

TITLE 1 GENERAL GOVERNMENT ADMINISTRATION
CHAPTER 14 MICROPHOTOGRAPHY SYSTEMS
PART 3 MICROPHOTOGRAPHY EQUIPMENT: INVENTORY AND TRANSFER

1.14.3.1 ISSUING AGENCY: Commission of Public Records - State Records Center and Archives
[5/25/95; 5/15/97; 1.14.3.1 NMAC - Rn, 1 NMAC 3.2.60.3.1, 6/30/05]

1.14.3.2 SCOPE: All state agencies.
[5/25/95; 5/15/97; 1.14.3.2 NMAC - Rn, 1 NMAC 3.2.60.3.2, 6/30/05]

1.14.3.3 STATUTORY AUTHORITY:

A. Section 14-3-6 NMSA 1978. Administrator; duties. It shall be the duty of the head of each state agency to cooperate with the administrator in conducting surveys and to establish and maintain an active, continuing program for economical and efficient management of the agency's records.

B. Section 14-3-15 (D) NMSA 1978. Reproduction on film; evidence; review; inventory and approval of systems. The administrator shall establish and maintain an inventory of all microfilm equipment owned or leased by state agencies. The administrator is authorized to arrange the transfer of microphotography equipment from a state agency which does not use it, and which has released it, to a state agency needing such equipment for a current microphotography system. Subsection D applies only to state agencies and not to state educational institutions. (1978 Opinion Attorney General No. 78-23) Subsection D applies only to state agencies and not to counties or other governmental organizations. (1979 Opinion Attorney General No. 79-26)

C. Section 14-3-15 (G) NMSA 1978. Reproduction on film; evidence; review, inventory and approval of systems. "State agency" shall include the district courts.

D. Senate Bill 687. Section 2. "Microphotography" means the transfer of images onto film and electronic imaging or other information storage techniques that meet the performance guidelines for legal acceptance of public records produced by information system technologies pursuant to regulations adopted by the commission.

[5/25/95; 5/15/97; 1.14.3.3 NMAC - Rn, 1 NMAC 3.2.60.3.3, 6/30/05]

1.14.3.4 DURATION: Permanent
[5/25/95; 1.14.3.4 NMAC - Rn, 1 NMAC 3.2.60.3.4, 6/30/05]

1.14.3.5 EFFECTIVE DATE: May 25, 1995 unless a later date is cited at the end of a section or paragraph.
[5/25/95; 1.14.3.5 NMAC - Rn, 1 NMAC 3.2.60.3.5, 6/30/05]

1.14.3.6 OBJECTIVE:

A. To establish and maintain an inventory of all microphotography equipment including imaging (optical, CD-ROM, etc.) owned or leased by state agencies.

B. To arrange the transfer of microphotography equipment from a state agency which does not use it, and which has released it, to a state agency needing such equipment for a current microphotography system.

[5/25/95; 1.14.3.6 NMAC - Rn, 1 NMAC 3.2.60.3.6, 6/30/05]

1.14.3.7 DEFINITIONS:

A. Administrator: state records administrator. (Section 14-3-2(B) NMSA 1978).

B. Agency: Any agency, authority, board, bureau, commission, committee, department, institution or officer of state government. (Section 14-3-2 (D) NMSA 1978). Subsection D applies only to state agencies and not to state educational institutions. (1978 Opinion Attorney General No. 78-23). Subsection D applies only to state agencies and not to counties or other governmental organizations. (1979 Opinion Attorney General No. 79-26). For the purposes of this section, state agency shall include the district courts. (Section 14-3-15 (G) NMSA 1978).

C. Microphotography: Microphotography means the transfer of images onto film and electronic imaging or other information storage techniques that meet the performance guidelines for legal acceptance of public records produced by information systems technologies pursuant to regulations adopted by the New Mexico commission of public records.

D. Microphotography equipment: Microphotography equipment includes but is not limited to cameras, processors, duplicators, densitometers, microscopes, microfilm readers, microfilm reader printer, and or the

equipment of any system that employs a mechanical, photo-optical, magnetic, electronic or other technological device for producing or reproducing records.

[5/25/95; 1.14.3.7 NMAC - Rn, 1 NMAC 3.2.60.3.7, 6/30/05]

1.14.3.8 MICROPHOTOGRAPHY EQUIPMENT INVENTORY:

A. The administrator shall establish and maintain a yearly inventory of all microphotography equipment owned and or leased by state agencies.

B. The administrator shall create an awareness among state agencies of the existence of excess microphotography equipment.

C. The administrator shall identify those agencies that are in need of microphotography equipment.

D. The administrator to initiate contact between agencies in need of microphotography equipment.

E. Agencies effected shall arrange the actual physical transfer of microphotography equipment from one agency to another.

F. Agencies effected shall negotiate the responsibility of payment of costs incurred in the physical transfer of microphotography equipment.

[5/25/95; 5/15/97; 1.14.3.8 NMAC - Rn, 1 NMAC 3.2.60.3.8, 6/30/05]

1.14.3.9 METHODS OF INVENTORY:

A. Initial inventory. Initial inventory shall be done via survey. Survey shall consist of microphotography equipment inventory form (SRC 95-01). Agencies shall return the completed microfilm equipment inventory forms to the state records center within thirty days of date of receipt.

B. Subsequent inventories. Subsequent inventories shall be done annually (at the beginning of each fiscal year). Subsequent inventories shall be done via survey. Survey shall consist of microphotography equipment inventory form (SRC 95-01). Agencies shall return the completed microfilm equipment inventory form to the state records center within thirty days of date of receipt.

[5/25/95; 5/15/97; 1.14.3.9 NMAC - Rn, 1 NMAC 3.2.60.3.9, 6/30/05]

1.14.3.10 MICROPHOTOGRAPHY EQUIPMENT TRANSFER: The administrator is authorized to arrange the transfer of microphotography equipment from a state agency which does not use it, and which has released it, to a state agency needing such equipment for a current microphotography system.

[5/25/95; 5/15/97; 1.14.3.10 NMAC - Rn, 1 NMAC 3.2.60.3.10, 6/30/05]

1.14.3.11 METHODS OF EQUIPMENT TRANSFER:

A. Agencies with an excess of microphotography equipment. State agencies identifying an excess of microphotography within their agency, shall request from the state records administrator the following forms: microfilm equipment status (SRC 95-02) and microfilm equipment transfer order (SRC 95-03).

B. Agency requesting transfer of equipment. Agency requesting transfer of equipment shall complete forms microfilm equipment status (SRC 95-02) and microfilm equipment transfer order (SRC 95-03).

C. If the microphotography equipment is deemed to be in good working condition, it shall be added to the microphotography equipment inventory.

D. If the microphotography equipment is deemed to be in poor condition or not working, agency in possession of equipment shall be notified be state records administrator of non-acceptance of equipment for transfer.

E. Agencies needing microphotography equipment. Agencies in need of microfilm equipment shall make their needs known in writing to the state records administrator.

F. The staff of the micrographics bureau (state records center, records management division) shall search through the inventory of microphotography equipment to locate a match between need and availability of microphotography equipment.

G. The state records administrator shall notify the agency in need of microphotography equipment and the agency in excess of microphotography equipment. The state records administrator shall furnish both agencies with copies of microfilm equipment status (SRC 95-02) and microfilm equipment transfer order (SRC 95-03) which have been approved.

H. The micrographics unit shall forward microfilm equipment inventory form to receiving agency requesting new inventory numbers for equipment received.

[5/25/95; 5/15/97; 1.14.3.11 NMAC - Rn, 1 NMAC 3.2.60.3.11, 6/30/05]

HISTORY OF 1.14.3 NMAC: [RESERVED]