

780 – Crime Victims Reparation Commission File Plan

This file plan was developed to be a guide for Crime Victims Reparation 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 Crime Victims Reparation 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.

780-001 VICTIM COMPENSATION CLAIM DATABASE:

Division/unit: Reparation claims

Maintenance system: Numerical by primary key

Record series content: Database tracks and maintains information on the application for eligibility of funding to victims of violent crimes. Information may include application data (e.g., victim name, claimant name, claim number, employment information, medical information, insurance name, commission decision, etc.), crime data (e.g., police report, offender name, date of crime, etc.), etc.

Classification: 1.21.2.643 NMAC, Victim Claim Files

File closure: Date of birth of individual applying for services

Confidentiality: Portions of this record may be confidential.

[New - 03/31/2021]

780-002 VICTIM COMPENSATION CLAIM FILES:

Division/unit: Reparation claims

Maintenance system: Chronological by date, then alphabetical by victim surname, then numerical by claim number

Record series content: Records documenting the application, eligibility review and award of funds to victims of a violent crime. Files may include application, copies of police reports, copies of court orders, medical reports, itemized billings, loss of wages form, request of collateral sources, timesheet for time spent on claim, medical investigator report, copy of death certificate, *claim summary* report, payment or denial form, authorization for release of information form, *case log*, *monthly claim summary report*, *claim summary report for additional expenses*, *request for additional counseling*, correspondence, etc.

Classification: 1.21.2.643 NMAC, Victim Claim Files

File closure: Date of birth of person applying for services

Confidentiality: Portions of this record may be confidential.

[New - 03/31/2021]