

670 – Veterans’ Services Department File Plan

This file plan was developed to be a guide for Veterans’ Services 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 Veterans’ Services 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.

670-001 VETERANS’ TAX EXEMPTION FILES:

Division/unit: Veterans’ services

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

Record series content: Records documenting a veteran’s application for property tax exemption. Files may include *application for certificate of eligibility for veterans’ tax exemption form, application for certificate of eligibility for disabled veterans’ property tax waiver form, affidavit of loss of veterans’ tax exemption certificate, service organization tax exemption form, etc.*

Classification: 1.21.2.351 NMAC, Exemptions

File closure: Close of tax year in which certified

Confidentiality: Portions of this record may contain confidential information pursuant, but not limited to 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).

[New - 03/31/2021]

670-002 CONSERVATORSHIP CASE FILES:

Division/unit: Veterans’ services

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

Record series content: Record of veterans for whom conservatorship has been awarded to the department of veterans’ services by the courts. Files may include court actions on veterans receiving conservatorship services, district court approval for annual account expenditures, United States veterans’ administration directives, copy of discharge, copy of birth certificate, copies of annual accounting, canceled checks, monthly conservatorship transaction statements, conservatorship savings account statements, ledger sheets, correspondence, etc.

Classification: 1.21.2.816 NMAC, Case Files - Family and Aging

File closure: Date case closed or termination of assignment of guardian or conservator

Confidentiality: Portions of this record may contain confidential information pursuant, but not limited to 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).

[New - 03/31/2021]

670-003 VIETNAM VETERANS’ SCHOLARSHIP FILES:

Division/unit: Veterans’ services

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

Record series content: Record of a scholarship awarded to a veteran with a Vietnam campaign or Vietnam service medal only. Files may include application form, copies of invoices, transcripts, correspondence, etc.

Classification:

(A) **Approved applications:** 1.21.2.337 NMAC, Educational Financial Aid

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

File closure:

(A) **Approved applications:** Close of calendar year in which applicant receives certification or nomination

(B) **Denied applications:** Close of calendar year in which created

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

[New - 03/31/2021]

670-004 VETERANS' TAX EXEMPTION DATABASE:

Division/unit: Veterans' services

Maintenance system: Numerical by primary key

Record series content: Database tracks, maintains veteran information entered from the veterans' tax exemption forms. Data may include name of veteran, address of veteran, status of veteran, date of certification, certificate number, military service information, date New Mexico residency established, exemption information, social security number, etc.

Classification: 1.21.2.351 NMAC, Exemptions

File closure: Date of certification

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

[New - 03/31/2021]