

**TITLE 1            GENERAL GOVERNMENT ADMINISTRATION  
CHAPTER 18        EXECUTIVE RECORDS RETENTION AND DISPOSITION SCHEDULES (ERRDS)  
PART 378          ERRDS, STATE PERSONNEL OFFICE**

**1.18.378.1      ISSUING AGENCY:** State Commission of Public Records  
[1.18.378.1 NMAC - Rp, 1.18.378.1 NMAC, 01/05/2004; A, 09/26/2014]

**1.18.378.2      SCOPE:** state personnel office  
[1.18.378.2 NMAC - Rp, 1.18.378.2 NMAC, 01/05/2004]

**1.18.378.3      STATUTORY AUTHORITY:** Section 14-3-6 NMSA 1978. The administrator shall establish a records management program for the application of efficient and economical management methods for the creation, utilization, maintenance, retention, preservation and disposal of public records.  
[1.18.378.3 NMAC - Rp, 1.18.378.3 NMAC, 1/5/2004; A, 6/28/2004]

**1.18.378.4      DURATION:** Permanent  
[1.18.378.4 NMAC - Rp, 1.18.378.4 NMAC, 01/05/2004]

**1.18.378.5      EFFECTIVE DATE:** January 5, 2004, unless a later date is cited at the end of a section.  
[1.18.378.5 NMAC - Rp, 1.18.378.5 NMAC, 01/05/2004]

**1.18.378.6      OBJECTIVE:** To establish a records retention schedule for the orderly management and retirement of records necessary for the carrying out of the Public Records Act, Section 14-3-6 NMSA 1978.  
[1.18.378.6 NMAC - Rp, 1.18.378.6 NMAC, 1/5/2004; A, 6/28/2004]

**1.18.378.7      DEFINITIONS:**

- A.     **"Administrator"** means the state records administrator (Section 14-3-2 NMSA 1978).
- B.     **"Agency"** means any state agency, department, bureau, board, commission, institution or other organization of the state government, the territorial government and the Spanish and Mexican governments in New Mexico (Section 14-3-2 NMSA 1978).
- C.     **"Archives"** means the permanent records of the state of New Mexico, which may include government and private collections of the Spanish, Mexican, territorial and statehood periods, assessed to have significant historical value to warrant their preservation by the state of New Mexico. The term also refers to the organizational unit of the SRCA storing these records.
- D.     **"Audit"** means a periodic examination of an organization to determine whether appropriate procedures and practices are followed.
- E.     **"Commission"** means the state commission of public records (Section 14-3-2 NMSA 1978).
- F.     **"Disposition"** means final action that puts into effect the results of an appraisal decision for a series of records (i.e., transfer to archives or destruction).
- G.     **"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.
- H.     **"Non-record"** means extra copies of documents kept solely for convenience of reference, stocks of publications, records not usually included within the scope of the official records of an agency or government entity and library material intended only for reference or exhibition. The following specific types of materials are non-records: materials neither made nor received in pursuance of statutory requirements nor in connection with the functional responsibility of the officer or agency; extra copies of correspondence; preliminary drafts; blank forms, transmittal letters or forms that do not add information; sample letters; and reading file or informational files.
- I.     **"Pending litigation"** means a proceeding in a court of law whose activity is in progress but not yet completed.
- J.     **"Public record"** means all books, papers, maps, photographs or other documentary materials, regardless of physical form or characteristics, made or received by any agency in pursuance of law or in connection with the transaction of public business and preserved, or appropriate for preservation, by the agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations or other activities of the government, or because of the informational and historical value of data contained therein (Section 14-4-2 NMSA 1978).

**K.** "**Records custodian**" means the statutory head of the agency using or maintaining the records or the custodian's designee.

**L.** "**Record destruction**" means the process of totally obliterating information on records by any method to make the information unreadable or unusable under any circumstances.

**M.** "**Records liaison officer**" means the person designated by the agency records custodian to be authorized to submit requests for the transfer, withdrawal or destruction of records created by the agency.

**N.** "**Records management**" means the systematic control of all records from creation or receipt through processing, distribution, maintenance and retrieval, to their ultimate disposition.

**O.** "**Records retention and disposition schedule**" means rules adopted by the commission pursuant to Section 14-3-4 NMSA 1978 describing records of an agency, establishing a timetable for their life cycle and providing authorization for their disposition.

**P.** "**Retention**" means the period of time during which records must be maintained by an organization because they are needed for operational, legal, fiscal, historical or other purposes.

**Q.** "**State archives**" means the organizational unit of the SRCA that is mandated by law to collect, preserve and make available to the public and all branches of government, permanent records, historical manuscripts, photographs and other materials that contribute to the understanding of New Mexico history.

**R.** "**State records center**" means the central records depository that is the principle state facility for the storage and disposition of inactive records of the state.

[1.18.378.7 NMAC - Rp, 1.18.378.7 NMAC, 01/05/2004; A, 09/26/2014]

#### **1.18.378.8 ABBREVIATIONS AND ACRONYMS:**

- A.** "CBA" stands for Collective Bargaining Act.
- B.** "CFR" stands for code of federal regulations.
- C.** "EDRRDS" stands for education records retention and disposition schedules.
- D.** "ERRDS" stands for executive records retention and disposition schedules.
- E.** "GRRDS" stands for general records retention and disposition schedules.
- F.** "JRRDS" stands for judicial records retention and disposition schedules.
- G.** "LRRDS" stands for legislative records retention and disposition schedules.
- H.** "LGRRDS" stands for local government records retention and disposition schedules.
- I.** "SHARE" stands for statewide human resources, accounting, and management reporting system.
- J.** "SRCA" stands for state records center and archives.
- K.** "USC" stands for United States code.

[1.18.378.8 NMAC - N, 1/5/2004; A, 6/28/2004; A, 09/26/2014]

#### **1.18.378.9 INSTRUCTIONS:**

**A.** Records retention and disposition schedules identify the types of records maintained by state agencies and specify a period of time which records must be retained. A retention period may be stated in terms of months or years and is sometimes expressed as contingent upon the occurrence of an event. There are several types of records retention and disposition schedules promulgated by the commission for state agencies. General schedules list records common to all agencies and executive schedules list records specific to an agency. Each record series will be represented in the format listed below.

- (1) **Program** - describes the function of the records
- (2) **Maintenance system** - describes how an agency files (organizes) records
- (3) **Description** - describes the purpose and content of a record
- (4) **Retention** - defines the length of time records must be kept before they are eligible for destruction or archival preservation.

**B.** For records of a general administrative nature, refer to the GRRDS, General Administrative, 1.15.2 NMAC.

**C.** For records of a financial nature, refer to the GRRDS, General Financial, 1.15.4 NMAC.

**D.** For records of a medical nature, refer to the GRRDS, General Medical, 1.15.8 NMAC.

**E.** Retention periods shall be extended until six months after all current or pending litigation; current claims, audit exceptions or court orders involving a record have been resolved or concluded.

**F.** The descriptions of files are intended to be evocative, not complete. For example, there will always be some documents that are included in a file that are not listed in the description, and similarly, not every file will contain an example of each document listed in the description.

**G.** Confidentiality is denoted for files likely to contain confidential materials or information; however files without a confidentiality note may contain confidential or privileged information. Failure to include a confidentiality note in the description of a record series does not waive confidentiality. Refer questions concerning the confidentiality of a file to legal counsel for the agency.

**H.** Records may be photographed, microfilmed, digitized or converted to computer output microfilm provided a microphotography plan has been approved by the state records administrator (Section 14-3-17 NMSA 1978). Such photographs, microfilms, photographic film or microphotographs shall be deemed to be an original record for all purposes, including introduction as evidence in all courts or administrative agencies (Section 14-1-6 NMSA 1978).

**I.** Public records placed on magnetic tapes, disks or other data processing media shall be retained for the length of time specified in records retention and disposition schedules and are subject to the same confidentiality and access restrictions as paper records. See also 1.13.70 NMAC, Performance Guidelines for the Legal Acceptance of Public Records Produced by Information Technology Systems.

**J.** Email is a transmission medium for content that may or may not be a public record. Email messages that contain information sent or received by an agency in connection with the transaction of official state business or in pursuance of law are public records and are subject to retention requirements established in records retention and disposition schedules. Email messages are required to be categorized, filed and retained on the basis of content (1.13.4 NMAC, Records Management Requirements for Electronic Messaging). The content of email messages may vary considerably; therefore, each email shall be evaluated to determine if it meets the definition of a public record as defined in the Public Records Act. Non-records or transitory emails that do not provide evidence of official agency policies or business transactions may be deleted.

**K.** Non-scheduled public records created by an agency in pursuance of law or in connection with the transaction of public business shall have a retention period of permanent until such time the non-scheduled record has been scheduled and a retention period adhering to operational, legal, fiscal, historical or other purposes is established.

[1.18.378.9 NMAC - Rp, 1.18.378.9 NMAC, 1/5/2004; A, 6/28/2004; A, 09/26/2014]

#### **1.18.378.10 - 1.18.378.14 [RESERVED]**

##### **1.18.378.15 APPLICANT PROCESSING SYSTEM:**

**A. Program:** applicant processing

**B. Maintenance system:** numerical by primary key

**C. Description:** system used to maintain, monitor and track vacant positions in New Mexico state agencies, and information concerning potential candidates for these positions. System may contain applicant name; social security number; home address; phone numbers; languages applicant is capable of speaking, reading or writing; New Mexico licenses held; resident status; citizenship; felony convictions; transcripts; educational level; college major; date of birth; gender; race; processing dates; locations; job status (temporary, part or full time); veterans status; current or last employer's name and address; previous job title; supervisor's name; job duties; position description; position TOOL number; which agency position is with; etc.

**D. Retention:**

(1) **Master application data:** two years from date of last activity

(2) **Job interest data:** one year from date of entry

(3) **Classified position data:** one year from date entered into system

**E. Confidentiality:** portions of record may be confidential pursuant to 1.7.1.12 NMAC Employment Records (i.e. college transcripts, etc.)

**F. Input documents.** These documents include, but are not limited to the following: *master application applicant information form; job interest form; etc.* These input documents are destroyed after data is enter and verified.

**G. Output documents:** Because the *applicant processing system* is a data based system, reports may be generated and distributed on request or on demand. The *applicant processing system* can generate: *job bulletin; employment list; etc.*

[1.18.378.15 NMAC - Rp, 1.18.378.345 NMAC, 01/05/2004]

##### **1.18.378.16 HUMAN RESOURCES MANAGEMENT SYSTEM:**

**A. Program:** human resources

**B. Maintenance system:** numerical by primary key

**C. Description:** system used to maintain, monitor and track New Mexico state employees' career status and history. System is composed of two categories of data, employee history and position control. Employee history may contain data such as employee name, social security number, home address, anniversary date, hire date, race, gender, date of birth, educational level, FLSA status, transaction codes, etc. Position control may contain data such as status, effective dates, class title, specification number, position salary range, compa-ratio, agency name, position number, full or part time work status, etc.

**D. Retention:**

- (1) **Employee history data:** 55 years from last date of employment with state of NM
- (2) **Position control data:** one year after the termination of position

**E. Confidentiality:** portions of record may be confidential pursuant to 1.7.1.12 NMAC Employment Records (i.e. college transcripts, etc.)

**F. Input documents:** data is entered by human resources personnel at New Mexico state agencies.

**G. Output documents:** HRMS generates reports such as: *table of organizational listing; active employees with temporary salary adjustments; permanent position numbers by TOOL number; exempt position listing; position vacancy count by agency; position count; expiration dated for term and temp positions; vacant positions by location; personnel action form; position number change by history, TOOL exceptions; positions whose plan and range changed; etc.* The reports are printed, batched and sent out to the appropriate agencies [1.18.378.16 NMAC - Rp, 1.18.378.191 NMAC, 01/05/2004]

[Department of finance and administration, public employees retirement association and education retirement board also uses this system.]

**1.18.378.17 EMPLOYEE PERSONNEL FILES:**

**A. Program:** human resources

**B. Maintenance system:** alphabetical by employee last name

**C. Description:** record of the employment history of New Mexico state employees. File may include application, resume, college transcripts, job description, letters of recognition, exit interview, termination records, disciplinary actions, reference checks, medical and insurance forms, *employment eligibility verification* (I-9 form), safety training records, garnishment, child support records, workers' compensation claims, requests for payroll or employment verifications, credit reports, PERA forms, personal data forms, biographic information forms, tax authorization forms, United States savings bond enrollment, deduction worksheets, performance development plans, correspondence, memoranda, etc.

**D. Retention:** 55 years from last date of employment with state of New Mexico

**E. Confidentiality:** portions of record may be confidential pursuant to 1.7.1.12 NMAC Employment Records (i.e. college transcripts, etc.)

[1.18.378.17 NMAC - Rp, 1.18.378.421 NMAC, 01/05/2004]

**1.18.378.18 EXCEPTIONS TO OPEN RECRUITMENT:**

**A. Program:** human resources

**B. Maintenance system:** chronological by fiscal year created then alphabetically by agency name

**C. Description:** this file documents the process of filling vacant positions by means other than open recruitment. Records may contain agency request, *exception to open recruitment analysis*, approval or disapproval by the director of SPO, applicant name, social security number, home address, phone numbers, *applicant information, job interest form*, established requirements, correspondence, etc.

**D. Retention:** three years after end of fiscal year in which exception created

**E. Confidentiality:** portions of record may be confidential pursuant to 1.7.1.12 NMAC Employment Records (i.e. college transcripts, etc.)

[1.18.378.18 NMAC - N, 01/05/2004]

**1.18.378.19 - 1.18.378.20 [RESERVED]**

**1.18.378.21 POSITION FILE:**

**A. Program:** classification and compensation

**B. Maintenance system:** numerical by position number

**C. Description:** records concerning the description of each individual position within the classified job system. This file is composed of information gathered from New Mexico state agencies regarding actual tasks associated with particular job positions, then analyzed and approved for a specific family group. File may include

agency name, position number, current and proposed classification, name of incumbent and supervisor, justification, working conditions, SPO and agency signature, description of work performed, etc.

D. **Retention:** three years after superseded, or until position is eliminated

[1.18.378.21 NMAC - Rp, 1.18.378.402 NMAC, 01/05/2004]

**1.18.378.22 FAMILY GROUP DESCRIPTION FILE:**

A. **Program:** classification and compensation

B. **Maintenance system:** alphabetical by job title

C. **Description:** records concerning the description of roles, competencies, knowledge, skills and abilities of a job category. File may include technical occupation group titles, technical occupation group codes, technical occupation group descriptors, examples of work performed, distinguishing characteristics, minimum qualifications, working conditions, etc.

D. **Retention:** three years after superseded by new family group description, or until family group is eliminated

[1.18.378.22 NMAC - Rp, 1.18.378.401 NMAC, 01/05/2004]

**1.18.378.23 NOTICE OF CHANGE OF FAMILY GROUP DESCRIPTION:**

A. **Program:** classification and compensation

B. **Maintenance system:** chronological by date mailed out

C. **Description:** record of notification to state agencies of changes to a family group description.

Notice may show manifest number, effective date, family group title, family group number, nature of action, etc.

D. **Retention:** three years after effective date of new family group description

[1.18.378.23 NMAC - Rp, 1.18.378.404 NMAC, 01/05/2004]

[Record is also referred to as a manifest.]

**1.18.378.24 APPROVED FAMILY GROUP AND PAY LIST:**

A. **Program:** classification and compensation

B. **Maintenance system:** alphabetical by family group title

C. **Description:** this publication lists all family group descriptors and related pay ranges. List may include technical occupation group title, job code, pay band, year pay band expires, hourly rate, annual rate, etc.

D. **Retention:** three years after superseded by new family group and pay list.

[1.18.378.24 NMAC - Rp, 1.18.378.403 NMAC, 01/05/2004]

[This is a SPO publication]

**1.18.378.25 FAMILY GROUP DESCRIPTIONS STUDY FILES:**

A. **Program:** classification and compensation

B. **Maintenance system:** alphabetical by family group title

C. **Description:** records concerning newly proposed, or modifications to existing, family group descriptions. These study files are developed by the job evaluation committee, and are submitted for approval to the state personnel board. Records may contain job descriptions, approval date, task statements, methodology, description of study, salary surveys, correspondence, memoranda, etc.

D. **Retention:**

(1) **Approved studies:** three years after date approved

(2) **All other studies:** three years after date created

[1.18.378.25 NMAC - Rp, 1.18.378.424 NMAC, 01/05/2004]

**1.18.378.26 COMPARATIVE MARKET PRICING REVIEW FILE:**

A. **Program:** classification and compensation

B. **Maintenance system:** alphabetical by family group title

C. **Description:** record concerning comparisons made between New Mexico classified system and other labor markets that could result in the modification in pay bands. File may contain comparative pricing reviews, reports from other states, private sector reports, reports from consulting firms, surveys, state agencies requests for reviews, correspondence, memoranda, etc.

D. **Retention:** three years after close of fiscal year in which created

[1.18.378.26 NMAC - Rp, 1.18.378.411 NMAC, 01/05/2004]

## **1.18.378.27 - 1.18.378.30 [RESERVED]**

### **1.18.378.31 JOB EVALUATION COMMITTEE FILES:**

- A. **Program:** classification and compensation
- B. **Maintenance system:** chronological by fiscal year
- C. **Description:** records concerning the evaluation of classified family groups to determine the relative job skills and abilities compared to similar family groups. File may contain committee appointment letters, copies of comparative pricing reviews, evaluations and recommendations, correspondence, memoranda, etc.
- D. **Retention:** six years after close of fiscal year in which created

[1.18.378.31 NMAC - Rp, 1.18.378.31 NMAC, 1/5/2004; A, 6/28/2004]

## **1.18.378.32 - 1.18.378.35 [RESERVED]**

### **1.18.378.36 REDUCTION IN FORCE FILE:**

- A. **Program:** workers' rights
- B. **Maintenance system:** chronological by date of RIF, then alphabetically by agency name
- C. **Description:** records concerning an agency's reduction in work force to ensure that affected employees are afforded any reemployment rights according to 1.7.10.9 NMAC, Reduction In Force. File is divided into an agency section and an employees impacted by the RIF section. Agency section may include the *state personnel board's approval of the layoff; performance appraisal and time-in-service notice; identification of exception to open recruitment title(s); job code(s) and location(s) for reduction-in-force; right of first refusal within the layoff agency memorandum; list of employees affected by a RIF; RIF procedures memorandum, correspondence; memoranda; etc.* The employees impacted by the RIF section may contain screen prints of state positions applied for; final status of impacted employees; correspondence; memoranda; etc.
- D. **Retention:** three years after all affected employee's RIF rights have expired
- E. **Confidentiality:** portions of this file may be confidential pursuant to 5 USC, Section 552a (i.e. social security number)

[1.18.378.36 NMAC - N, 01/05/2004]

[Record is also referred to as a layoff file.]

## **1.18.378.37 - 1.18.378.40 [RESERVED]**

### **1.18.378.41 ADVERSE ACTION CASE FILES:**

- A. **Program:** adjudication
- B. **Maintenance system:** chronological by docket number
- C. **Description:** records documenting the appeal of adverse actions (e.g., demotion, suspension, dismissal, separation without prejudice, etc.), taken against non-probationary classified employees and complaints against workers' compensation judges. Files may include notice of appeal, notice of final action, notice of final separation, notice of contemplated action, denial of appeal, acceptance of appeal and scheduling order, stipulated pre-hearing order, subpoenas, entries of appearance, associated motions and orders, exhibits, witness lists, notices of hearing, written closing arguments, proposed findings of facts and conclusions of law, audio or hearing recordings, recommended decisions of administrative law judge, settlement agreements, withdrawals of appeal, final state personnel board order, etc.
- D. **Retention:** 30 years from date case closed and all appeals exhausted
- E. **Confidentiality:** Portions of this record may be confidential.

[1.18.378.41 NMAC - Rp, 1.18.378.364 NMAC, 01/05/2004; A, 09/26/2014]

## **1.18.378.42 TABLE OF ORGANIZATIONAL LISTING:**

- A. **Program:** human resources
- B. **Maintenance system:** chronological by year and month issued
- C. **Description:** listing concerning the organizational relationship and reporting structure of state agency work groupings, (i.e. division, bureau, section, unit, sub-unit and position). Listing may show agency name, division, bureau, job classification title, position, range, status, location, name of incumbent, employee, range or step status, pay rate, division and agency totals, total positions, total positions occupied, etc.
- D. **Retention:** one year from end of fiscal year in which created

[1.18.378.42 NMAC - N, 6/28/2004]

[This listing is an output of the *human resources management system*, 1.18.378.16 NMAC]

**1.18.378.43 DISCIPLINARY PERSONNEL ACTIONS CHECK LIST:**

- A. **Program:** human resources
- B. **Maintenance system:** chronological
- C. **Description:** list sent to the state personnel office by a state agency regarding disciplinary action taken by that agency. List may show date the list is received by the state personnel office, employee name, status, action date, whether demotion for cause, dismissal, layoff, suspension,, supporting documents, etc.
- D. **Retention:** six years after final action date

[1.18.378.43 NMAC - N, 6/28/2004]

**1.18.378.100 COLLECTIVE BARGAINING NEGOTIATION AND AGREEMENT FILES:**

- A. **Program:** labor relations
- B. **Maintenance system:** chronological by date
- C. **Description:** records documenting labor contract negotiations between the state and union entities. Files may include session notes, tentative agreements, official copy of contract, correspondence, etc.
- D. **Retention:** permanent, transfer to archives two years after superseded by new agreement

[1.18.378.100 NMAC - N, 09/26/2014]

**1.18.378.101 LABOR RELATIONS AND COLLECTIVE BARGAINING AGREEMENT TRAININGS:**

- A. **Program:** labor relations
- B. **Maintenance system:** chronological by date, then by training type
- C. **Description:** trainings created to inform agencies, union employers and union stewards of terms and agreements agreed upon through the collective bargaining agreement. Trainings on the topic labor relations are also conducted. Files may include presentation, list of attendees, etc.
- D. **Retention:** five years from date training superseded in accordance with new CBA agreement

[1.18.378.101 NMAC - N, 09/26/2014]

**1.18.378.102 DISCIPLINARY ACTIONS REPORT FILES:**

- A. **Program:** labor relations
- B. **Maintenance system:** chronological by date
- C. **Description:** records documenting ongoing grievances and disciplinary actions (e.g., demotion, suspension, termination, grievance, etc.) pending within state government executive branch union covered employees. Files may include agency reports, supporting documentation (e.g., grievances, notice of contemplated disciplinary actions, prohibited practices, etc.), quarterly report, etc.
- D. **Retention:** five years from date of quarterly report
- E. **Confidentiality:** Portions of this record may be confidential.

[1.18.378.102 NMAC - N, 09/26/2014]

[This record series is also known as the “big five” report files.]

**1.18.378.103 DISCIPLINARY ACTION OVERSIGHT CASE FILES:**

- A. **Program:** labor relations
- B. **Maintenance system:** chronological by year, then by agency, then by type
- C. **Description:** records documenting the review and oversight process involving disciplinary actions regarding CBA employees. Files may include copies of grievances and disciplinary actions (e.g., demotion, suspension, termination, grievance, etc.), case assessment, case briefs, copies of responses, copy of final arbitrator’s ruling, correspondence, etc.
- D. **Retention:** 10 years from date of final resolution of case
- E. **Confidentiality:** Portions of this record may be confidential.

[1.18.378.103 NMAC - N, 09/26/2014]

**1.18.378.104 - 1.18.378.149 [RESERVED]**

**1.18.378.150 STATE PERSONNEL TRAINING FILES:**

- A. **Program:** training
- B. **Maintenance system:** chronological by date

**C. Description:**

(1) **Core training:** records documenting the design, implementation, evaluation and tracking of mandatory, statutory, train the trainer online and instructor led courses for state employees. Files may include surveys, queries, course development outlines, lesson plans, power point presentations and handouts, class evaluations, student rosters, test scores, etc.

(2) **Organizational development:** records documenting the development of detail organizational training conducted upon the request of state agencies. Files may include agency request, initial assessment report, survey questionnaires, aggregate reports, agency perspective report, *individual 360 degree feedback reports*, customized training solutions and coaching sessions for directors and employees, post assessment, follow-up report, etc.

**D. Retention:**

(1) **Core training:** five years from date training superseded  
[1.18.378.150 NMAC - N, 09/26/2014]

**HISTORY OF 1.18.378 NMAC:**

**Pre-NMAC History:** The material in this part was derived from that previously filed with the State Records Center under:

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SRC Rule 72-8, Records Retention and Disposal Schedule for State Personnel Department, 4/26/72.

SRC Rule 75-24, Records Retention and Disposal Schedule for State Personnel, 11/13/75.

SRC Rule 78-5, Records Retention and Disposition Schedule for State Personnel Department, 8/31/78.

SRC Rule 83-30, Records Retention and Disposition Schedule for State Personnel Board, 12/19/83.

SRC Rule No. 94-16, Records Retention and Disposition Schedule for State Personnel Board, 11/30/94.

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1.18.378 NMAC, ERRDS, State Personnel Board, filed 6/21/2002 - Repealed 1/5/2004