

770 – Corrections Department File Plan

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

770-001 VOLUNTEER APPLICATION FILES:

Division/unit: Volunteer organizations

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

Record series content: Records concerning programs that provide volunteer services to the correctional facilities. Files may contain *application for volunteer form* (CD-060201.1), *automobile insurance coverage form* (CD-060201.2), *volunteer job description form* (CD-060201.A), *American correctional association code of ethics form* (CD-060201.B), *guidelines for volunteers form* (CD-060201.C), *signed statement of understanding for volunteers form* (CD-060201.D), *volunteer training attendance and accountability sheet form* (CD-060201.F), *completed NMCD handbook for volunteers - prison volunteer guidelines inventory sheet form* (CD-060201.G), *volunteer program biographical data form* (CD-060202.2), *pledge for maintaining confidentiality form* (CD-060202.A), *waiver of liability form* (CD-060202.B), *code of ethics acknowledgement form* (CD-060202.C), *volunteer/vendor virtual program/surface acknowledgment form*, *prison rape elimination act acknowledgment form*, letters of recommendation, training materials, copies of reports, lists of names and addresses of volunteers, correspondence, etc.

Classification:

(A) **Approved:** 1.21.2.236 NMAC, Volunteer Files

(B) **Denied:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn

File closure: Close of calendar year from last organizational activity

Confidentiality: Portions of these records may be confidential pursuant, but not limited to, 5 USC 552a (i.e., social security number).

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

770-002 to 770-010

770-011 OFFENDER MANAGEMENT SYSTEM (OMS):

Division/unit: Information technology

Maintenance system: Numerical by primary key (offender number)

Record series content: Database system that maintains information on individuals sentenced of a felony crime and imprisoned in a correctional facility or supervised in the community. Data may contain inmate name, identifying numbers, date of birth, social security number, location, demographics, offense committed, sentence information, admission and release dates, movement history, rehabilitation program history, behavior risk assessments, grievances, and discipline, etc.

Classification: 1.21.2.904 NMAC, Inmate Files - Penitentiary

File closure: Date of discharge

Confidentiality: Portions of these files may be confidential pursuant, but not limited to, Protection of Records, Section 31-21-6 NMSA 1978 (i.e., social records, pre-sentencing reports, pre-parole reports,

supervision histories, etc.), Section 14-6-1 NMSA 1978 (i.e., health and treatment information) and 5 USC 552a (i.e., social security number).
[New - 03/31/2021, A, 10/07/2025]

770-012 INMATE TRUST ACCOUNT SYSTEM:

Division/unit: Information technology

Maintenance system: Numerical by primary key (offender number)

Record series content: Database system that tracks fiduciary records of checking and savings accounts held in trust for inmates. Data may include bank accounts and ledger and reconciliation information, checks, money release, purchase and money order, deposit information, canteen inmate store sales, job and paycheck information, and appropriate reporting, etc.

Classification: 1.21.2.307 NMAC, Funds Management

File closure: Close of fiscal year after date annual audit report released

Confidentiality: Portions of these files may be confidential pursuant, but not limited to, policy CD-023500 (financial violations) and 5 USC 552a (i.e., social security number).

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

770-013 to 770-020

770-021 AMERICAN CORRECTIONAL ASSOCIATION ACCREDITATION AUDIT COMPLIANCE FILES:

Division/unit: Inspector general

Maintenance system: Chronological by calendar year, then numerical by standard number

Record series content: Records documenting audit compliance with the American correctional association (ACA) accreditation standards. File may contain *equipment inventory*, copy of primary correctional training standards and secondary documentation on training policies, accreditation checklist, etc.

Classification: 1.21.2.415 NMAC, General - Audits and Compliance

File closure: Date of compliance audit

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

770-022 to 770-030

770-031 INMATE CASE FILES:

Division/unit: Offender management services

Maintenance system: Alphabetical by inmate surname

Record series content: Records concerning inmate case histories. Files may contain *escape flyer*; *individual inmate behavior log* (CD-143002.2); *community activity furlough*; *family visitation log* (*family visitation request forms*); *clearance memo*; *documents of relationships* (*birth certificated - marriage license*); *special needs form* (*native American identification*); admissions summary records; new commitments records; *receipt for state prisoner*; transport memoranda; *orientation form for intakes*; *disciplinary report log*; completed adjudicated disciplinary packets (guilty finding only - no dismissals); completed adjudicated disciplinary appeals and decisions; inmate requests - referrals for administrative segregation; inmate incarceration placement records; *waiver of protective custody*; administrative segregation committee hearing records; *notification of administrative segregation classification hearing*; *waiver of committee hearing records*; documentation on inmate's behavior; *request for voluntary placement in inmate protection form* (CD-143001.2); *judgment and sentence*; commitment papers; court orders affecting sentence computation; fugitive writs (NM and out-of-state); correspondence from inmate; notification of immigration and naturalization services of incarcerated foreign nationals; inquires or correspondence from family or friends of inmates; *victim notification of parole or discharge* (CD-040101.A); DNA documentation; institutional discharge certificate, parole certificate; parole plan

investigation requests (inter-state and intra-state); parole board actions; probation or parole progress reports; *sex offender registration* (CD-0409901.A); *probation notification* (CD-040101.B); *release checklist form* (CD-080102.11); etc.

Classification: 1.21.2.904 NMAC, Inmate Files - Penitentiary

File closure: Date of discharge

Confidentiality: Portions of these files may be confidential pursuant, but not limited to, Protection of Records, Section 31-21-6 NMSA 1978 (i.e., social records, pre-sentencing reports, pre-parole reports, supervision histories, etc.), Section 14-6-1 NMSA 1978 (i.e., health and treatment information), 5 USC 552a (i.e., social security number) and 42 USC 1320d (4) and 42 USC 1320-6 (i.e., health information). [New - 03/31/2021, A, 10/07/2025]

770-032 [RESERVED]

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

770-033 to 770-040

770-041 [RESERVED]

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

770-042 to 770-050

770-051 to 770-053 [RESERVED]

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

770-054 INMATE GRIEVANCE FILES:

Division/unit: Inmate grievance appeals

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

Record series content:

(A) **Informal complaint:** Records concerning informal complaints filed by the inmates. File may contain inmate name, NMCD number, correctional facility name, housing unit cell number, name of subject or person to whom the complaint was filed against, detailed explanation of complaint, inmate signature and date of complaint, reviewing staff member's name, recommendation, justification for the recommendation, staff member's signature and date of recommendation, inmate's acknowledged signature for receipt of recommendation and date, staff witness' signature and date for inmate's receipt of recommendation, etc.

(B) **Formal complaint:** Records concerning grievances filed by inmates. File may contain inmate informal complaint form (CD-1505501.3), inmate grievance form (CD-1505501.1), inmate 2-day notice of receipt of grievance form (CD-150501.2), emergency grievance statistical log (CD-150501.A), miscellaneous grievance status log (CD-150501.B); list of witnesses; correspondence, etc.

(C) **Grievance appeal:** Records concerning an inmate appeal on a denied grievance or an unsatisfactory response by the correctional facility on an inmate grievance. File may contain grievance form, attachments, inventory property sheets, etc.

Classification:

(A) **With Merit:** 1.21.2.901 NMAC, Complaints and Investigations

(B) **Without Merit:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn

File closure: Close of the date complaint resolved or answered

Confidentiality: Portions of these files may be confidential pursuant, but not limited to, inmate grievances, policy CD-150501 F (i.e., grievance information).

[New - 10/07/2025]

[Note: record series 770-051 & 770-052 & 770-053 were combined into 770-054.]

770-055 to 770-060

770-061 INVESTIGATION FILES:

Division/unit: Office of security treat intelligence

Maintenance system: Chronological by calendar year, then numerical by case number

Record series content: Records concerning inmate misconduct pertaining to the commission of a crime, a breach of procedure or an allegation of wrongdoing. Files may contain interview transcripts, interview tape recordings, photographs, case notes, copies of misconduct reports, master record entry records, correspondence, etc.

Classification: 1.21.2.901 NMAC, Complaints and Investigations

File closure: Close of calendar year after resolution of case

Confidentiality: Portions of these files may be confidential pursuant, but not limited to, Paragraph 4, Subsection A, Section 14-2-1 NMSA 1978 (i.e., investigation records).

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

770-062 SECURITY THREAT GROUP (STG) AND DISRUPTIVE GROUP (DG) FILES:

Division/unit: Office of security treat intelligence

Maintenance system: Chronological by calendar year, then alphabetical by affiliation, then by inmate surname

Record series content: Records concerning investigations of inmates that have been affiliated with known gangs. Files may contain interview transcripts, interview tape recordings, photographs, case notes, copies of misconduct reports, correspondence, etc.

Classification: 1.21.2.901 NMAC, Complaints and Investigations

File closure: Date of discharge

Confidentiality: Portions of these files may be confidential pursuant, but not limited to, Paragraph 4, Subsection A, Section 14-2-1 NMSA 1978 (i.e., investigation records).

[New – 10/07/2025]

770-063 OFFICE OF PROFESSIONAL STANDARDS (OPS) INVESTIGATION FILES:

Division/unit: Office of security treat intelligence

Maintenance system: Chronological by calendar year, then numerical by case number

Record series content: Records concerning investigations of staff members misconduct pertaining to the commission of a crime, a breach of procedure or an allegation of wrongdoing. Files may contain interview transcripts, interview tape recordings, photographs, case notes, copies of misconduct reports, correspondence, etc.

Classification:

(A) **With Merit:** 1.21.2.230 NMAC, Grievances and Investigation

(B) **Without Merit:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn

File closure: Date of case resolution

Confidentiality: Portions of these files may be confidential pursuant, but not limited to, Paragraph 4, Subsection A, Section 14-2-1 NMSA 1978 (i.e., investigation records) and 1.7.1.12 NMAC Employment Records (i.e. college transcripts, etc.).

[New – 10/07/2025]

770-064 to 770-070

770-071 CANINE FILES:

Division/unit: Office of security treat intelligence

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

Record series content: Records concerning training and assignments of canines. File may contain *K-9 narcotics training log* (CD-131601-B), etc.

Classification: 1.21.2.252 NMAC, Employee Training Files
File closure: Close of calendar year in which service is terminated
[New - 03/31/2021, A, 10/07/2025]

770-072 CANINE EXTERNAL AND INTERNAL SEARCH FILES:

Division/unit: Office of security treat intelligence
Maintenance system: Chronological by calendar year, then by date of search
Record series content: Records concerning canine internal searches of correctional facilities or external searches requested by outside federal or state agencies. File may contain *K-9 deployment log* (CD-131601.E), correspondence, etc.
Classification: 1.21.2.901 NMAC, Complaints and Investigations
File closure: Close of calendar year in which search conducted
[New - 03/31/2021, A, 10/07/2025]

770-073 to 770-080

770-081 PHONE MONITORING SYSTEM:

Division/unit: Office of security treat intelligence
Maintenance system: Numerical by primary key (chronological by date and time of call)
Record series content: Electronic system used to monitor and record incoming and outgoing telephone calls. Data may include inmate name, inmate pin number, date and time of phone call, telephone number called, phone number and location of telephone being used, etc.
Classification: 1.21.2.910 NMAC, Surveillance
File closure: Close of calendar year in which telephone call recorded
Confidentiality: Portions of this record may be confidential pursuant, but not limited to, Section 30-12-11 NMSA 1978 (i.e., confidentiality of wire or oral communications).
[New - 03/31/2021, A, 10/07/2025]

770-082 [RESERVED]

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

770-083 INMATE ATTORNEY PHONE CALL FILES:

Division/unit: Office of security treat intelligence
Maintenance system: Chronological by calendar year, then by month
Record series content: Records concerning accessibility and tracking of inmates unmonitored calls to attorneys. File may contain *attorney phone call log* (CD-150301.A), *attorney phone call request* (CD-150301.1), correspondence, etc.
Classification: 1.21.2.909 NMAC, Security and Access
File closure: Close of calendar year in which file created
Confidentiality: Portions of this file may be confidential pursuant, but not limited to, Subsection B, Section 38-6-6 NMSA 1978 (i.e., attorney-client privilege records).
[New - 03/31/2021, A, 10/07/2025]

770-084 to 770-090

770-091 SECURITY FILES:

Division/unit: Security
Maintenance system: Chronological by calendar year and month, then by date and time
Record series content: Records concerning documentation of correctional facility and inmate security protocols. Files may contain inmate change sheets; transfer sheets; institutional count sheets; master count sheets; sally port logs; inventory checkout lists; shift post logs; daily post log collection forms;

morning and evening watch call logs; *perimeter security inspection forms*; shakedown and search records; control center daily logs; broken, lost or retained tools forms; serious incident report, background investigation forms; *NCIC cancellation forms*; *escapee and parole violation wanted forms*; radio dispatch logs; dispatcher desk logs; key tracking forms; post order signature forms; visitor logs, etc.

Classification: 1.21.2.909 NMAC, Security and Access

File closure: Close of calendar year in which file created

Confidentiality: Portions of this record may be confidential pursuant, but not limited to, 5 USC 552a (i.e., social security number), 28 CFR 20 (i.e., protection of individual privacy) and Subsection B, Paragraph 4 of Section 14-2-1 NMSA 1978 (i.e., investigative information).

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

770-092 to 770-100

770-101 MASTER INVENTORY AND MONTHLY REPORTS:

Division/unit: Armory

Maintenance system: Chronological by fiscal year, then by month

Record series content: Reports concerning the inventory and condition of equipment, weapons and parts, chemical agents and ammunition for a correctional facility. Report may contain type and grade of ammunition, inventory of ammunition, non-lethal chemical munitions and equipment, lethal weapons equipment list, handcuff inventory, leg-iron inventory, belly-chain inventory, non-lethal equipment list, inventory of mental health security equipment, munitions inspection sheet, munitions accountability sheet, etc.

Classification: 1.21.2.317 NMAC, Inventories

File closure: Close of fiscal year in which report created

Confidentiality: Portions of this record may be confidential pursuant, but not limited to, CD-131400 Policy (i.e., armory operations)

[New - 03/31/2021]

770-102 SUB INVENTORY FILES:

Division/unit: Armory

Maintenance system: Chronological by calendar year, then by month

Record series content: Inventory of equipment issued to specific units within a designated correctional facility. File may contain various inventory forms such as *hospital detail bag form*, *housing unit armory equipment form*, *housing unit control center equipment form*, *quarterly weapon - ammunition inventory inspection form*, *quarterly chemical munitions inventory inspection form*, etc.

Classification: 1.21.2.317 NMAC, Inventories

File closure: Close of fiscal year in which file created

Confidentiality: Portions of this record may be confidential pursuant, but not limited to, CD-131400 Policy (i.e., armory operations)

[New - 03/31/2021]

770-103 CHEMICAL AGENTS ISSUANCE FILES:

Division/unit: Armory

Maintenance system: Chronological by calendar year, then by day

Record series content: Records concerning chemical munitions issued to officers for the purpose of controlling inmate incidents. File may contain non-lethal chemical munitions and equipment log, chemical agent usage report, etc.

Classification: 1.21.2.317 NMAC, Inventories

File closure: Close of fiscal year in which file created

Confidentiality: Portions of this record may be confidential pursuant, but not limited to, CD-131400 Policy (i.e., armory operations)

[New - 03/31/2021]

770-104 [RESERVED]

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

770-105 RESTRAINT EQUIPMENT ISSUANCE FILES:

Division/unit: Armory

Maintenance system: Chronological by calendar year, then by date of action

Record series content: Records tracking the issuance and status of restraining equipment. File may contain *wristcuff inventory* log, *leg-iron inventory* log, *belly chain* log, etc.

Classification: 1.21.2.317 NMAC, Inventories

File closure: Close of fiscal year in which file created

[New - 03/31/2021]

770-106 [RESERVED]

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

770-107 to 770-120

770-121 to 770-122 [RESERVED]

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

770-123 EDUCATIONAL DATABASE:

Division/unit: Education bureau

Maintenance system: Numerical by primary key

Record series content: Database maintains and tracks educational services provided to inmates. Data may contain information on inmate demographics, test results, current school year schedule, transcripts, courses completed, degrees received, inmate education background while incarcerated, etc.

Classification:

(A) **Transcript data:** 1.21.2.189 NMAC, Student Transcripts

(B) **All other data:** 1.21.2.188 NMAC, Student Records

File closure:

(A) **Transcript data:** Date of discharge

(B) **All other data:** Close of calendar year in which data created

Confidentiality: Portions of this record may be confidential pursuant, but not limited to, 20 USC 1232g (i.e., education records) and 42 USC 1320d (4) and 42 USC 1320d-6 (i.e., health information).

[New - 03/31/2021]

770-124 to 770-140

770-141 [RESERVED]

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

770-142 to 770-150

770-151 INMATE LEGAL MAIL FILES:

Division/unit: Correctional facility mailroom

Maintenance system: Chronological by calendar year, then by month and day

Record series content: Documentation on inmate correspondence from courts, judges, attorneys, veterans affairs, social security administration, child support enforcement division, etc. File may contain

inmate legal mail log, *inventory-chain of custody* form (CD-090301.1), *evidence box sign-in log* (CD-090301.A), etc.

Classification: 1.21.2.905 NMAC, Inmate Mail

File closure: Close of calendar year in which created

[New - 03/31/2021]

770-152 PROPERTY RECEIPT FILES:

Division/unit: Correctional facility mailroom

Maintenance system: Chronological by calendar year and month, then alphabetical by inmate surname

Record series content: Records concerning goods mailed to inmates. File may contain inmate purchase order, property receipt, correspondence, etc.

Classification: 1.21.2.905 NMAC, Inmate Mail

File closure: Close of calendar year in which file created

[New - 03/31/2021]

770-153 REJECTION NOTICE FILES:

Division/unit: Correctional facility mailroom

Maintenance system: Chronological by calendar year and month, then alphabetical by inmate surname

Record series content: Records concerning notice of rejected mail for contraband. File may contain rejection slip, inmate purchase order, correspondence, etc.

Classification: 1.21.2.905 NMAC, Inmate Mail

File closure: Close of calendar year in which notice issued

[New - 03/31/2021]

770-154 to 770-160

770-161 HOUSEKEEPING INSPECTION FILES:

Division/unit: Fire, safety and sanitation

Maintenance system: Chronological by calendar year, then by quarter and month

Record series content: Records concerning housekeeping inspections for fire prevention, sanitation and safety. File may contain *housekeeping plans*; *daily housing unit safety and sanitation inspection* sheets; *housing unit weekly monthly inspection fire, safety, and sanitation* sheets; *weekly housekeeping plan staff department inspection* sheets; *work order requests*; correspondence; etc.

Classification: 1.21.2.908 NMAC, Safety Records

File closure: Close of calendar year in which created

[New - 03/31/2021]

770-162 FIRE EQUIPMENT INSPECTION FILES:

Division/unit: Fire, safety and sanitation

Maintenance system: Chronological by calendar year, then by quarter and month

Record series content: Records concerning inspection of fire equipment to ensure proper operating condition. File may contain *monthly fire extinguisher inspection*, *hydrant quarterly inspection*, *work order*, correspondence, etc.

Classification: 1.21.2.908 NMAC, Safety Records

File closure: Close of calendar year in which equipment inspected

[New - 03/31/2021]

770-163 GENERAL OR HYGIENE SUPPLY ISSUANCE FORM:

Division/unit: Fire, safety and sanitation

Maintenance system: Chronological by calendar year, then by quarter and week

Record series content: Form documenting general and hygiene supplies issued to inmates. Form may contain supply type (i.e., writing paper, envelopes, hand soap, razor, toothpaste, toothbrush, etc.), pod code, cell number, inmate receipt signature and NMCD number, printed name of issuing officer and signature, etc.

Classification: 1.21.2.908 NMAC, Safety Records

File closure: Close of calendar year in which created

[New - 03/31/2021]

770-164 CAUSTIC MATERIAL INVENTORY LOG:

Division/unit: Fire, safety and sanitation

Maintenance system: Chronological by calendar year, then by quarter and week

Record series content: Records monitoring the quantity and type of concentrate disinfectant materials used and in stock. Log may contain location, date, time, disinfectant materials, issued by, issued to, etc.

Classification: 1.21.2.110 NMAC, Logs

File closure: Close of calendar year in which created

[New - 03/31/2021]

770-165 INMATE ACCIDENT AND INJURY FILES:

Division/unit: Fire, safety and sanitation

Maintenance system: Chronological by calendar year, then by date of occurrence

Record series content: Records concerning any type of injury sustained and treatment rendered to an inmate. File may contain *inmate accident and-or injury report, medical incident report*, correspondence, etc.

Classification: 1.21.2.831 NMAC, Patient Records - Adult

File closure: Close of calendar year in which incident occurred

Confidentiality: Portions of these records may be confidential pursuant, but not limited to, Right to Inspect Public Records; Exceptions, Paragraph 1, Subsection A, Section 14-2-1 NMSA 1978 (i.e., physical or mental examinations and medical treatment).

[New - 03/31/2021]

770-166 to 770-170

770-171 INMATE ART AND CRAFT FILES:

Division/unit: Recreation

Maintenance system: Chronological by fiscal year, then numerical by inmate NMCD number

Record series content: Records concerning inmate activity within arts and crafts programs. File may contain *arts and crafts permit-inventory, staff custom work agreement, hobby craft waiver of liability, arts and crafts in-house list*, etc.

Classification: 1.21.2.907 NMAC, Programs - Correctional Institution

File closure: Date agreement terminated

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

770-172 INMATE SELF-HELP GROUP FILES:

Division/unit: Recreation

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

Record series content: Records concerning voluntary inmate participation in self-help group activities. File may contain *format to initiate new self-help group forms, group meeting proposal forms, format for group banquet proposal forms*, correspondence, etc.

Classification: 1.21.2.907 NMAC, Programs - Correctional Institution

File closure: Close of calendar year from last group activity

[New - 03/31/2021]

770-173 DAILY RECREATION FILES:

Division/unit: Recreation

Maintenance system: Chronological by calendar year, then by month, then by date and time

Record series content: Records documenting the number of inmates attending recreation activities, the recreation areas used, the times inmates are allowed to participate, etc. File may contain *recreation daily log*, *daily shakedown log*, *gymnasium cleaning equipment issuance log*, *spray bottle sign-out sheet*, etc.

Classification: 1.21.2.907 NMAC, Programs - Correctional Institution

File closure: Close of calendar year in which file created

[New - 03/31/2021]

770-174 to 770-180

770-181 BOILER WATER INSPECTION FILES:

Division/unit: Power plant

Maintenance system: Chronological by calendar year, then by date of inspection

Record series content: Records documenting the inspection of boilers used to supply water to the correctional facilities. Files may contain inspection form, *certificate of inspection*, etc.

Classification: 1.21.2.908 NMAC, Safety Records

File closure: Close of calendar year in which inspection conducted

[New - 03/31/2021]

770-182 MICROBIOLOGICAL WATER REPORTS:

Division/unit: Power plant

Maintenance system: Chronological by month

Record series content: Reports concerning water sample tests conducted to identify bacteria. Report may contain scientific laboratory division number, date and time recorded, submitter identification number, user identification number, location of New Mexico environment department area office, date collected, time collected, disinfected findings, residual finding data, reason for sampling, analysis requested, system type, collected by, sample location, county, assigned water system supply code, client information, analyst initials, etc.

Classification: 1.21.2.908 NMAC, Safety Records

File closure: Close of calendar year in which report issued

[New - 03/31/2021]

770-183 to 770-190

770-191 GENERAL INMATE VISITATION FILES:

Division/unit: Visitation

Maintenance system: Chronological by calendar year, then by month and day

Record series content: Records documenting visits to inmates or inmate requests for a meeting with legal counsel, family, chaplain or corrections staff, etc. File may contain *inmate request form (visitation action)*; *request-waiver for meeting with inmate legal assistant*; *visitor statement of understanding (CD-1000201.A)*; *front entrance visiting log*; *record of staff visits*; *staff sign in logs*; *administrative staff, visitor sign-in log*; *visiting room log*; *attorney phone call request form (CD-150401.1)*; etc.

Classification: 1.21.2.909 NMAC, Security and Access

File closure: Close of calendar year in which file created

[New - 03/31/2021]

770-192 to 770-200

770-201 SUBSTANCE CONTROL BOOK:

Division/unit: Health services

Maintenance system: Chronological by calendar year, then by date

Record series content: Book used to record dispensation of medication. Book may contain an index (i.e., inmate name and identification number, drug and strength, page number and signature of persons removing medication from index), controlled substance perpetual inventory-usage record, controlled drug count verification, instructions, etc.

Classification: 1.21.2.828 NMAC, Drugs and Controlled Substances

File closure: Date of last entry

Confidentiality: Portions of record may be confidential pursuant, but not limited to, 42 USC 1320d (4) and 42 1320d-6 (i.e., health information).

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

770-202 [RESERVED]

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

770-203 PHYSICIAN MEDICATION ORDER FORM:

Division/unit: Health services

Maintenance system: Chronological by calendar year, then by date of order

Record series content: Records concerning physician orders for the dispensation of medication from pharmacy. Form may contain correctional facility name, month, dose interval, medication type, prescriber initials, prescriber name, order date, start and stop date, hour, diagnosis, allergies, inmate DOB, inmate number, location, inmate name, etc.

Classification: 1.21.2.828 NMAC, Drugs and Controlled Substances

File closure: Date of discharge

Confidentiality: Portions of record may be confidential pursuant, but not limited to, 42 USC 1320d (4) and 42 1320d-6 (i.e., health information).

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

770-204 REQUEST FORM FOR NON-FORMULARY DRUGS:

Division/unit: Health services

Maintenance system: Chronological calendar year then by date

Record series content: Form requesting non-formulary drugs. Form may contain date, institution, unit, inmate name, inmate NMCD number, DOB, diagnosis, allergies, past medical history, drug, refill type information, number of days prescribed, medications in use, profile check, justification for use, ordering physician name, standard implementation guidelines, drug enforcement agency number (required for controlled substance), observations-comments for provider feedback, reviewer's signature, date, ordering physician signature and date, telephone number, etc.

Classification:

(A) **Approved:** 1.21.2.828 NMAC, Drugs and Controlled Substances

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

File closure:

(A) **Approved:** Date medication is dispensed

(B) **Denied:** Date medication request denied

Confidentiality: Portions of record may be confidential pursuant, but not limited to, 42 USC 1320d (4) and 42 1320d-6 (i.e., health information).

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

770-205 INMATE CLINICAL FILES:

Division/unit: Health services

Maintenance system: Chronological by calendar year, then numerical by inmate NMCD number or offender number

Record series content: Medical records concerning health services provided to inmates. Files may contain intake screening, health care assessment, treatment plan, treatment plan reviews, discharge summary, progress notes, psychiatry notes, medication administration records, psychological intake evaluations, psychosocial evaluations, mental health inpatient treatment center records, long-term care records, off-site health care records, correspondence, etc.

Classification: 1.21.2.831 NMAC, Patient Records - Adult

File closure: Date of discharge

Confidentiality: Portions of these files may be confidential pursuant, but not limited to, 42 USC 1320d (4) and 42 1320d-6(i.e. health information).

[New - 03/31/2021, Rn, 770-141 to 770-205 & A, 10/07/2025]

770-206 to 770-210

770-211 PROBATION, PAROLE AND COMPACT CASE FILES:

Division/unit: Probation and parole

Maintenance system: Chronological by discharge date, then alphabetical by offender-surname

Record series content: Records concerning offender compliance with probation, parole and inter-state compact requirements. File may contain *pre-sentence report*, *post sentence report*; *judgment*, *sentence and commitment*; *intake packet*; photograph and fingerprints; court *order of probation*; parole board *order of parole*; parole board *certificate of parole*; receipts for restitution payments or court fines collected; *report of violation (probation)*; *report of violation (parole)*; *probation discharge request*; *parole discharge recommendation*; *special programs referral*; *arrest order*; *notice of parole hearing*; *preliminary parole revocation summary*; *parole plan progress report*; *interstate compact transfer packet*, etc.

Classification: 1.21.2.906 NMAC, Parole and Probation Files

File closure: Date of discharge

Confidentiality: Portions of these records are confidential pursuant, but not limited to, Protection of Records, Section 31-21-6 NMSA 1978 (i.e., social records, pre-sentencing reports, pre-parole reports, supervision histories, etc.).

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

770-212 to 770-220

770-221 RAW MATERIALS, WORK IN PROGRESS AND FINISHED PRODUCT INVENTORY FILES:

Division/unit: Corrections industries

Maintenance system: Chronological by fiscal year, then numerical by work order number

Record series content: Inventory of raw materials, work in progress materials and finished goods and services. File may contain end of the month corrections industries *inventory cover sheet*, *form shop inventory*, *finished products inventory*, *textile items in-transit*, etc.

Classification: 1.21.2.317 NMAC, Inventories

File closure: Close of fiscal year after date agency financial audit report is released

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

770-222 RAW MATERIALS AND FINISHED PRODUCT TRANSFER SLIPS:

Division/unit: Corrections industries

Maintenance system: Chronological by fiscal year, then by month

Record series content: Records concerning shipment and transfer of raw materials and finished products from one correction's industries shop to another. Transfer slip may contain date of transfer; to and from

corrections industries' shops, stock number, quantity, item description, color, unit price, transferred by, received by, delivered by, date received, comments, etc.

Classification: 1.21.2.317 NMAC, Inventories

File closure: Close of fiscal year after date agency financial audit report is released

[New - 03/31/2021]

770-223 CUSTOMER FILES:

Division/unit: Corrections industries

Maintenance system: Chronological by fiscal year, then numerical by work order number, then alphabetical by customer name

Record series content: Cumulative information on orders received from customers. Files may contain work orders, invoices, delivery tickets, purchase orders, copies of warrants or checks, etc.

Classification: 1.21.2.303 NMAC, Accounts Receivable

File closure: Close of fiscal year after date agency financial audit report is released

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

770-224 CORRECTIONS INDUSTRIES SALES REPORT SYSTEM:

Division/unit: Corrections industries

Maintenance system: Numerical by primary key

Record series content: Database system used to track sales made by correction industries. Data may contain information on correctional facility sales, work orders, invoices, delivery tickets, purchase orders, copies of warrants or checks, etc.

Classification: 1.21.2.303 NMAC, Accounts Receivable

File closure: Close of fiscal year in which created

[New - 03/31/2021]

770-225 CORRECTIONS INDUSTRIES ACCOUNTING SYSTEM:

Division/unit: Corrections industries

Maintenance system: Numerical by primary key

Record series content: Database system used to track work orders, corrections industries merchandise, invoices, customer billing addresses, product stock numbers, description pricing. Data may contain sales representative name, contact person, telephone number, work order number, purchase order number, shipping address, customer number and name, item and quantity, stock number, stain, product type, unit price, status of order, etc.

Classification: 1.21.2.303 NMAC, Accounts Receivable

File closure: Close of fiscal year in which created

[New - 03/31/2021]