

## 516 – Department of Game and Fish File Plan

This file plan was developed to be a guide for Department of Game and Fish 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 Game and Fish. 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.

### 516-001 GAME AND FISH DATABASE:

**Division/unit:** Wildlife management

**Maintenance system:** Numerical by primary key

**Record series content:** Database tracks all information and history licensure, wildlife management, field enforcement and education. Information may include disabled resident veteran licensure data, licensure data, mobility impaired certification data, depredation data, hunter harvest survey response data, private land hunt data, private land access data, citation data, civil damage payment data, operation game thief report data, revocation data, guide licensure data, outfitter licensure data, OHV non-resident permit data, OHV safety class data, hunter safety instructor certification data, hunter safety class roster data, etc.

**Classification:**

(A) **Lifetime Sportsman licensure data:** 1.21.2.671 NMAC, Sportsmen's Licensure - Lifetime

(B) **Sportsman licensure data:** 1.21.2.670 NMAC, Sportsmen's License

(C) **Dealers, agents and outfitters data:** 1.21.2.655 NMAC, Dealers, Agents and Outfitters

(D) **Individual certification data:** 1.21.2.404 NMAC, Individual Certification

(E) **Game management data:** 1.21.2.727 NMAC, Game Management

(F) **Law enforcement case data:** 1.21.2.929 NMAC, Case Files - Law Enforcement

(G) **Denied, rejected or withdrawn data:** 1.21.2.107 NMAC, Denied, Rejected or

Withdrawn Records

**File closure:**

(A) **Lifetime Sportsman licensure data:** Date of birth

(B) **Sportsman licensure data:** Date license expires

(C) **Dealers, agents and outfitters data:** Date license expires

(D) **Individual certification data:** Date certificate expires

(E) **Game management data:** Date file created

(F) **Law enforcement case data:** Date of final disposition of case

(G) **Denied, rejected or withdrawn data:** Date denied, rejected or withdrawn

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

[New - 03/31/2021]

### 516-002 EXAM AND ANSWER KEY FILES:

**Division/unit:** Records common to the department

**Maintenance system:** Chronological by date

**Record series content:** Exam booklets and answer keys for hunter education, off-highway vehicle safety, national archery in the schools instructor or trainer, falconry, guide and outfitters. Files may include exam booklet and exam answer key.

**Classification:** 1.21.2.184 NMAC, Examination and Testing

**File closure:** Date superseded by new exam

[New - 03/31/2021]

## 516-003 to 516-010

### 516-011        **DISABLED RESIDENT VETERAN LICENSURE APPLICATIONS:**

**Division/unit:** Administrative services

**Maintenance system:** Alphabetical by applicants' surnames

**Record series content:** Records documenting the application and licensure history of hunting and fishing licenses to disabled resident veterans. Application may show name, address, phone number, SSN, customer identification number, gender, height, weight, eye color, hair color, applicant signature, veteran services approval signature, etc.

**Classification:** 1.21.2.671 NMAC, Sportsmen's Licensure - Lifetime

**File closure:** Date of birth

**Confidentiality:** Portions of record are confidential per 5 USC, Section 552a

[New - 03/31/2021]

### 516-012        **HUNTING, FISHING, TRAPPING AND ACCESS LICENSURE FILES:**

**Division/unit:** Administrative services

**Maintenance system:** Chronological by date received

**Record series content:** Records documenting the application for and purchase of a license to hunt, trap, fish and to gain access to department owned property. Files may include application, copy of license (e.g. name, address, customer identification number, SSN, height, weight, eye color, hair color, driver license number, residency status, type of license, type of species, license number, date purchased, etc.), etc.

**Classification:**

(A)    **License issued files:** 1.21.2.670 NMAC, Sportsmen's Licensure

(B)    **License not issued files:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn Records

**File closure:** Date license expires

(A)    **License issued files:** Date of licensure expiration or revocation

(B)    **License not issued files:** Date license not issued

**Confidentiality:** Portions of record are confidential per 5 USC, Section 552a

[New - 03/31/2021]

### 516-013        **AIRCRAFT MAINTENANCE LOGS:**

**Division/unit:** Administrative services

**Maintenance system:** chronological by date

**Record series content:** Records documenting maintenance history of aircraft. Logs may show engine, airframe and propeller maintenance record log (e.g., date, type of aircraft, aircraft number, flight hours, maintenance conducted, inspector signature, etc.), etc.

**Classification:** 1.21.2.153 NMAC, Vehicle Files

**File closure:** Date of final disposition of aircraft

[516-050 NMAC - N, 01/12/2015]

## 516-014 to 516-020

### 516-021        **DEPREDAATION FILES:**

**Division/unit:** Wildlife

**Maintenance system:** Alphabetical by species name

**Record series content:** Records documenting intervention actions taken concerning problem wildlife as a result of a complaint. Files may include wildlife or nuisance request form, intervention agreement, intervention result final report, correspondence, etc.

**Classification:** 1.21.2.727 NMAC, Game Management

**File closure:** Date of final report  
[New - 03/31/2021]

**516-022 BIGHORN SHEEP POSSESSION PERMIT FILES:**

**Division/unit:** Wildlife

**Maintenance system:** Alphabetical by permittees' surnames

**Record series content:** Records documenting the permit issuance for the legally harvested bighorn sheep ram carcass. Files may include copy of permit (e.g. permit number, name of hunter, hunting license number, customer identification number, gender, address, date of harvest, weapon type, location, etc.), photographs, etc.

**Classification:** 1.21.2.728 NMAC, Game Management - Historical

**File closure:** Date permit issued

**Confidentiality:** Portions of record are confidential per 5 USC, Section 552a  
[New - 03/31/2021]

**516-023 SPECIES TRANSPLANTING FILES:**

**Division/unit:** Wildlife

**Maintenance system:** Alphabetical by species name

**Record series content:** Records documenting the relocation or transplant of wildlife species. Files may include transplant reports (e.g., type of species, gender of species, quantity of species, location, date of transplant or relocation, etc.), monitoring checklist, final monitor reports, correspondence, etc.

**Classification:** 1.21.2.728 NMAC, Game Management - Historical

**File closure:** Date record created

[New - 03/31/2021]

**516-024 WILDLIFE DISEASE LABORATORY RESULTS:**

**Division/unit:** Wildlife

**Maintenance system:** Alphabetical by species name

**Record series content:** Records documenting results of disease testing on wildlife. Results may show type of test conducted, type of disease tested, date, species type, pathology comments and conclusion, etc.

**Classification:** 1.21.2.706 NMAC, Disease Management - Animal and Livestock

**File closure:** Date of laboratory results

[New - 03/31/2021]

**516-025 CHRONIC WASTING DISEASE SURVEILLANCE DATABASE:**

**Program:** Wildlife management

**Maintenance system:** Numerical by primary key

**Record series content:** Database tracks and maintains information concerning chronic wasting disease in wildlife. Information may include hunter data (e.g., name, contact information, license number, etc.), sample data (e.g., date sample taken, officer name, species type, gender, age, type of sample taken, location, lab results, comments, etc.), etc.

**Classification:** 1.21.2.706 NMAC, Disease Management - Animal and Livestock

**File closure:** Date of laboratory results

[New - 03/31/2021]

**516-026 WILDLIFE SURVEY FILES:**

**Division/unit:** Wildlife

**Maintenance system:** Alphabetical by species name and location

**Record series content:** Records documenting population surveys conducted on wildlife species. Surveys may show observer name, date of survey, area surveyed, type of survey, number of species, time of day, weather conditions, etc.

**Classification:** 1.21.2.728 NMAC, Game Management - Historical

**File closure:** Date of survey completion

[New - 03/31/2021]

**516-027 HUNTER HARVEST SURVEYS:**

**Division/unit:** Wildlife

**Maintenance system:** Chronological by hunting season and alphabetical by species

**Record series content:** Records documenting surveys completed by licensed hunters, anglers and trappers to assess wildlife management. Data may include name, date of birth, gender, residency status, customer identification number, SSN, e-mail address, date filed, confirmation number, hunting license number, hunt code, did they hunt, did they harvest, how many days hunted, gender of species, etc.

**Classification:** 1.21.2.727 NMAC, Game Management

**File closure:** Date of survey completion

[New - 03/31/2021]

**516-028 PRIVATE LAND HUNT AND ACCESS AGREEMENT FILES:**

**Division/unit:** Wildlife

**Maintenance system:** Numerical by game management unit number

**Record series content:** Records documenting participation agreements between private landowners and the department to allow licensed hunting on private property. Files may include applications (e.g., elk private land use system application, antelope private land use system application, open gate application, etc.), copy of property deed, map of property, copy of agreements, correspondence, etc.

**Classification:** 1.21.2.601 NMAC, Agreements - Other

**File closure:** Date agreement terminated

[New - 03/31/2021]

**516-029 GUIDE LICENSURE FILES:**

**Division/unit:** Wildlife

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

**Record series content:** Records documenting the application and licensure history of an individual approved to provide guiding services for big game hunting. Files may include guide application, copy of background check results, test result sheets, letter of renewal, copy of denial letter, copy of complaints, correspondence, etc.

**Classification:**

(A) **License issued files:** 1.21.2.655 NMAC, Dealers, Agents and Outfitters

(B) **License not issued files:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn Records

**File closure:** Date license expires

(A) **License issued files:** Date of licensure expiration or revocation

(B) **License not issued files:** Date license not issued

**Confidentiality:** Portions of this record are confidential pursuant, but not limited to 5 USC, Section 552a (i.e. social security number).

[New - 03/31/2021]

**516-030 OUTFITTER LICENSURE FILES:**

**Division/unit:** Wildlife

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

**Record series content:** Records documenting the application and licensure history of a company approved to provide services for commercialized big game hunting. Files may include outfitter application, copy of background check results, test result sheets, copy of commercial insurance, copy of hunter education certificate, copy of tax certificate, resumes of hired guides, mandatory checklist for New

Mexico outfitters qualifications form, letter of renewal, copy of denial letter, copy of complaints, correspondence, etc.

**Classification:**

(A) **License issued files:** 1.21.2.655 NMAC, Dealers, Agents and Outfitters

(B) **License not issued files:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn Records

**File closure:** Date license expires

(A) **License issued files:** Date of licensure expiration or revocation

(B) **License not issued files:** Date license not issued

**Confidentiality:** Portions of this record are confidential pursuant, but not limited to 5 USC, Section 552a (i.e. social security number).

**516-031 MOBILITY IMPAIRED CERTIFICATION FILES:**

**Division/unit:** Wildlife

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

**Description:** records documenting the certification of a disabled individual to hunt. Files may include *mobility impaired certification application*, supplemental medical information, etc.

**Classification:** 1.21.2.456 NMAC, ADA Accommodations

**File closure:** Date of expiration

**Confidentiality:** Portions of this record may be confidential.

[New - 03/31/2021]

**516-032 to 516-40**

**516-041 FISH IMPORTATION PERMIT FILES:**

**Division/unit:** Fish management

**Maintenance system:** Numerical by permit number

**Record series content:** Records documenting the application and permit issuance to approved vendors for the importation, transportation and release of fish into a privately owned body of water. Files may include application to import fish or fish eggs, map of property, map of water location, pictures of water location (e.g., inlet source, outlet source, etc.), authorization to import fish forms, inspection reports, containment or confinement plans, copy of payment, correspondence, etc.

**Classification:** 1.21.2.726 NMAC, Fish Management

**File closure:** Date permit expires

[New - 03/31/2021]

**516-042 FISH VENDOR FILES:**

**Division/unit:** Fish management

**Maintenance system:** Chronological by date, then alphabetical by entity name

**Record series content:** Records documenting the application and permit history of approved fish vendors. Files may include *fish propagation facility questionnaire*, fish health lab results, letter certifying supplier is aquatic invasive species free, copy of hatchery authorization for importation permit, copy of letter of contemplated action, correspondence, etc.

**Classification:** 1.21.2.726 NMAC, Fish Management

**File closure:** Date of denial, expiration, revocation or entity closure

[New - 03/31/2021]

**516-043 BAIT DEALER LICENSURE FILES:**

**Division/unit:** Fish management

**Maintenance system:** Chronological by date, then alphabetical by entity name

**Record series content:** Records documenting the application and license issuance to approved entities to sell approved bait. Files may include *application for bait dealer's license*, copy of payment, copy of

approval letter, copy of dealer license, copy of denial letter, correspondence, etc.

**Classification:** 1.21.2.652 NMAC, Business Licenses

**File closure:** Date of denial, expiration, revocation or entity closure

[New - 03/31/2021]

**516-044 FISH IMPORTATION DATABASE:**

**Division/unit:** Fish management

**Maintenance system:** Numerical by primary key

**Record series content:** Database tracks and maintains information concerning import, transport and release of fish by approved vendors. Information may include import, transport and release data (e.g., individual stocking; name of water to be stocked; county where water is located; legal description; township, range and section; owner of water; vendor requesting permit; purpose of importation; list of facilities at which fish or eggs are to be reared; etc.), fish vendor data (e.g., vendor name, facility name, location of propagation facility, location of other fish propagating facility within 25 air miles, list of all species, etc.), permit number, permit status, fish health status, etc.

**Classification:** 1.21.2.726 NMAC, Fish Management

**File closure:** Date of denial, expiration, revocation or entity closure

[New - 03/31/2021]

**516-045 HATCHERY FILES:**

**Division/unit:** Fish management

**Maintenance system:** Alphabetical by hatchery name

**Record series content:** Records concerning projects, activities and the history of the hatchery. File may contain fish health inspection report, project manuals, *right of way easement*, drawings, maps, correspondence, etc.

**Classification:**

(A) **Titles, plans or maps:** 1.21.2.677 NMAC, Land and Easements

(B) **Historical documentation:** 1.21.2.111 NMAC, Planning and Development

(C) **All other documentation:** 1.21.2.726 NMAC, Fish Management

**File closure:**

(A) **Titles, plans or maps:** Date hatchery closed

(B) **Historical documentation:** Close of the fiscal year in which created

(C) **All other documentation:** Date created

[New - 03/31/2021]

**516-046 WATER FILES:**

**Division/unit:** Fish management

**Maintenance system:** Alphabetical by body of water name

**Record series content:** Records concerning the history and project management of bodies of water. Files may contain dedications, drawings, maps, project reports, correspondence, etc.

**Classification:**

(A) **Titles, plans and maps:** 1.21.2.677 NMAC, Land and Easements

(B) **Historical documentation:** 1.21.2.111 NMAC, Planning and Development

(C) **All other documentation:** 1.21.2.726 NMAC, Fish Management

**File closure:**

(A) **Titles, plans and maps:** Date program terminated.

(B) **Historical documentation:** Close of the fiscal year in which created

(C) **All other documentation:** Date created

[New - 03/31/2021]

**516-047 MINNOW DEALER FILES:**

**Division/unit:** Fish management

**Maintenance system:** Alphabetical by business name

**Record series content:** Records concerning procurement of a license for the purpose of engaging in the business of selling minnows and non-game fish for bait. File may contain application, copy of check, license, etc.

**Classification:** 1.21.2.652 NMAC, Business Licenses

**File closure:** Date final license expires

[New - 03/31/2021]

## **516-048 to 516-060**

### **516-061 LAKE FILES:**

**Division/unit:** Law enforcement (Fish management)

**Maintenance system:** Alphabetical by license holders' surnames

**Record series content:** Record concerning the tracking of wildlife conditions and population in the body of water of the license holder. The license authorizes the holder to possess, propagate and sell protected fish that reside in a specified body of water. File may contain application, permit, renewal requests, acknowledgement letter, letter to area supervisor for approval signatures, lake's year-end reports, correspondence, etc.

**Classification:** 1.21.2.652 NMAC, Business Licenses

**File closure:** Date license expires

[New - 03/31/2021]

### **516-062 PROPAGATION PERMIT FILES:**

**Division/unit:** Law enforcement (Wildlife)

**Maintenance system:** Alphabetical by permittees' surnames

**Record series content:** Record giving permittee permission to possess, propagate, sell, barter, donate, and exchange game bird species. File may contain application, permit, renewal requests, year-end reports, correspondence, etc.

**Classification:** 1.21.2.727 NMAC, Game Management

**File closure:** Date permit expires

[New - 03/31/2021]

### **516-063 PARK FILES:**

**Division/unit:** Law enforcement (Wildlife)

**Maintenance system:** Alphabetical by license holders' surnames

**Record series content:** Record concerning tracking of wildlife conditions and population within the park of the license holder. The license authorizes the holder to possess, propagate and sell protected wildlife species that are contained within the park's fences. File may contain licenses, renewal letters, inspection of game report, inspection of fences report, park's year-end report, copies of invoices, correspondence, etc.

**Classification:** 1.21.2.652 NMAC, Business Licenses

**File closure:** Date park closes

[New - 03/31/2021]

### **516-064 IMPORTATION PERMIT FILES:**

**Division/unit:** Law enforcement (Wildlife)

**Maintenance system:** Numerical by permit number

**Record series content:** Records concerning the permits for importation of any protected bird or wildlife species into the state. File may contain application, permit, health certificate, United States department of agriculture or United States fish and wildlife service exhibitor or breeder permits, containment or

confinement plan, letter of approval, policy statements, *chronic wasting disease free acknowledgement* form, *notarized free of chronic wasting disease declaration* form, correspondence, etc.

**Classification:** 1.21.2.728 NMAC, Game Management - Historical

**File closure:** Date permit expires

[New - 03/31/2021]

**516-065 FALCONER PERMIT FILES:**

**Division/unit:** Law enforcement (Wildlife)

**Maintenance system:** Numerical by permittees' surnames

**Record series content:** Record authorizing the permittee to practice the sport of falconry in the state. File may contain application, permit, renewal requests, falconry test, mews inspection report, administer exam agreement letter, mews inspection agreement form and letter, letter of acknowledgement, pass or fail letter, *United States fish wildlife services* form [3-186A], annual reports, correspondence, etc.

**Classification:** 1.21.2.670 NMAC, Sportsmen's Licensure

**File closure:** Date permit expires

[New - 03/31/2021]

**516-066 AIRBORNE HUNTING FILES:**

**Division/unit:** Law enforcement (Wildlife)

**Maintenance system:** Alphabetical by permit holders' surnames

**Record series content:** Record concerning the tracking of wildlife depletion by means of airborne hunting to reduce predatory attacks or any other wildlife management purpose. File may contain application, permit, renewal requests, landowner's or agents consent authorization form, aircraft quarterly reports, correspondence, etc.

**Classification:** 1.21.2.727 NMAC, Game Management

**File closure:** Date license expires

[New - 03/31/2021]

**516-067 FUR DEALER LICENSE FILES:**

**Division/unit:** Law enforcement (Wildlife)

**Maintenance system:** Alphabetical by dealers' names

**Record series content:** Record granting dealer authorization to engage in the business of buying and selling of skins or pelts of any fur-bearing animals (such as muskrat, mink, weasel, beaver, otter, nutria, ringtail cat, raccoon, pine marten, badgers, etc. as defined in Section 17-5-2 NMSA 1978). File may contain application, permit, renewal requests, monthly reports, correspondence, etc.

**Classification:** 1.21.2.667 NMAC, Professional Licenses

**File closure:** Date license expires

[New - 03/31/2021]

**516-068 ZOO PERMIT FILES:**

**Division/unit:** Law enforcement (Wildlife)

**Maintenance system:** Alphabetical by zoo name

**Record series content:** Record concerning the tracking of protected wildlife species conditions and population that reside in a zoo. File may contain application, permit, renewal requests, year-end reports, proposal letter, approval or denial letter, inspection form, list of all species, sex, number and origin, correspondence, etc.

**Classification:** 1.21.2.653 NMAC, Business Licenses - Historical

**File closure:** Date zoo is no longer in operation

[New - 03/31/2021]

**516-069 SHOOTING PRESERVE FILES:**

**Division/unit:** Law enforcement (Wildlife)

**Maintenance system:** Alphabetical by company name

**Record series content:** Records concerning the authorization to establish and operate a regulated propagated game bird shooting preserves on private lands. Record also tracks the depletion of legally propagated game birds within preserve's boundaries. File may contain application, permit, renewal requests, year-end reports, annual inspection reports, proposal, boundary inspection letter, correspondence, etc.

**Classification:** 1.21.2.652 NMAC, Business Licenses

**File closure:** Date reserve is no longer in operation  
[New - 03/31/2021]

#### **516-070 FIELD TRIAL PERMIT FILES:**

**Division/unit:** Law enforcement (Wildlife)

**Maintenance system:** Alphabetical by permittees' surnames

**Record series content:** Record granting permittee authorization to possess, release and kill game birds for the purpose of competence testing and competition in dog training. File may contain application, permit, renewal requests, year-end reports, correspondence, etc.

**Classification:** 1.21.2.727 NMAC, Game Management

**File closure:** Date permit expires  
[New - 03/31/2021]

#### **516-071 PROTECTED MAMMAL PERMIT FILES:**

**Division/unit:** Law enforcement (Wildlife)

**Maintenance system:** Alphabetical by permittees' surnames

**Record series content:** Records concerning authorization to possess a protected mammal. Mammals may be used in conjunction with the field trial permits for training of sport dogs. File may contain application, permit, renewal requests, year-end reports, correspondence, etc.

**Classification:** 1.21.2.728 NMAC, Game Management - Historical

**File closure:** Date permit expires  
[New - 03/31/2021]

#### **516-072 CALL PEN PERMIT FILES:**

**Division/unit:** Law enforcement (Wildlife)

**Maintenance system:** Alphabetical by permittees' surnames

**Record series content:** Record granting permittee authorization to use call pens in the training of dogs. Call pens are used in conjunction with the field trial permits to hold and retrieve legally propagated birds. File may contain application, permit, renewal requests, year-end reports, correspondence, etc.

**Classification:** 1.21.2.670 NMAC, Sportsmen's Licensure

**File closure:** Date permit expires  
[New - 03/31/2021]

#### **516-073 REHABILITATION PERMIT FILES:**

**Division/unit:** Law enforcement (Wildlife)

**Maintenance system:** Alphabetical by permittees' surnames

**Record series content:** Record granting permittee authorization to receive, capture, possess and transport protected wildlife specimens that are sick, injured, or otherwise incapable of surviving in the wild. File may contain application, permits, renewal requests, rehabilitation facility's weekly reports and annual reports, permittee lists, hold-over letters, transfer letters, release letters, federal permits, education permits, correspondence, etc.

**Classification:** 1.21.2.667 NMAC, Professional Licenses

**File closure:** Date rehabilitation operations close

[New - 03/31/2021]

**516-074 NUISANCE PERMIT FILES:**

**Division/unit:** Law enforcement (Wildlife)

**Maintenance system:** Alphabetical by company name

**Record series content:** Record concerning the authorization to live trap and relocate nuisance fur-bearing species. File may contain application, permits, renewal requests, correspondence, etc.

**Classification:** 1.21.2.727 NMAC, Game Management

**File closure:** Date company closes operations

[New - 03/31/2021]

**516-075 to 516-080**

**516-081 CITATIONS:**

**Division/unit:** Law enforcement

**Maintenance system:** Numerical by citation number

**Record series content:** Records documenting criminal, civil and wildlife violations. Citations may show defendant name, address, date of birth; date of issue; type of violation; violation location; officer name and badge number; penalty assessment; court docket number; date of hearing; court receipt number; plead of defendant; findings and court sentence; bond amount; signature of judge; name of court; etc.

**Classification:** 1.21.2.930 NMAC, Citation Management

**File closure:** Date citation issued

[New - 03/31/2021]

**516-082 INTERNAL INVESTIGATION FILES:**

**Division/unit:** Law enforcement

**Maintenance system:** Alphabetical by officers' surnames

**Record series content:** Records documenting the alleged misconduct of an individual employed by game and fish. Files may include complaints, authorization to conduct an investigation, case reports, incident reports, compelled statement form, advise of rights, witness statements, investigation reports, employee discipline records, dismissed or cleared complaints, letters of findings, notice of contemplated action, correspondence, etc.

**Classification:** 1.21.2.230 NMAC, Grievances and Investigations

**File closure:** Date complaint is closed

**Confidentiality:** Records are confidential per Section 14-2-1 NMSA 1978 (i.e. letters of reference concerning employment.)

[New - 03/31/2021]

**516-083 GROUP FISHING PERMIT FILES:**

**Division/unit:** Law enforcement

**Maintenance system:** Alphabetical by facility name

**Record series content:** Record granting a special institution or school for handicapped persons to take its clients on a fishing trip of less than one week's duration without the regularly required fishing licenses. File may contain application, permit, request letter from facility, pamphlet, correspondence, etc.

**Classification:** 1.21.2.670 NMAC, Sportsmen's Licensure

**File closure:** Date permit expires

[New - 03/31/2021]

**516-084 DISPOSITION OF CONFISCATED GAME AND FISH FILES:**

**Division/unit:** Law enforcement

**Maintenance system:** Alphabetical by officer's name and number

**Record series content:** Records concerning the confiscation of game and fish in relation to violations of Chapter 17 NMSA 1978. File may contain officer's name, violator's name, type of game, location and time of confiscation, disposition of game, etc.

**Classification:** 1.21.2.930 NMAC, Citation Management

**File closure:** Date case closed

[New - 03/31/2021]

#### **516-085 CIVIL DAMAGE CASE FILES:**

**Division/unit:** Law enforcement

**Maintenance system:** Alphabetical by suspect's surname

**Record series content:** Records documenting judgment and payments of civil damages to the department as a result of a wildlife violation. Files may include copy of court judgment, copy of citation, receipt for payments, payment tracking sheet, correspondence, etc.

**Classification:** 1.21.2.930 NMAC, Citation Management

**File closure:** Close of fiscal year in which final payment is received

[New - 03/31/2021]

#### **516-086 EQUIPMENT FORFEIT FILES:**

**Division/unit:** Law enforcement

**Maintenance system:** Alphabetical by violators surname

**Record series content:** Records documenting items forfeited to the department for disposition for wildlife violations. Files may include case reports, copy of arrest records, copy of official receipt for items seized form, copy of criminal information and complaint for forfeiture, copy of statement of probable cause, copy of criminal complaints, vehicle seizure form, night patrol activity report form, list of additional contents of vehicle, copy of evidence seizure tags, copy of certificate of vehicle registration, copy of voluntary transportation form, copy of insurance identification card, copy of plea and disposition agreements, copy of judgment, copy of order deferring sentencing, copy of order for forfeiture, copy of vouchers, copy of certificate of title, copy of bill of sales, copy of auction sales reports, correspondence, etc.

**Classification:** 1.21.2.929 NMAC, Case Files - Law Enforcement

**File closure:** Close of fiscal year from date of items disposition

[New - 03/31/2021]

#### **516-087 GAME AND FISH INVESTIGATION CASE FILES::**

**Division/unit:** Law enforcement

**Maintenance system:** Alphabetical by officer's name and chronological by report date

**Record series content:** Records documenting the investigation of alleged wildlife violations. Files may include case report form (e.g., observation of violation, evidence documentation, reference to citation, etc.), operation game thief reports, photographs, audio or video recordings, witness statements, investigation officer field notes, correspondence, etc.

**Classification:** 1.21.2.929 NMAC, Case Files - Law Enforcement

**File closure:** Close of fiscal year from date of final disposition

**Confidentiality:** Portions of file may be confidential per Section 14-2-1 NMSA 1978

[New - 03/31/2021]

#### **516-088 EMERGENCY OPERATOR AND VEHICLE AUTHORIZATION FILES:**

**Division/unit:** Law enforcement

**Maintenance system:** Alphabetical by operator's name

**Record series content:** Records concerning authorization by the department of tax and revenue for a department of game and fish vehicle to be used as an emergency vehicle. File may contain department of tax and revenue authorization letter, correspondence, etc.

**Classification:** 1.21.2.101 NMAC, Authorization  
**File closure:** Date of final disposition of vehicle  
[New - 03/31/2021]

**516-089 REVOCATION FILES:**

**Division/unit:** Law enforcement

**Maintenance system:** Alphabetical by violators' surnames

**Record series content:** Records documenting the revocation of licensing or permitting privileges offered by the department. Files may include copy of citation, investigation report, notice of contemplated action, hearing records (e.g., notice of hearing, list of hearing participants, record of mailings, undelivered mail, etc.), copy of agreements, copy of permits, copy of licenses, notice of final action, correspondence, etc.

**Classification:** 1.21.2.929 NMAC, Case Files - Law Enforcement

**File closure:** Date of reinstatement of privileges

[New - 03/31/2021]

**516-090 to 516-100**

**516-101 FISHING AWARDS FILES:**

**Division/unit:** Public affairs

**Maintenance system:** Alphabetical by species name

**Record series content:** Records documenting the recognition of a New Mexico state record fish caught in public waters. Files may include application to qualify your catch as a New Mexico state record fish, photographs, copy of approval letter, copy of certificate, etc.

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

**File closure:** Date superseded by new record catch

[New - 03/31/2021]

**516-102 HUNTER SAFETY CLASS ROSTERS:**

**Division/unit:** Public affairs

**Maintenance system:** Chrono-numerical by date and numerical by class number

**Record series content:** Records documenting the hunter safety class attendance and pass or fail of exam results of students under the age of majority. Rosters may show student name, address, phone number, e-mail address, gender, customer identification number, age, ethnicity, attendance, pass or fail, etc.

**Classification:** 1.21.2.404 NMAC, Individual Certification

**File closure:** Date of class roster

[New - 03/31/2021]

**516-103 to 516-110**

**516-111 FEDERAL AND STATE SCIENTIFIC COLLECTING PERMITS FILES:**

**Division/unit:** Conservation services

**Maintenance system:** Alphabetical by permittees' surnames

**Record series content:** Records concerning the authorization for the collection of protected species for scientific or educational purposes. Permits are issued for a three-year period. File may contain application, year-end report, correspondence, etc.

**Classification:** 1.21.2.176 NMAC, Scholarly Research

**File closure:** Date last year-end report is created

[New - 03/31/2021]

**516-112 WILDLIFE HABITAT FILES:**

**Division/unit:** Conservation services

**Maintenance system:** Alphabetical by property name

**Record series content:** Records concerning maintenance, repair or improvement to wildlife habitat on department of game and fish owned property. File may contain project agreement, photographs, maps, final reports, correspondence, etc.

**Classification:** 1.21.2.711 NMAC, Conservation Plans

**File closure:** Date of project completion or date agreement terminated, whichever is longer

[New - 03/31/2021]

#### **516-113 VOLUNTEER FILES:**

**Division/unit:** Information and education

**Maintenance system:** Chronological by date

**Record series content:** Records documenting volunteers that assist with national archery in the schools program, off-highway vehicle program and wildlife events. Files may include volunteer application, copy of background check results, volunteer agreement, volunteer in-kind documentation, etc.

**Classification:**

(A) **Approved volunteer files:** 1.21.2.236 NMAC, Volunteer Files

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

**File closure:**

(A) **Approved volunteer files:** Close of federal fiscal year from date of final audit

(B) **Denied applications:** Date of denial

**Confidentiality:** Portions of this record may be confidential.

[New - 03/31/2021]

#### **516-114 OFF-HIGHWAY VEHICLE NON-RESIDENT PERMITS:**

**Division/unit:** Information and education

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

**Record series content:** Records documenting the issuance of a permit to a non-resident allowing the operation of an OHV on public lands. Permit may show name, address, vehicle type, vehicle identification number, permit number, expiration date, etc.

**Classification:** 1.21.2.663 NMAC, Motor Vehicles - Registration

**File closure:** Date of expiration of permit

[New - 03/31/2021]

#### **516-115 OFF-HIGHWAY VEHICLE SAFETY CLASS FILES:**

**Division/unit:** Information and education

**Maintenance system:** Chronological by date, then numerical by class number

**Record series content:** Records documenting the OHV safety training for individuals under the age of majority to obtain an OHV safety certificate. Files may include class roster, liability waiver, exam results, etc.

**Classification:** 1.21.2.663 NMAC, Motor Vehicles - Registration

**File closure:** Date class conducted

[New - 03/31/2021]

#### **516-116 HUNTER SAFETY INSTRUCTOR CERTIFICATION FILES:**

**Division/unit:** Information and education

**Maintenance system:** Chronological by date

**Record series content:** Records documenting the application and certification history of individuals approved to teach hunter safety courses. Files may include instructor application, volunteer agreement, copy of background check results, copy of continuing education, copy of complaint investigations, corrective action plan, copy of denial letter, correspondence, etc.

**Classification:**

- (A) **Certificate issued files:** 1.21.2.404 NMAC, Individual Certification
- (B) **Denied application:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn Records

**File closure:**

- (A) **Certificate issued files:** Date of expiration or revocation of certification
- (B) **Denied application:** Date of denial

**Confidentiality:** Portions of this record may be confidential.

[New - 03/31/2021]

**1516-117 INSTRUCTOR AND TEAM EVALUATION FILES:**

**Division/unit:** Information and education

**Maintenance system:** Chronological by date

**Record series content:** Records documenting the evaluation of instructors providing the hunter safety course. Files may include instructor or team evaluation form, notes, recommendations, etc.

**Classification:** 1.21.2.253 NMAC, Instructor Management

**File closure:** Date of evaluation

[New - 03/31/2021]

**516-118 NATIONAL ARCHERY IN THE SCHOOLS PROGRAM INSTRUCTOR AND TRAINER CERTIFICATION FILES:**

**Division/unit:** Information and education

**Maintenance system:** Chronological by date

**Record series content:** Records documenting the application and certification history of an individual approved to instruct or train the sport of archery. Files may include letter of interest, NASP graduate information form, test results, copy of background check results, notification of classes, volunteer in kind documentation form, archery event form, correspondence, etc.

**Classification:**

- (A) **Certificate issued files:** 1.21.2.404 NMAC, Individual Certification
- (B) **Denied application:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn Records

**File closure:**

- (A) **Certificate issued files:** Date of expiration or revocation
- (B) **Denied application:** Date of denial

**Confidentiality:** Portions of this record may be confidential.

[New - 03/31/2021]

**516-119 NATIONAL ARCHERY IN THE SCHOOLS PROGRAM DATABASE (NASP):**

**Division/unit:** Information and education

**Maintenance system:** Numerical by primary key

**Record series content:** Database that tracks the application, certification and activity history of individuals approved to instruct or train the sport of archery. Data may include name, address, instructor or trainer number, type of certification, contact information, date of certificate issued, activity hours, classes conducted, etc.

**Classification:** 1.21.2.404 NMAC, Individual Certification

**File closure:** Date of expiration or revocation of certification

[New - 03/31/2021]

**516-120 to 516-130**

**516-131 SHARE WITH WILDLIFE CALL FOR PROJECT INFORMATION FILES:**

**Division/unit:** Ecosystem and environmental planning

**Maintenance system:** Chronological by federal fiscal year, then numerical by share with wildlife number

**Record series content:** Records documenting wildlife projects submitted for consideration and funding. Files may include project proposals, copy of final decision letter, correspondence, etc.

**Classification:**

- (A) **Approved projects:** 1.21.2.112 NMAC, Program and Project Files
- (B) **Denied projects:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn Records

**File closure:**

- (A) **Approved projects:** Close of federal fiscal year from the date of project completion
- (B) **Denied projects:** Date of denial

[New - 03/31/2021]

**516-132      CONSULTATION RESPONSE FILES:**

**Division/unit:** Ecosystem and environmental planning

**Maintenance system:** Chronological by date, then numerical by response number

**Record series content:** Records documenting an entity requesting the review of a project that may have an impact on wildlife or wildlife habitat. Files may include letter requesting comment (e.g., proposed federal rule notice, project proposal, environmental impact statement request, environmental assessment request, news release, etc.), response letters, correspondence, etc.

**Classification:** 1.21.2.437 NMAC, Consents and Clearances

**File closure:** Date of final response

[New - 03/31/2021]

**516-133      TECHNICAL GUIDANCE DATABASE:**

**Division/unit:** Ecosystem and environmental planning

**Maintenance system:** Numerical by primary key

**Record series content:** Database tracks and maintains information concerning requests for consultation and the department's responses. Information may include type of consultation request data (e.g., proposed federal rule notice, project proposal summary, environmental impact statement summary, environmental assessment summary, etc.), response summary data, etc.

**Classification:** 1.21.2.437 NMAC, Consents and Clearances

**File closure:** Date of final response

[New - 03/31/2021]