

## 794 - New Mexico Mounted Patrol File Plan

This file plan was developed to be a guide for New Mexico Mounted Patrol 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 New Mexico Mounted Patrol. 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.

### **794-001 NM MOUNTED PATROL MEMBER FILES:**

**Division/unit:** New Mexico mounted patrol

**Maintenance system:** Alphanumeric by name of member, badge number, and by troop association.

**Record series content:** Records concerning the membership of the New Mexico mounted patrol. Files may include notarized application, copy of FBI fingerprint clearance, notarized mounted patrol license plate waiver and release form, notarized New Mexico mounted patrol memorandum form, signed pocket commission, copies of training records, copies of transcripts, commendations, disciplinary actions, letters of reference, notice of approval, Interview information, etc.

**Classification:**

(A) **Approved applications:** 1.21.2.234 Personnel Files – Non-Contributing

(B) **Denied applications:** 1.21.2.246 Recruitment

**File closure:**

(A) **Approved application:** Date member separates from organization

(B) **Denied applications:** Date of denied application

**Confidentiality:** Portions of records contained in these files may be confidential under 2-14-1, NMSA 1978.

[New - 03/31/2021; A - 05/19/2021]

### **794-002**

[New - 03/31/2021; Repealed - 05/19/2021]

### **794-003 NM MOUNTED PATROL MEMBERSHIP LOG:**

**Division/unit:** New Mexico mounted patrol

**Maintenance system:** Numerical by troop number, then alphabetical by surname

**Record series content:** Log used to track and monitor mounted patrol officers. Log may show officer name, rank, address, telephone number, mounted patrol number, department of public safety number, etc.

**Classification:** 1.21.2.108 Logs

**File closure:** Date no longer needed for reference

[New - 03/31/2021; A - 05/19/2021]

### **794-004 STATE MEMBER FILES:**

**Division/unit:** New Mexico mounted patrol

**Maintenance system:** Alphabetical by surname

**Records series content:** Records concerning membership of the New Mexico mounted patrol at the troop level. File may contain application, background check, yearly time report, trainings attended, etc.

**Classification:** 1.21.2.234 NMAC, Personnel Files - Non-Contributing

**File closure:** Date member separates from organization

**Confidentiality:** Portions of records contained in these files may be confidential under 2-14-1, NMSA 1978

[New - 05/19/2021]

**794-005 TROOP ANNUAL REPORT:**

**Division/unit:** New Mexico mounted patrol

**Maintenance system:** Chronological by calendar year

**Records series content:** Report concerning member's response and time worked. Report may show hours worked and agency worked with for the year.

**Classification:** 1.21.2.918 NMAC, Response

**File Closure:** Close of the calendar year in which created

[New - 05/19/2021]