

605 – Martin Luther King Jr. Commission File Plan

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

This file plan only list records series of program's specific to the Martin Luther King Jr. Commission. For records series of a general administrative nature, refer to the General Administrative Records File Plan. For records of a financial nature, refer to the General Financial Records File Plan. For records of a personnel or medical nature, refer to the General Personnel/Medical Records File Plan.

605-001 YOUTH ANTI - VIOLENCE PROGRAM FILE:

Division/unit: Youth anti-violence program

Maintenance system: Alphabetical by project title

Record series content: Record of anti-violence education program activities. File may contain program activity dates; program objectives and synopsis; program agenda and topics; names and titles of participants; sponsors name; program flyers and handouts; correspondence, etc.

Classification: 1.21.2.145 NMAC, Programs - Community and Public Relations

File closure: Close of state fiscal year in which created

[New - 03/31/2021]