

606 – Commission for the Blind File Plan

This file plan was developed to be a guide for Commission for the Blind 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 Commission for the Blind. 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.

606-001 VOCATIONAL REHABILITATION COUNSELING CASE FILE:

Division/unit: Commission for the blind

Maintenance system: Chronological by fiscal year, then alphabetical

Record series content: File may include rehabilitation plan, medical eye report, contact reports, correspondence, etc.

Classification: 1.21.2.830 NMAC, Patient Management

File closure: Close of fiscal year in which case file closed

[New - 03/31/2021]

606-002 REHABILITATION TEACHING PROGRAM FILE:

Division/unit: Commission for the blind

Maintenance system: Chronological by fiscal year, then alphabetical

Record series content: File may include rehabilitation teaching plan, eye examination report, health report, visual disability form, contact notes, correspondence, etc.

Classification: 1.21.2.834 NMAC, Programs - Hospital and Medical

File closure: Close of fiscal year in which case file closed

[New - 03/31/2021]

606-003 EMERGENCY MEDICAL EYE CARE PROGRAM FILE:

Division/unit: Commission for the blind

Maintenance system: Chronological by fiscal year, then alphabetical

Record series content: File may include eye examination report, application for services, payment authorization progress reports, correspondence, etc.

Classification: 1.21.2.834 NMAC, Programs - Hospital and Medical

File closure: Close of fiscal year in which case file closed

[New - 03/31/2021]

606-004 STATE REGISTER CARD FILE:

Division/unit: Commission for the blind

Maintenance system: Chronological by fiscal year, then alphabetical

Record series content: File may include name, address, eye condition, physician, statistical information, etc.

Classification: 1.21.2.830 NMAC, Patient Management

File closure: Date of birth

[New - 03/31/2021]

606-005 VENDING FACILITY OPERATORS REPORT:

Division/unit: Commission for the blind

Maintenance system: Chronological by fiscal year, then alphabetical
Record series content: File may include operator name, facility number, cash sales from operation, cost of goods, operating expenses, net profit to the operator, etc.
Classification: 1.21.2.415 NMAC, General - Audits and Compliance
File closure: Close of fiscal year in which created
[New - 03/31/2021]

606-006 VENDING FACILITY VOUCHERS:
Division/unit: Commission for the blind
Maintenance system: Chronological by fiscal year, then alphabetical
Record series content:
Classification: 1.21.2.301 NMAC, Accounts Payable
File closure: Close of fiscal year in which created
[New - 03/31/2021]

606-007 VENDING FACILITY CHECKS:
Division/unit: Commission for the blind
Maintenance system: Chronological by fiscal year, then alphabetical
Record series content:
Classification: 1.21.2.301 NMAC, Accounts Payable
File closure: Close fiscal year in which created
[New - 03/31/2021]

606-008 VENDING FACILITY BANK RECONCILIATION FILE:
Division/unit: Commission for the blind
Maintenance system: Chronological by fiscal year, then alphabetical
Record series content: File may include beginning balance per bank statement, deposits, outstanding check amount, returned check amount, etc.
Classification: 1.21.2.331 NMAC, Reconciliations and Balancing
File closure: Close fiscal year in which created
[New - 03/31/2021]

606-009 VENDING FACILITY FINANCIAL STATEMENT FILE:
Division/unit: Commission for the blind
Maintenance system: Chronological by fiscal year, then alphabetical
Record series content: File may include trial balance, balance sheet, income statements, etc.
Classification: 1.21.2.322 NMAC, Statements and Reports - Bank Administration
File closure: Close fiscal year in which created
[New - 03/31/2021]

606-010 VENDING FACILITY TAX WITHHOLDING FILE:
Division/unit: Commission for the blind
Maintenance system: Chronological by calendar year, then alphabetical
Record series content: File may include internal revenue service form 1099, internal revenue service form 1096 and New Mexico taxation and revenue department form CRS-9, etc.
Classification: 1.21.2.214 NMAC, Taxes - Payroll
File closure: Close of calendar year for which tax is withheld
[New - 03/31/2021]

606-011 COMBINED REPORT FORM (CRS-1):
Division/unit: Commission for the blind

Maintenance system: Chronological by calendar year, then alphabetical

Record series content: File may include address and phone number of district offices, name of taxpayer, name and address of agency to return form to, municipality and county name, location number, gross receipts (excluding tax), deductions, taxable gross receipts, tax rate, gross receipts tax, totals for gross receipts (excluding tax) and deductions and gross receipts tax, compensating tax, withheld income tax, total tax due, penalty, interest, total amount due, amended report information, payment information, tax period, New Mexico CRS identification number, phone number, verification statement, taxpayer or agent signature, title, date, etc.

Classification: 1.21.2.214 NMAC, Taxes - Payroll

File closure: Close of calendar year for which tax is due
[New - 03/31/2021]

606-012 EMPLOYERS QUARTERLY FEDERAL TAX RETURN/941:

Division/unit: Commission for the blind

Maintenance system: Chronological by calendar year, then alphabetical

Record series content: File may include name, trade name, address, date quarter ended, employer identification number, IRS use information blocks, future filing information, date final wages paid, seasonal employer information, number of employees employed in the pay period that includes March 12th, parent corporation employer identification number, total wages and tips subject to withholding plus other compensation, total income tax withheld from wages, tips, pensions, annuities, sick pay, gambling, etc., adjustment of withheld income tax for preceding quarters of calendar year, adjusted total of income tax withheld, taxable social security wages paid, taxable tips reported, taxable hospital insurance wages paid, total social security taxes, adjustment of social security taxes, adjusted total of social security taxes, backup withholding, adjustment of backup withholding tax for preceding quarters of calendar year, adjusted total of backup withholding, total taxes, advance earned income credit payments, net taxes, total deposits for quarter (including overpayment applied from a prior quarter), balance due, overpayment information, record of federal tax liability, verification statement, signature, title, date, instructions, etc.

Classification: 1.21.2.214 NMAC, Taxes - Payroll

File closure: Close of calendar year for which withholding is made
[New - 03/31/2021]

606-013 VENDING FACILITY CASE FILE:

Division/unit: Commission for the blind

Maintenance system: Chronological by fiscal year, then alphabetical

Record series content: File may include records pertinent to operation of vending facility, profit and loss statements, inventory records, transaction records, etc.

Classification: 1.21.2.112 NMAC, Program and Project Files

File closure: Close of fiscal year in which vending facility closes
[New - 03/31/2021]

606-014 FIELD PROGRAM, CASE SERVICE FILE:

Division/unit: Commission for the blind

Maintenance system: Chronological by fiscal year, then alphabetical

Record series content: File may include status form R-11, contact reports, case summaries, applications, survey interview, agency referrals, medical and eye examination information, psychological information, medical consultants' worksheets, training reports, grades, transcripts, social security administration documentation, bill payment authorizations, correspondence, etc.

Classification: 1.21.2.814 NMAC, Assistance - Medical

File closure: Close of fiscal year in which case closed
[New - 03/31/2021]

606-015 LOW VISION CLINIC FILE:

Division/unit: Commission for the blind

Maintenance system: Chronological by fiscal year, then alphabetical

Record series content: File may include pre-office visit eye examination, optometrist report, teachers report on client, etc.

Classification: 1.21.2.832 NMAC, Patient Records - Minor (≥ 9 Years of Age)

File closure: Date of patient last appointment

[New - 03/31/2021]