

605 – Martin Luther King Jr. Commission File Plan

This file plan was developed to be a guide for Martin Luther King Jr. 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 lists records series of program's specific to the Martin Luther King Jr. 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.

605-001 CONFERENCE PROGRAM FILES:

Division/unit: Program

Maintenance system: Chronological by fiscal year, then alphabetical by conference name

Record series content: Records concerning outreach for the youth to provide connection to leadership development and Martin Luther King Jr. philosophy. File may include program activity dates, registration forms, program objectives and synopsis; program agenda and topics; names and titles of participants sponsor name; program flyers and handouts; correspondence, etc.

Classification: 1.21.2.145 NMAC, Programs - Community and Public Relations

File closure: Close of fiscal year in which created

[New - 03/31/2021, A, 10/07/2025]

605-002 PROGRAM REGISTRATION FILES;

Division/unit: Program

Maintenance system: Chronological by fiscal year, then alphabetical by surname

Record series content: Records concerning registration for youth program attendance and outreach conference. File may include registration form, conference evaluations, correspondence, etc.

Classification: 1.21.2.145 NMAC, Programs - Community and Public Relations

File closure: Close of fiscal year in which created

[New - 10/07/2025]