

521 – Energy, Minerals and Natural Resources Department File Plan

This file plan was developed to be a guide for Energy, Minerals and Natural Resources Department employees. This guidance document was created to ensure consistent records classification and to provide agencies with other relevant record information. The final disposition authority resides in the Functional Records Retention and Disposition Schedule (FRRDS), 1.21.2 NMAC.

This file plan only list records series of program's specific to the Energy, Minerals and Natural Resources Department. For records series of a general administrative nature, refer to the General Administrative Records File Plan. For records of a financial nature, refer to the General Financial Records File Plan. For records of a personnel or medical nature, refer to the General Personnel/Medical Records File Plan.

521-001 OIL CONSERVATION DIVISION (OCD) IMAGING SYSTEM:

Division/unit: Oil conservation

Maintenance system: Numerical by primary key

Record series content: Web-based imaging system maintains well files, well logs, hearing case files, regulation orders, and permits. Data may include document type, date scanned, and image identification number, imaged copy of document, etc.

Classification:

- (A) **Well files:** 1.21.2.715 NMAC, Natural Resources
- (B) **Hearing case files:** 1.21.2.633 NMAC, Hearings and Appeals - Historical
- (C) **Regulation orders:** 1.21.2.633 NMAC, Hearings and Appeals - Historical

File closure:

- (A) **Well files:** Close of calendar year in which created
- (B) **Hearing case files:** Close of calendar year in which hearing case file completed
- (C) **Regulation orders:** Close of calendar year in which regulation order completed

[New - 03/31/2021]

521-002 OIL CONSERVATION DIVISION (OCD) *ONLINE ELECTRONIC PERMITTING* SYSTEM:

Division/unit: Oil conservation

Maintenance system: Numerical by multiple keys

Record series content: System records, captures, validates, maintains, and updates permits to drill, well location plats, tax incentive permits, changes of well operators, and drilling and cement information.

Data includes, name of well operator, type of well, location of well, user identification, application for permit to drill, acreage plat and dedication, sundries, operator change function, operators' statistics, etc.

Classification: 1.21.2.715 NMAC, Natural Resources

File closure: Close of calendar year in which created

[New - 03/31/2021]

521-003 RISK-BASED DATA MANAGEMENT SYSTEM:

Division/unit: Oil conservation

Maintenance system: Numerical by multiple keys

Record series content: System that records information about wells, well inspections, violations, regulation orders, facilities, and hearings. Data may include case number, hearing order number, order type and number, well identification number, etc.

Classification: 1.21.2.715 NMAC, Natural Resources

File closure: Close of calendar year in which well is plugged or facility is closed

[New - 03/31/2021]

521-004 HEARING CASE FILES:

Division/unit: Oil conservation

Maintenance system: Chronological by calendar year, then numerical by case number

Record series content: Records concerning hearings before the oil conservation commission on requests by oil, gas, or refinery operators regarding the commission's rules. File may contain request for hearing, agenda, transcripts of hearings, exhibits, commission's authorizations, testimonies, copy of docket, copies of evidence, locations, miscellaneous research materials, recommendations, extensions, requests, rule exceptions, time frames, summary of hearing case, etc.

Classification: 1.21.2.633 NMAC, Hearings and Appeals - Historical

File closure: Close of calendar year after hearing is completed

[New - 03/31/2021]

521-005 REGULATION ORDERS:

Division/unit: Oil conservation

Maintenance system: Chronological by calendar year, then numerical by order number

Record series content: Orders issued by the oil conservation commission upon the conclusion of a hearing. Orders concern the change of operator, compulsory pooling, unit agreement, operation authorizations, nomenclature, compliance orders, amendments, compliances, and other related issues, etc.

Classification: 1.21.2.633 NMAC, Hearings and Appeals - Historical

File closure: Close of calendar year after regulation order is completed

[New - 03/31/2021]

521-006 REGULATION ORDER PROGRESSION SHEET:

Division/unit: Oil conservation

Maintenance system: Chronological by calendar year, then numerical by order number

Record series content: Sheet used to track succession of issued regulation orders. Sheet may contain regulation order number, name of company, date order issued, order description, signature dates, etc.

Classification: 1.21.2.110 NMAC, Logs

File closure: Close of the calendar year in which regulation order was issued

[New - 03/31/2021]

521-007 WELL BONDS FILES:

Division/unit: Oil conservation

Maintenance system: Chronological by bond release or letter of credit date, then alphabetical by name of operator

Record series content: Records concerning bonds that are held to insure the certified plugging of a well. File may contain *blanket plugging bond form*, surety bonds, cash bonds, letter of credit, letter to operator, correspondence, etc.

Classification: 1.21.2.163 NMAC, Insurance Certificates and Bonds

File closure: Close of calendar year after release of bond or letter of credit

[New - 03/31/2021]

521-008 WELL PLUGGING DEMANDS CONTRACT FILES:

Division/unit: Oil conservation

Maintenance system: Chronological by calendar year, then numerical by contract number

Record series content: Records concerning state efforts to plug wells that operators failed to complete pursuant to the compliance of certified plugging rules per 19.15.4 NMAC. File may contain contract, invitation for bid, acceptance of bid, request for proposal, issue of order, invoice, correspondence, etc.

Classification: 1.21.2.604 NMAC, Goods and Services

File closure: Close of calendar year after reimbursement of funds from oil operator

[New - 03/31/2021]

521-009 ADMINISTRATIVE ORDER FILES:

Division/unit: Oil conservation

Maintenance system: Chronological by calendar year, then alphabetical by type of exception

Record series content: Records concerning administrative orders issued without a hearing regarding requests for exceptions to the rules of the oil conservation division. File may contain requests for exceptions, administrative orders, correspondence, etc.

Classification: 1.21.2.495 NMAC, Orders and Proclamations

File closure: Close of calendar year after exception is granted

[New - 03/31/2021]

521-010 to 521-020

521-021 LAND CONSERVATION INCENTIVES TAX CREDIT CERTIFICATION FILES:

Division/unit: Forestry

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

Record series content: Records documenting the application, review and certification of land conservation incentives tax credit eligibility for private landowners. Files may include applications (e.g., *land conservation incentives act tax credit assessment application form*, *land conservation incentives act tax credit certification of eligibility application*, etc.), property photos, maps, tax statement, copy of conservation easement or deed of record, property appraisal, recognition of exemption certification, copy of title insurance, copy of title opinion, copy of non-cash charitable contribution form, geologist report, taxation and revenue department appraisal review, copy of approval or denial letter, correspondence, etc.

Classification:

(A) **Application files:** 1.21.2.412 NMAC, Environmental

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

Withdrawn Records

File closure:

(A) **Application files:** Close of tax year from date of approval letter

(B) **Withdrawn or denied applications:** Date withdrawn or denied

Confidentiality: Portions of this file may be confidential.

[New - 03/31/2021]

521-022 TIMBER HARVEST PERMIT DATABASE:

Division/unit: Forestry

Maintenance system: Numerical by primary key

Record series content: Database tracks the issuance of permits to harvest timber on non-municipal or non-federal lands. Information may include applicant data (e.g., phone number, e-mail address, acreage of property, etc.), permit data (e.g., permit number, date permit issued, date permit expires, etc.), inspection of sales data, etc.

Classification: 1.21.2.712 NMAC, Forest Management

File closure: Date expiration or termination of permit

[New - 03/31/2021]

521-023 FIRE MANAGEMENT DATABASE:

Division/unit: Forestry

Maintenance system: Numerical by primary key

Record series content: Database tracks and maintains information regarding forest fires and firefighting resources. Information may include fire location data, fire data (e.g., acreage, cause or source of the fire,

start date, containment date, cost to date, number of injuries, number of fatalities, type of damage, estimates of cost, control date, closure date, etc.), fire resource data, reimbursable funds data, etc.

Classification: 1.21.2.712 NMAC, Forest Management

File closure: Date of fire closure

Confidentiality: Portions of this file may be confidential.

[New - 03/31/2021]

521-024 EMPLOYEE CERTIFICATION DATABASE:

Division/unit: Forestry

Maintenance system: Numerical by primary key

Record series content: Database tracks and monitors the training requirements and certification history of seasonal and specialized employees. Information may include application data, courses attended data, medical history data, fire assignment history data, physical fitness test result data, volunteer agreement data, task book in progress data, etc.

Classification:

(A) **Certification data:** 1.21.2.942 NMAC, Forestry

(B) **Non-certified or withdrawn applicant data:** 1.21.2.107 NMAC, Denied, Rejected or

Withdrawn Records

File closure:

(A) **Certification data:** Date last employed

(B) **Non-certified or withdrawn applicant data:** Date of last exam or withdrawn

application

Confidentiality: Portions of this file may be confidential.

[New - 03/31/2021]

521-025 EMPLOYEE CERTIFICATION FILES:

Division/unit: Forestry

Maintenance system: Chronological by date, then alphabetical by surname

Record series content: Records documenting the application and certification history of seasonal and specialized employees. Files may include application, emergency contact form, copy of certifications (e.g., cardio pulmonary resuscitation, emergency medical technician, fire prevention, etc.), *seasonal worker form*, medical self-disclosure form, task list (e.g., non-technician, air resource advisor, fire line emergency medical technician, fire cache manager, air tanker base specialist, etc.), physical fitness test results, task book in progress print-outs, correspondence, etc.

Classification:

(A) **Certification data:** 1.21.2.942 NMAC, Forestry

(B) **Non-certified or withdrawn applicant data:** 1.21.2.107 NMAC, Denied, Rejected or

Withdrawn Records

File closure:

(A) **Certification data:** Date last employed

(B) **Non-certified or withdrawn applicant data:** Date of last exam or withdrawn

Confidentiality: Portions of the file may be confidential.

[New - 03/31/2021]

521-026 TIMBER HARVEST PERMIT FILES:

Division/unit: Forestry

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

Record series content: Records documenting the application and issuance of permits allowing individuals to harvest timber on non-municipal or non-federal lands. Files may include permit application, copy of property deed, copy of *inspection of sales* form, correspondence, etc.

Classification: 1.21.2.712 NMAC, Forest Management

File closure: Date of expiration or termination of permit
[New - 03/31/2021]

521-027 FORESTRY SEEDLING DATABASE:

Division/unit: Forestry

Maintenance system: Numerical by primary key

Record series content: Database tracks and maintains information regarding customer orders and inventory of tree seedlings. Information may include customer data (e.g., address, phone number, payment information, etc.), seedling type data, quantity ordered data, order number data, total of seedlings in stock data, etc.

Classification:

(A) **Customer data:** 1.21.2.108 NMAC, Distribution, Mailing and Contact Lists

(B) **Inventory data:** 1.21.2.317 NMAC, Inventories

File closure:

(A) **Customer data:** Close of fiscal year from date order is completed

(B) **Inventory data:** Date item is no longer part of inventory

Confidentiality: Portions of this file may be confidential.

[New - 03/31/2021]

521-028 FORESTRY SEEDLING ORDER FORMS:

Division/unit: Forestry

Maintenance system: Chronological by fiscal year, then numerical by order number

Record series content: Records documenting the sale and purchase of tree seedlings. Forms may show customer name, address, phone number, payment information, seedling type, quantity ordered, order number, etc.

Classification: 1.21.2.303 NMAC, Accounts Receivable

File closure: Close of fiscal year from date order completed

Confidentiality: Portions of this file may be confidential.

[New - 03/31/2021]

521-029 FIRE BILLING AND REIMBURSEMENT FILES:

Division/unit: Forestry

Maintenance system: Chronological by federal fiscal year

Record series content: Records documenting billings and reimbursements to and from the federal government for fires on public lands. Files may include employee fire time reports, resource orders, administratively determined time reports, general ledger information, request for reimbursement, fire expenditure documentation, journal entry information, correspondence, etc.

Classification: 1.21.2.303 NMAC, Accounts Receivable

File closure: Close of federal fiscal year in which created

[New - 03/31/2021]

521-030 to 521-040

521-041 ENERGY CONSERVATION TAX INCENTIVE CERTIFICATION FILES:

Division/unit: Energy conservation and management

Maintenance system: Chronological by tax year, then numerical by project number

Record series content:

(A) **Renewable production energy tax credit:** Records documenting the issuance of a certificate to eligible applicants to receive the renewable energy tax credit. Files may include renewable energy production tax credit application, map showing project site, map of facility showing layout of major equipment and indicating type and size of equipment, manufacturer specification sheet and

performance characteristics of energy conversion equipment, detailed calculation of estimated annual production in a typical year, copy of land rights agreements, copy of interconnection agreement or system impact study agreement, copy of power purchase agreement; project finance agreement or evidence of self-financing, correspondence, etc.

(B) Sustainable building tax credit: Records documenting the issuance of a certificate to eligible applicants to receive the sustainable building tax credit. Files may include SBTC request form, SBTC application form, copy of warranty deed, copy of property tax bill or copy of ground lease, copy of leadership in energy and environmental design or building green New Mexico certification form, copy of final leadership in energy and environmental design (LEED) project summary, copy of final LEED checklist, copy of final LEED optimize energy performance template signed by a New Mexico licensed design professional, copy of home energy rating system reports including home energy rating system certification, energy star home report, building file report and performance summary, correspondence, etc.

(C) Solar market development tax credit: records documenting the issuance of a certificate to eligible applicants to receive the solar market development tax credit. Files may include solar system certification application, copy of current property tax bill, copy of itemized equipment and labor costs for system, copy of solar energy design schematic and technical specifications, manufacturer of supplier of system components and their model numbers, collector aperture, freeze protection description, overheating protection description, correspondence, etc.

(D) Geothermal ground-coupled heat pump tax credit: Records documenting the issuance of a certificate to eligible applicants to receive the geothermal ground-coupled heat pump tax credit. Files may include geothermal ground-coupled heat pump system certification application, copy of property tax bill for residence, business or agricultural enterprise where system is located, copy of invoice of itemized equipment and labor costs for system, copy of system design, photo of system after installation, copies of manufacturer of supplier of system components and their model numbers, documentation of installers international ground source heat pump certification geothermal ground-coupled heat pump system installation form, correspondence, etc.

(E) Agricultural biomass tax credit: Records documenting the issuance of a certificate to eligible applicants to receive the agricultural biomass tax credit. Files may include application form (i.e., applicant name, SSN, name of agricultural biomass production facility and location, description of dairy or feedlot operation, description and photos of equipment used to collect and transport agricultural biomass, dated weigh tickets for each truckload, totalizing flow-meter readings for pumps that are pumping biomass to the qualified facility, description of qualified facility to which biomass was transported, correspondence, etc.

(F) Biofuel blending facility tax credit: Records documenting the issuance of a certificate to eligible applicants to receive the biofuel blending facility tax credit. Files may include application for biodiesel blending facility certificate of eligibility, copy of proof of rack ownership and current lease of deed to the taxpayer for the business where the blending facility is located, copy of design schematic and related installation and construction documentation, list of equipment specifications and serial numbers, list of storage and blending capacities and number of storage tanks, description of operation, copy of construction permit, copy of environmental protection agency related plans with engineer's stamp, copy of written final inspection approval, evidence of equipment purchase and installation, correspondence, etc.

Classification: 1.21.2.354 NMAC, Tax Assessments

File closure: Close of tax year in which all applicable tax credits have been exhausted

Confidentiality: Portions of this record may be confidential.

[New - 03/31/2021]

**521-042 SUSTAINABLE AND SOLAR MARKET DEVELOPMENT TAX CREDIT
DATABASE:**

Division/unit: Energy conservation and management

Maintenance system: Numerical by primary key

Record series content: Database tracks and maintains information regarding tax credits issued to eligible applicants for sustainable building and solar market development. Information may include applicant data (e.g., name, SSN, etc.), external reviewer data (e.g., build green New Mexico council and United States green building council), development data, credit data (e.g., approval, denial, amount of credit, certificate number, etc.) etc.

Classification: 1.21.2.354 NMAC, Tax Assessments

File closure: Close of tax year in which all applicable tax credits have been exhausted

Confidentiality: Portions of this record may be confidential.

[New - 03/31/2021]

521-043 to 521-050

521-051 LAND AND WATER CONSERVATION FUND FILES:

Division/unit: Parks

Maintenance system: Numerical by primary key

Record series content: Records documenting the acquisition, development and monitoring of land or water for outdoor recreation (e.g., playgrounds, campsites, public facilities, etc.). Files may include project proposal, project plan, project agreement, national environmental protection act, project description and environmental survey form, 6F3 boundary map, surveys (e.g., cultural, archeological, historical, etc.), expenditures (e.g., contract, copy of purchase documents, copy of payment vouchers, etc.), project grant funding amounts, request for reimbursement, project inspection reports, correspondence, etc.

Classification: 1.21.2.112 NMAC, Program and Project Files

File closure: Close of calendar year after project completion

[New - 03/31/2021]

521-052 RECREATIONAL TRAILS PROGRAM FILES:

Division/unit: Parks

Maintenance system: Numerical by primary key

Record series content: Records documenting the creation of recreational trails in the state. Files may include project proposal, project plan, project agreement, national environmental protection act, project description and environmental survey form, 6F3 boundary map, surveys (e.g., cultural, archeological, historical, etc.), expenditures (e.g., contract, copy of purchase documents, copy of payment vouchers, etc.), project grant funding amounts, request for reimbursement, final project closeout report, correspondence, etc.

Classification: 1.21.2.721 NMAC, Facilities

File closure: Close of calendar year after project completion

[New - 03/31/2021]

521-053 CONCESSIONAIRE DATABASE:

Division/unit: Parks

Maintenance system: Numerical by primary key

Record series content: Database tracks payments and revenue generated by concessionaire to the department. Information may show concessionaire data (e.g., name, address, contact information, etc.), negotiated fee data, agreement number, agreement expiration date, date payment was processed, date payment was for, sale categories (e.g., marina, horse riding, sailing clubs, etc.), etc.

Classification: 1.21.2.601 NMAC, Agreements - Other

File closure: Date contract terminated

[New - 03/31/2021]

521-054 CONCESSIONAIRE AGREEMENT FILES:

Division/unit: Parks

Maintenance system: Chronological by calendar year, then alphabetical by business name

Record series content: Records documenting the review and approval to operate a business on state parks property. Files may include request for proposal, proposal plan, financial documentation (e.g., bank statements, balance sheets, irrevocable clean letter of credit, etc.), agreement, approval or denial letter, correspondence, etc.

Classification:

(A) **Approved file:** 1.21.2.601 NMAC, Agreements - Other

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

File closure:

(A) **Approved file:** Date agreement terminated

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

[New - 03/31/2021]

521-055 COMMENDATION AND COMPLAINT FILES:

Division/unit: Parks

Maintenance system: Chronological by fiscal year, then by date of occurrence

Record series content: Records concerning patron comments on park facilities, staff or grounds. Files may contain referrals, recommendations, correspondence, etc.

Classification: 1.21.2.142 NMAC, Complaints

File closure: Close of fiscal year in which received

[New - 03/31/2021]

521-056 PARK MANAGEMENT PLAN FILES:

Division/unit: Parks

Maintenance system: Chronological by calendar year, then alphabetical by park name

Record series content: Records documenting the direction from the management and development of state parks to enhance recreational opportunities, protect park resources and environment. Files may include management plan (e.g., executive summary, park description, visitation and revenue, existing operations and proposed actions, budget and staffing, etc.), biological inventory surveys (e.g., species, plants, insects, etc.), public comments and survey reports, map of park, park photos, correspondence, etc.

Classification: 1.21.2.111 NMAC, Planning and Development

File closure: Close of calendar year after file is created

[New - 03/31/2021]

521-057 STATE PARKS CONSTRUCTION PROJECT FILES:

Division/unit: Parks

Maintenance system: Chronological by calendar year, then alphabetical by project name

Record series content: Records documenting the history, new construction and maintenance projects conducted on state parks. Files may include proposal request, quotes, contracts, copies of purchase documents, copies of payment vouchers, project manual, construction documents (e.g., top survey, architect drawings, architect or engineering specification's, etc.), site visit reports, maps, photos, correspondence, etc.

Classification: 1.21.2.721 NMAC, Facilities

File closure: Date of final disposition of property

[New - 03/31/2021]

521-058 LAND RECORD FILES:

Division/unit: Parks

Maintenance system: Chronological by calendar year, then alphabetical by state park

Record series content: Records documenting legal ownership of state parks property, management or leasing of park property. Files may include deed of property, lease agreements, memo of understanding, joint powers agreements, maps, boundary survey, plats, easement agreements, title search report, etc.

Classification: 1.21.2.677 NMAC, Land and Easements

File closure: Date of final disposition of property, expiration or termination of lease agreements
[New - 03/31/2021]

521-059 LAW ENFORCEMENT INCIDENT REPORT FILES:

Division/unit: Parks

Maintenance system: Chronological by calendar year, then alphabetical by state park, then by incident type

Record series content: Records documenting criminal offense, incidents and boating accidents that occurred on state park property. Files may include *state of New Mexico uniform incident report* form, *New Mexico boating accident report* form, copy of probable cause, copy of criminal complaint, copy of driving record, photos, dispatch log, copy of other law enforcement reports, correspondence, etc.

Classification: 1.21.2.926 NMAC, Accidents and Incidents

File closure: Close of calendar year after date of report

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

[New - 03/31/2021]

521-060 INTERNAL INVESTIGATION FILES:

Division/unit: Parks

Maintenance system: Chronological by calendar year, then alphabetical by surname

Record series content: Records documenting the alleged misconduct of an individual employed by state parks. Files may include complaints, incident report, compelled or voluntary statement, advice of rights, witness statements, investigation report, employee discipline records, dismissed or cleared complaints, letter of findings, notice of contemplated action, correspondence, etc.

Classification: 1.21.2.230 NMAC, Grievances and Investigations

File closure: Date certified park ranger leaves agency or date application denied

Confidentiality: Portions of this record are confidential pursuant, but not limited to Section 14-2-1 NMSA 1978 (i.e., "law enforcement records that reveal confidential sources, methods, information or individuals accused but not charged with a crime"), 5 USC, Section 552a (i.e., social security number), Section 14-6-1 NMSA 1978 (i.e., medical information), Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 (1996) (i.e., health information), and 28 CFR 50.12 (b) Exchange of FBI identification records.

[New - 03/31/2021]

521-061 CITATIONS:

Division/unit: Parks

Maintenance system: Chronological by calendar year, then alphabetical by state park, then numerical by citation number

Record series content: Records documenting civil or criminal violations the occurred on state parks property. Citation may show defendant name, address, date of birth, SSN, date, location, type of offense, park number, citation number, issuing officer, officers badge number, penalty assessment, etc.

Classification: 1.21.2.930 NMAC, Citation Management

File closure: Close of calendar year after date of citation

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

[New - 03/31/2021]

521-062 STATE PARKS PERMIT FILES:

Division/unit: Parks

Maintenance system: Chronological by fiscal year, then alphabetical by park name, then by date of permit

Record series content:

(A) **Concession permit files:** Records documenting the application and permit issuance for outfitters or to have a concession stand on state park property. Files may include application, copy of liability insurance, concession permit approval form, correspondence, etc.

(B) **Film and photography permit files:** records documenting application and permit issuance to film or conduct a photo shoot on state parks property. Files may include film and photography permit application, copy of liability insurance, department approval form, copy of letter of approval from adjoining property owners, correspondence, etc.

(C) **Special use permit files:** Records documenting the application and permit issuance to host a special event (e.g., weddings, fishing derby, graduations, etc.) on state parks property. Files may include special use permit application, copy of liability insurance, copy of other permits (e.g. liquor license, security, etc.), correspondence, etc.

Classification:

(A) **Permit issued files:** 1.21.2.722 NMAC, Recreational Access

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

Records

File closure:

(A) **Permit issued files:** Close of fiscal year after date of permit issuance

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

[New - 03/31/2021]

521-063 CAMPSITE RESERVATION DATABASE:

Division/unit: Parks

Maintenance system: Numerical by primary key

Record series content: Database tracks reservations for camping on state parks property. Information may show applicant data (e.g., name, address, phone number, email address, etc.), type of camping data (e.g., recreational vehicle, tent, etc.), total people camping, dates of reservations, payment data (e.g., checking account, credit card, etc.), annual camping pass number, confirmation number, etc.

Classification: 1.21.2.722 NMAC, Recreational Access

File closure: Date of reservation

[New - 03/31/2021]

521-064 ACCESS AND CAMPING PERMITS:

Division/unit: Parks

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

Record series content:

(A) **Annual day use and camping permits:** Records documenting the purchase and permit issuance for a year round access and camping on state parks property. Permit may show name, address, email address, date sold, park number, method of payment, payment amount, permit number, etc.

(B) **Self pay permits:** Records documenting the purchase and issuance of temporary access and camping permit on state parks property. This permit can be issued for up to fourteen consecutive days. Permit may show dates of use, type of entry (e.g., camping, day use, etc.), amount paid, vehicle license number, annual permit number, date purchased, site number, etc.

Classification: 1.21.2.722 NMAC, Recreational Access

File closure: Date permit issued

[New - 03/31/2021]

521-065 REGISTERED VOLUNTEER FILES:

Division/unit: Parks

Maintenance system: Chronological by date, then alphabetical by surname

Record series content: Records documenting the application and history of an individual who volunteer to work on state parks. Files may include *volunteer application*, reference forms, interview form, policy and procedure acknowledgement form, volunteer agreement, orientation checklist, job description form, fee collection and personal vehicle use form (e.g. driver's license information, personal vehicle information, authorization to collect park fees, etc.), volunteer monthly time sheet, sex offender status, copy of driver's license, evaluation form, separation checklist (e.g., position, park name, items to be returned, etc.), correspondence, etc.

Classification:

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

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

File closure:

(A) **Approved files:** Date of last activity or notification of death

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

Confidentiality: Portions of this file may be confidential

[New - 03/31/2021]

521-066 VOLUNTEER INFORMATION TRACKING APPLICATION DATABASE:

Division/unit: Parks

Maintenance system: numerical by primary key

Record series content: database tracks the application and work history of an individual who volunteer to work on state parks. Information may show application data (e.g., name, address, park preference, etc.), start date data, fee collection data (e.g., authorization to collect fees, driver's license information personal vehicle information, etc.), volunteer category data (e.g., campsite host, site steward, boating, etc.), hours worked data, evaluation data (e.g., duties rating, ethic and relationship rating, etc.),

Classification:

(A) **Approved data:** 1.21.2.236 NMAC, Volunteer Files

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

File closure:

(A) **Approved data:** Date of last activity or notification of death

(B) **Denied or withdrawn data:** Date of denial or withdrawn

[New - 03/31/2021]

521-067 OUTFITTER TRIP TICKETING DATABASE:

Division/unit: Parks

Maintenance system: numerical by primary key

Record series content: database tracks outfitter activity on state park property. The information monitors the impact or lack of impact of state parks resources. Information may show outfitter data (e.g., name, address, phone number, email address, etc.), park name data, number of guides data, guide name data, number of guide cards issued data, concession permit number, number of clients data, trip date data, trip time data, type of trip data (e.g., lake, wade, float, etc.), boat launch location data, etc.

Classification: 1.21.2.655 NMAC, Dealers, Agents and Outfitters

File closure: Date of outfitters last activity

[New - 03/31/2021]

521-068 to 521-080

521-081 ABANDONED MINE LAND PROGRAM FILES:

Division/unit: Mining

Maintenance system: Alphabetical by mine reclamation project name

Record series content: Records concerning the safeguarding and reclamation of abandoned mine lands.

Files may contain background information, environmental assessments, realty information, pre-construction contracts, minutes of public meetings, invitation for bids, construction bids, construction contracts, construction reports, post-construction information and reports, locations of area, photos, maintenance, reimbursement documentation, correspondence, etc.

Classification: 1.21.2.480 NMAC, Mines

File closure: Close of calendar year after project or file closure

[New - 03/31/2021]

521-082 EXPLORATION AND GENERAL PERMIT FILES:

Division/unit: Mining

Maintenance system: Chronological by calendar year, then alphabetical by mine name

Record series content: Records concerning the approvals for mining. Files may contain application, studies, inspection reports, agency and public comments, approval documentation, enforcement documentation, correspondence, etc.

Classification: 1.21.2.715 NMAC, Natural Resources

File closure: Close of calendar year after completion of exploration mining or mine closure

[New - 03/31/2021]

521-083 SUBMITTAL REPORTS FILES:

Division/unit: Mining

Maintenance system: Chronological by calendar year, then alphabetical by mine name

Record series content: Records concerning scientific and technical evaluations of mines. Files may contain older submittal reports, technical reports, work plans, evaluations, correspondence, etc.

Classification: 1.21.2.480 NMAC, Mines

File closure: Close of calendar year after evaluation

[New - 03/31/2021]

521-084 HARD ROCK FILES:

Division/unit: Mining

Maintenance system: Chronological by calendar year, then alphabetical by county name, then numerical by permit number

Record series content: Records concerning the approval of hard rock permits, related enforcement actions, and related bonding and financial assurance information. Files may contain mine permit applications, exploration and general permit applications, annual reports, inspection reports, permit approval documents, exploration approvals, issuance documents, mine plans and amendments to plans, inspection reports, notices of violations, bonding and financial assurance documentation, certificates of insurance, certificates of deposits, third party guarantees, letters of credit, surety bonds, collateral, records concerning environmental, scientific and technical data related to reclamation of mines, work plans, technical reports, correspondence, etc.

Classification: 1.21.2.715 NMAC, Natural Resources

File closure: Close of calendar year after permit termination or release of bond

[New - 03/31/2021]

521-085 COAL MINE FILES:

Division/unit: Mining

Maintenance system: Chronological by calendar year, then alphabetical by county name, then numerical by permit number

Record series content: Records concerning the approval of coal mine permits, related enforcement actions, and related bonding and financial assurance information. Files may contain mine and exploration permit applications, annual reports, inspection reports, permit approval documents, exploration approvals, issuance documents, mine plans and amendments to plans, notices of violations, inspection reports, bonding and financial assurance documentation, certificates of insurance, certificates of deposits, third party guarantees, letters of credit, surety bonds, collateral, records concerning environmental, scientific and technical data related to reclamation of mines, work plans, technical reports, correspondence, etc.

Classification: 1.21.2.715 NMAC, Natural Resources

File closure: Close of calendar year after permit termination or release of bond

[New - 03/31/2021]

521-086 ENFORCEMENT FILES (FORMERLY CALLED NOTICE OF VIOLATION):

Division/unit: Mining

Maintenance system: Chronological by calendar year, then alphabetical by county name, then numerical by permit number

Record series content: Records concerning notices of violations for mine operations. Files may contain notice of violation (permit number, date and inspection report, nature of violation, provisions, portion of the operation to which notice applies, time of abatement, etc.), correspondence, etc.

Classification: 1.21.2.412 NMAC, Environmental

File closure: Close of calendar year after satisfactory completion of enforcement

[New - 03/31/2021]

521-087 MINING COMMISSIONS PETITIONS FILES:

Division/unit: Mining

Maintenance system: Chronological by calendar year, then numerical by petition number

Record series content: Records concerning private or public sector petitions to the New Mexico mining commission or New Mexico coal surface mining commission for changes or interpretations of the rules. Files may include records from New Mexico mining commission, New Mexico coal surface mining commission, petitions, correspondence, etc.

Classification: 1.21.2.490 NMAC, Administrative Rules

File closure: Close of calendar year after final action on petition

[New - 03/31/2021]

521-088 RECONNAISSANCE REPORT FILES:

Division/unit: Mining

Maintenance system: Alphabetical by mine name

Record series content: Records concerning the reconnaissance of mine openings in a geographic area. File may contain reconnaissance reports, maps, photos, correspondence, etc.

Classification: 1.21.2.480 NMAC, Mines

File closure: Close of calendar year after report submitted

[New - 03/31/2021]

521-089 MINE, MILL, SMELTER REGISTRATION FORM:

Division/unit: Mining

Maintenance system: Chronological by calendar year, then alphabetical by county name, then by mine name

Record series content: Records concerning registered operators of mines, mills, or smelters on private or public lands. File may contain plat or standard United States geological survey topographic map

sheets, type of commodity produced or sought, written description of location of operation, specific directions to site of operation, correspondence, etc.

Classification: 1.21.2.715 NMAC, Natural Resources

File closure: Close of calendar year after date of closure

[New - 03/31/2021]

521-090 ANNUAL REPORT FILES (FORMS 3-11):

Division/unit: Mining

Maintenance system: Chronological by calendar year, then alphabetical by county name, then by mine name

Record series content: Records concerning annual statistical information from every active mining operation (except on Indian land). File may contain contact information, status, commodity(s) mined, employees payroll, infrastructure improvements, production, production value, correspondence, etc.

Classification: 1.21.2.117 NMAC, Reports - Historical

File closure: Close of calendar year after submittal date

[New - 03/31/2021]

521-091 SUSPENSION AND SAFEGUARDING FILES (FORM 12 AND 13):

Division/unit: Mining

Maintenance system: Chronological by calendar year, then alphabetical by county name, then by mine name

Record series content: Records concerning suspension and safeguarding notice to the operator. Files may contain *notice of intent to suspend operations* (forms 12 and 13), correspondence, etc.

Classification: 1.21.2.480 NMAC, Mines

File closure: Close of calendar year after date of notice

[New - 03/31/2021]

521-092 MINE REGISTRATION DATABASE:

Division/unit: Mining

Maintenance system: Numerical by primary key

Record series content: Database maintains, monitors and tracks mines that are required to register. Data includes name of mine, location of mine, type of mine (i.e., commodity production), size of mine, name of mine operator, annual reporting data, maps, etc.

Classification: 1.21.2.715 NMAC, Natural Resources

File closure: Close of calendar year after registration is cancelled

[New - 03/31/2021]

521-093 COAL DATABASE:

Division/unit: Mining

Maintenance system: Numerical by primary key

Record series content: Database maintains, monitors and tracks the status of coal mines. Data includes mine name, location of mine, name of mine operator, vegetation, soils, water quality, mine activity, mining production amounts, etc.

Classification: 1.21.2.715 NMAC, Natural Resources

File closure: Close of calendar year after coal mine is no longer operational

Confidentiality: Portions of database may be confidential per Section 69-26-2, NMSA 1978 (i.e., mining production).

[New - 03/31/2021]

521-094 MINING ACT RECLAMATION PROGRAM DATABASE:

Division/unit: Mining

Maintenance system: Numerical by primary key

Record series content: Database maintains, monitors, tracks and calculates data on mine reclamation information for non-coal mines statewide. Data includes reclamation size, reclamation location, reclamation progress, project name, mine name, type of mine, name of mine operator, maps, financial assurance, biological data, etc.

Classification: 1.21.2.715 NMAC, Natural Resources

File closure: Close of calendar year after reclamation project is complete

[New - 03/31/2021]

521-095 ABANDONED MINE LAND DATABASE:

Division/unit: Mining

Maintenance system: Numerical by primary key

Record series content: Database maintains, monitors, and tracks data on abandoned mine land information. Data includes project location, name of mine, mine location, type of mine, mine feature location, archeological information, contract information, name of mine operator, contract tracking, maps, contact information, etc.

Classification: 1.21.2.480 NMAC, Mines

File closure: Close of calendar year after project or file closure

[New - 03/31/2021]

521-096 YOUTH CONSERVATION CORPS DATABASE:

Division/unit: Youth conservation corps

Maintenance system: Numerical by primary key

Record series content: Database maintains, monitors, tracks and calculates data on projects request for proposals, corps members hired for scholarship eligibility and project sponsors. Data includes project name, type of project, project location, funds administered and applied to project, project sponsors, corps members, etc.

Classification: 1.21.2.145 NMAC, Programs - Community and Public Relations

File closure: Close of fiscal year after project completion

[New - 03/31/2021]