.), etc.

Classification: 1.21.2.121 NMAC, Tracking

File closure: Date file created

[New - 03/31/2021]