

969 – New Mexico Department of Agriculture File Plan

This file plan was developed to be a guide for Department of Agriculture 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 Department of Agriculture. 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.

969-001 TRANSCRIPT OF OFFICIAL HEARINGS:

Division/unit: Department of agriculture

Maintenance system: Chronological by year

Record series content: License hearings, revoking, etc.

Classification: 1.21.2.452 NMAC, Meetings

File closure: Date of hearing

[New - 03/31/2021]

969-002 REGULATORY ORDERS:

Division/unit: Department of agriculture

Maintenance system: Chronological by year

Record series content: Executed by board of regents and department of agriculture.

Classification: 1.21.2.495 NMAC, Orders and Proclamations

File closure: Date order created

[New - 03/31/2021]

969-003 to 969-010

969-011 INSPECTION DOCUMENTS:

Division/unit: Department of agriculture

Maintenance system: Chronological by year

Record series content: Reports, stop-sale, out-of-order, placed-in-service, etc.

Classification: 1.21.2.701 NMAC, Surveys and Inspections

File closure: Date of inspection

[New - 03/31/2021]

969-012 APPLICATIONS FOR LICENSES:

Division/unit: Department of agriculture

Maintenance system: Chronological by year

Record series content: Receipts, renewals, copy of license, listing for weighmaster, pesticide applicator, nursery, etc.

Classification: 1.21.2.652 NMAC, Business Licenses

File closure: Date license expires

[New - 03/31/2021]

969-013 BONDS FOR LICENSES:

Division/unit: Department of agriculture

Maintenance system: Chronological by year

Record series content: Surety bonds for above licenses.

Classification: 1.21.2.652 NMAC, Business Licenses

File closure: Date license expires

[New - 03/31/2021]

969-014 INSURANCE FOR LICENSES:

Division/unit: Department of agriculture

Maintenance system: Chronological by year

Record series content: Proof of liability insurance, certification from insurance company.

Classification: 1.21.2.652 NMAC, Business Licenses

File closure: Date license expires

[New - 03/31/2021]

969-015 CALIBRATION RECORDS OR CERTIFICATES:

Division/unit: Department of agriculture

Maintenance system: Chronological by year

Record series content: Fuel tanker trucks, weights, measures, rules, etc.

Classification: 1.21.2.702 NMAC, Weights and Measures

File closure: Date tanker truck is retired

[New - 03/31/2021]

969-016 PRODUCT REGISTRATION:

Division/unit: Department of agriculture

Maintenance system: Chronological by year

Record series content: Manufacturers original of labels for fertilizers, feeds, pesticides

Classification: 1.21.2.661 NMAC, Facilities, Establishments and Products

File closure: Date of registration

[]

969-017 PRODUCT LABELS:

Division/unit: Department of agriculture

Maintenance system: Chronological by year

Record series content: Manufacturers original of label of pesticides.

Classification: 1.21.2.661 NMAC, Facilities, Establishments and Products

File closure: Date of non-renewal

[New - 03/31/2021]

969-018 SPECIAL INVESTIGATION REPORTS:

Division/unit: Department of agriculture

Maintenance system: Chronological by fiscal year

Record series content: Alleged violations of various laws, rules, or regulatory orders.

Classification: 1.21.2.116 NMAC, Reports - General

File closure: Close of fiscal year in which created

[New - 03/31/2021]

969-019 CERTIFICATIONS:

Division/unit: Department of agriculture

Maintenance system: Chronological by year

Record series content: Entomology and nursery bureau, plant industry, shipment of fruit to other states, certificate of origin, freedom from disease, etc.

Classification: 1.21.2.661 NMAC, Facilities, Establishments and Products

File closure: Date of certification
[New - 03/31/2021]

969-020 SPECIAL SURVEYS AND RECORDS:

Division/unit: Department of agriculture

Maintenance system: Chronological by fiscal year

Record series content: Insect surveys, copy of declaration of state of emergency, grasshopper surveys, rangeland caterpillar, etc.

Classification: 1.21.2.701 NMAC, Surveys and Inspections

File closure: Close of fiscal year in which created
[New - 03/31/2021]

969-021 ROUTINE LAB OPERATIONS RECORDS:

Division/unit: Department of agriculture

Maintenance system: Chronological by fiscal year

Record series content: Logbooks, worksheets, etc.

Classification: 1.21.2.479 NMAC, Laboratory

File closure: Close of fiscal year in which created
[New - 03/31/2021]

969-022 SPECIMEN REPORT (VDS):

Division/unit: Department of agriculture

Maintenance system: Chronological by fiscal year

Record series content: Veterinary biological specimens.

Classification: 1.21.2.707 NMAC, Inspections

File closure: Close of fiscal year in which created
[New - 03/31/2021]

969-023 SPECIMEN ENTRY RECORDS (VSD):

Division/unit: Department of agriculture

Maintenance system: Chronological by fiscal year

Record series content: Veterinary biological specimens by type, date submitted.

Classification: 1.21.2.707 NMAC, Inspections

File closure: Close of fiscal year in which created
[New - 03/31/2021]

969-024 ROUTINE AND SPECIAL LABORATORY REPORTS AND ANALYSIS:

Division/unit: Department of agriculture

Maintenance system: Chronological by fiscal year

Record series content: Contain routine feed, fertilizer, dairy and fuel samples, statement from chemistry laboratory, special samples, special investigatory samples, etc.

Classification: 1.21.2.843 NMAC, Reports - Laboratory

File closure: Close of fiscal year in which created
[New - 03/31/2021]

969-025 PESTICIDE SAMPLE RECORDS:

Division/unit: Department of agriculture

Maintenance system: Chronological by year

Record series content: Tank mix samples, residues, products.

Classification: 1.21.2.476 NMAC, Herbicide, Pesticide and Chemicals

File closure: Date of sample

[New - 03/31/2021]

969-026 to 969-050

969-051 CERTIFIED ORGANIC CLIENT FILES:

Division/unit: Organic production

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

Record series content: Records concerning the verification and certification of agriculture products as "certified organic" by the department of agriculture. File may contain application for "certified organic" status, renewal application, initial inspection report (checklist, narrative), random inspection reports, certification recommendation, *notice of certification* copy, notice of non-certification, *organic certificate* copy, *certified organic product list* copy, assessment, required conditions for certification, notice of suspension or revocation, copy of "certified organic" termination status, correspondence, etc.

Classification: 1.21.2.700 NMAC, Food and Drug Information

File closure: Date of denial, expiration, suspension or revocation of certification

Confidentiality: Portions of this record may be confidential pursuant, but not limited to Subsection A10, Section 205 CFR 501 (i.e., assessments).

[New - 03/31/2021]

969-052 REGISTERED ORGANIC CLIENT FILES:

Division/unit: Organic production

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

Record series content: Records concerning the verification and inspection of "registered" businesses producing and selling agricultural products labeled "organic". File may contain application for "registered" status, renewal application, initial inspection report (checklist, narrative), random inspection reports, registration recommendation, *notice of registration* copy, notice of non-registration, *organic registration* copy, *registered organic product list* copy, assessment, required conditions for registration, notice of suspension or revocation, termination of "organic status" copy, correspondence, etc.

Classification:

(A) **Registration approved:** 1.21.2.701 NMAC, Surveys and Inspections

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

(C) **Violations of the Organic Production Act files:** 1.21.2.656 NMAC, Discipline and

Investigations - General

File closure:

(A) **Registration approved:** Date registration expired, suspended or revoked

(B) **Registration denied:** Close of calendar year in which registration is denied

(C) **Violations of the Organic Production Act files:** Date of expiration, suspension or

revocation of registration

Confidentiality: Portions of this record may be confidential pursuant, but not limited to Subsection A10, Section 205 CFR 501 (i.e., assessments).

[New - 03/31/2021]

969-053 CERTIFIED/REGISTERED CLIENT DATABASE:

Division/unit: Organic production

Maintenance system: Numerical by primary key

Record series content: Database maintains, monitors, and tracks all certified and registered clients verified by the department of agriculture. Data includes client name, client contact name, client address, client identification number, assigned inspector name, year of latest soil inspection, invoice date of soil inspection, date invoice paid, assessed fee amount, proposed date of suspension, initial date of application under national organic program, phone number, e-mail address, type of client (farm crop producer, processor, livestock producer), type of commodity (pecans, goat cheese, bison, etc.), number of acres, etc.

Classification:

- (A) **Certification data:** 1.21.2.700 NMAC, Food and Drug Information
- (B) **Registration data:** 1.21.2.701 NMAC, Surveys and Inspections
- (C) **Violations of the Organic Production Act data:** 1.21.2.656 NMAC, Discipline and

Investigations - General

File closure:

- (A) **Certification data:** Date certification denied, expired, suspended or revoked
- (B) **Registration data:** Date registration expired, suspended or revoked
- (C) **Violations of the Organic Production Act data:** Date of expiration, suspension or

revocation of registration or certification

Confidentiality: Portions of this record may be confidential pursuant, but not limited to Subsection A10, Section 205 CFR 501 (i.e., assessments).

[New - 03/31/2021]

969-054 ACCREDITATION FILES:

Division/unit: Organic production

Maintenance system: Chronological by year, then alphabetical by accrediting entity

Record series content: Records concerning the accreditation of the department of agriculture to certify business operations and products as organic. The file may contain application for accreditation, audit report with accreditation decision or accreditation conditions, annual audits, findings, annual checklists, updates, correspondence, etc.

Classification:

- (A) **Accreditation approved:** 1.21.2.402 NMAC, Courses and Programs
- (B) **Accreditation denied:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn Records

File closure:

- (A) **Accreditation approved:** Date accreditation expired, suspended or revoked
- (B) **Accreditation denied:** Date accreditation denied

[New - 03/31/2021]