

609 – Indian Affairs Department File Plan

This file plan was developed to be a guide for Indian Affairs 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 Indian Affairs 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.

609-001 NEW MEXICO INDIANS, ORGANIZATIONS AND TRIBES, GENERAL FILES:

Division/unit: Indian affairs

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

Record series content: File maintained to document the interactions of state government with tribal governments in New Mexico. File may contain information on: Tribal administration of pueblos or reservations; tribal history; legal matters; primary, secondary, postsecondary education; health; water rights; arts and crafts; recreation; aboriginal American linguistic matters; etc. File may also contain news clippings, copies of tribal constitutions, copies of resolutions, reports, studies, statistics, correspondence, etc.

Classification: 1.21.2.111 NMAC, Planning and Development

File closure: Close of the calendar year in which created

[New - 03/31/2021]