

795 – Homeland Security and Emergency Management Department File Plan

This file plan was developed to be a guide for Homeland Security and Emergency Management 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 Homeland Security and Emergency Management 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.

795-001 TOXIC INVENTORY EMERGENCY (TIER II) REPORT FILES:

Division/unit: Emergency management

Maintenance system: Alphabetical by county, then by entity

Record series content: Records concerning required inventory of chemicals maintained by various public and private facilities. File may include toxic inventory emergency report, map of site, correspondence, material safety data sheet, etc.

Classification: 1.21.2.117 NMAC, Reports - Historical

File closure: Date file created

Confidentiality: Portions of record may contain confidential information per CFR 40 Subsection 53.15 (i.e., trade secrets and confidential or privileged information).

[New - 03/31/2021]

795-002 EMERGENCY MANAGEMENT AND HOMELAND SECURITY TRAINING FILES:

Division/unit: Emergency management

Maintenance system: Chronological by date of course

Record series content: Records concerning emergency management and homeland security training. File may include application (i.e., name, address, DOB, SSN, employment history, etc.), course description (i.e., name of instructor, type of course, etc.), copy of certification, etc.

Classification:

(A) **Accepted:** 1.21.2.251 NMAC, Course Management

(B) **Rejected:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn Records

File closure:

(A) **Accepted:** Date of certification

(B) **Rejected:** Date of rejection

Confidentiality: Portions of record may be confidential per 5 USC, Section 552a (i.e., social security number).

[New - 03/31/2021]

795-003 FORM "R" REPORT FILES:

Division/unit: Emergency management

Maintenance system: Chronological by calendar year, then alphabetical by company.

Record series content: Annual reports of activities, uses and regulated allowable releases of extremely toxic chemicals into the environment by New Mexico facilities. Files may include *form "R" report* with attachments, cover letter, revisions, correspondence, etc.

Classification: 1.21.2.117 NMAC, Reports - Historical

File closure: Date of report

Confidentiality: Portions of record may contain confidential information per CFR 40 Subsection 53.15 (i.e., trade secrets and confidential or privileged information).]

[New - 03/31/2021]

795-004 RELEASE REPORT (304) FILES:

Division/unit: Emergency management

Maintenance system: Chronological by calendar year, then alphabetical by company

Record series content: Emergency reports submitted by facilities regarding excessive toxic chemical releases, either as a result from routine maintenance or an emergency situation. Files may include release report (i.e., name of facility, date of report, date of release, time of release, substance released, quantity, reason for release, actions taken, potential health concerns or effects), correspondence, etc.

Classification: 1.21.2.117 NMAC, Reports - Historical

File closure: Date report issued

Confidentiality: Portions of record may contain confidential information per CFR 40 Subsection 53.15 (i.e., trade secrets and confidential or privileged information).]

[New - 03/31/2021]