

980 – Office of the Medical Investigator File Plan

This file plan was developed to be a guide for Office of the Medical Investigator 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 Office of the Medical Investigator. 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.

980-001 FORENSIC PATHOLOGY TRAINING FELLOWSHIP FILE:

Division/unit: Forensic pathology training

Maintenance system: Chronological by training year then alphabetical by participant surname

Record series content: Training site file concerning the application to and participation in the OMI forensic pathology-training program. File may contain correspondence indicating interest in the OMI training program, program application, letters of reference, official medical school transcripts, applicants curriculum vitae (resume), copy of OMI fellowship award decision, fellow or resident contract, interim performance evaluations, final evaluation, disciplinary actions, correspondence, etc.

Classification:

(A) **Fellowship awarded:** 1.21.2.185 NMAC, Programs - Education

(B) **Fellowship denied:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn Records

File closure:

(A) **Fellowship awarded:** Close of training year

(B) **Fellowship denied:** Close of calendar year in which fellowship denied

Confidentiality: Portions of file may be confidential (i.e., letters of reference, contemplated disciplinary actions, Section 14-2-1 NMSA 1978; grades, transcripts, Section 20 USCA 1232g)

[New - 03/31/2021]

980-002 AUTOPSY PROCEEDINGS RECORD:

Division/unit: Forensic pathology investigation

Maintenance system: Chronological by calendar year then numerical by case number (sequential)

Record series content: Verbatim record of autopsy proceedings. This includes audiotape used to record pathologist's comments during the autopsy, pathologist's notes, and transcript of audio recording.

Classification: 1.21.2.845 NMAC, Forensic Analysis - Medical Investigator

File closure: Date autopsy report is finalized and released

[New - 03/31/2021]

980-003 OMI CASE FILE:

Division/unit: Forensic pathology investigation

Maintenance system: Chronological by calendar year then numerical by case number (sequential)

Record series content: Records concerning the forensic pathology investigations of unexpected, unattended, or untoward deaths in New Mexico. This includes consultation cases requested by entities outside of OMI investigative jurisdiction (i.e., FBI, New Mexico tribal entities, military, etc.). File may include preliminary report of death (handwritten or typed report submitted by central or field investigators), report of death (computer generated), autopsy authorization, autopsy waiver request, police reports (copies), medical reports (copies), fire department reports (copies), EMS run sheets (copies), ER reports (copies), external examination, OMI evidence log, evidence receipt, certification of identification, accident reconstruction reports, subpoena to produce evidence and/or testify (OMI issued), depositions,

subpoenas, police interrogations reports, cultures results report, images (x-rays, slides, photographs, vhs tapes), toxicology request, request for histology, neuropathology gross findings worksheet, autopsy procedure checklist, autopsy worksheet, infant autopsy worksheet, autopsy neuropathology gross findings worksheet, autopsy report, investigation log, investigators log, medication log, body diagrams, death certificate worksheet, certificate of death (copy issued by OMI on OMI investigated cases), correspondence, etc.

Classification: 1.21.2.845 NMAC, Forensic Analysis - Medical Investigator

File closure: Close of calendar year in which death certificate issued

Confidentiality: Portions of file may be confidential (i.e., medical reports, police reports, Section 14-2-1 NMSA 1978; death certificate, Section 24-14-27 NMSA 1978, etc.)

[New - 03/31/2021]

980-004 OMI CASE MANAGEMENT SYSTEM:

Division/unit: Forensic pathology investigation

Maintenance system: Numerical by primary key

Record series content: System maintains, monitors, and tracks the forensic pathology investigations conducted by OMI on all unexpected, unattended, or untoward deaths that occur in New Mexico. This includes consultation cases requested by entities outside of OMI investigative jurisdiction (i.e., FBI, New Mexico tribal entities, military, etc.). Data includes OMI sequence case number, date subject pronounced dead, county where death pronounced, date of birth, name of deceased, address of deceased, age of death in years, sex, race, county of residence, social security number, postal zip code, drivers license number, pronounced dead by, approximate date of injury, place pronounced, mortuary preference, mortuary preference by, pathologist's number, supervising staff pathologist's number, status of autopsy report, circumstances of death, photo identification number, photo information (on scene, external, internal, x-ray), next of kin, kin relationship, next of kin address, circumstances (private physician, physician's telephone number), circumstances (hospital post mortem exam by, exam consent by), number of district medical investigator, date death certified, ROD tracking date, past medical history, immediate cause of death, past medical history, due to or as a consequence of, date of injury, time of injury, hospital number, year medical records returned, injury at work, place of injury, location of injury, cause of death code, underlying cause of death code, other conditions of death code, manner of death code, type of death code, other significant conditions of death code, reports to law enforcement, reports to attending physician, reports to hospital, reports to other individuals, comments or special procedures, drug caused death codes, pathologist name, location of autopsy, time of autopsy (military), accounts receivable information, accounts payable information, body receipt and disposition detail, body receipt identification (seal, storage, transport), release authorization detail, body release detail, valuables (found on body), clothing particulars (hat, coat, shirt, pants, etc.), tests requested, test names, test results, physical evidence, death certificate information, death certificate tracking information, autopsy report tracking history, toxicology report tracking history, requested outside consultation history, toxicology results, specimen storage information, case notes, etc.

Classification: 1.21.2.845 NMAC, Forensic Analysis - Medical Investigator

File closure: Close of calendar year in which death certificate issued

Confidentiality: Portions of file may be confidential (i.e., medical reports, police reports, Section 14-2-1 NMSA 1978; death certificate, Section 24-14-27 NMSA 1978; etc.)

[New - 03/31/2021]