

TITLE 1 GENERAL GOVERNMENT ADMINISTRATION
CHAPTER 18 EXECUTIVE RECORDS RETENTION AND DISPOSITION SCHEDULES (ERRDS)
PART 505 ERRDS, CULTURAL AFFAIRS DEPARTMENT

1.18.505.1 ISSUING AGENCY: State Commission of Public Records - State Records Center and Archives
[5-25-95; 1.18.505.1 NMAC - Rn, 1 NMAC 3.2.93.1, 9-28-01; A, 5/2/2005]

1.18.505.2 SCOPE: cultural affairs department
[5-25-95; 1.18.505.2 NMAC - Rn, 1 NMAC 3.2.93.2, 9-28-01; A, 5/2/2005]

1.18.505.3 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.
[5-25-95; 1.18.505.3 NMAC - Rn, 1 NMAC 3.2.93.3, 9-28-01; A, 5/2/2005]

1.18.505.4 DURATION: permanent
[5-25-95, 5-19-97; 1.18.505.4 NMAC - Rn, 1 NMAC 3.2.93.4, 9-28-01]

1.18.505.5 EFFECTIVE DATE: January 1, 2000, unless a later date is cited at the end of a section.
[5-25-95, 5-19-97; 1.18.505.5 NMAC - Rn, 1 NMAC 3.2.93.5, 9-28-01; A, 5/2/2005]

1.18.505.6 OBJECTIVE: To establish a records retention schedule for the orderly management and retirement of records necessary for carrying out the Public Records Act per Section 14-3-6 NMSA 1978.
[5-25-95; 1.18.505.6 NMAC - Rn, 1 NMAC 3.2.93.6, 9-28-01; A, 5/2/2005]

1.18.505.7 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 state archives of the commission of public records.
- D. “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).
- E. “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 of public records.
- F. “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.
- G. “Patron record”** means any document, record, or other method of storing information retained by the New Mexico state library that identifies, or when combined with other available information identifies, a person as a patron of the library or that indicates use or request of materials from the New Mexico state library, and includes patron registration information plus circulation information that identifies a specific individual.
- H. “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).
- I. “Records custodian”** means the statutory head of the agency using or maintaining the records or the custodian's designee.
- J. “Records management”** means the systematic control of all records from creation or receipt through processing, distribution, maintenance and retrieval, to their ultimate disposition.

K. “Records retention and disposition schedule” means rules adopted by the commission pursuant to Section 14-3-6 NMSA 1978 describing records of an agency, establishing a timetable for their life cycle and providing authorization for their disposition.

L. “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. [5-25-95; 5-19-97; 1.18.505.7 NMAC - Rn, 1 NMAC 3.2.93.7, 9-28-01; A, 5/2/2005]

1.18.505.8 ABBREVIATIONS AND ACRONYMS:

- A. “ARMS”** stands for archeological records management section.
- B. “FTIR”** stands for fourier transform infrared.
- C. “ILL”** stands for interlibrary loan.
- D. “KLAS”** stands for keystone library automation system.
- E. “LSCA”** stands for Library Services Construction Act.
- F. “LSTA”** stands for Library Services and Technology Act.
- G. “MARC”** stands for machine readable catalog.
- H. “NAGPRA”** stands for Native American Graves Protection And Repatriate Act.
- I. “NLS”** stands for national library service.
- J. “NMAC”** stands for New Mexico administrative code.
- K. “NMCRIS”** stands for New Mexico cultural resource information system.
- L. “NMLBPH”** stands for New Mexico library for the blind and physically handicapped
- M. “OSPE”** stands for office for statewide programs and education.
- N. “SALSA”** stands for systems access to libraries and state agencies.
- O. “TTT”** stands for temporary transaction transmittal.
- P. “USC”** stands for United States code.
- Q. “USCA”** stands for United States code annotated.
- R. “USGS”** stands for United States geological survey.

[5-25-95; 5-19-97; 1.18.505.8 NMAC - Rn, 1 NMAC 3.2.93.8, 9-28-01; 1.18.505.8 NMAC - N, 5/2/2005]

1.18.505.9 INSTRUCTIONS:

A. For records of an administrative nature, refer to the Records Retention and Disposition Schedule for General Administrative Records, 1.15.2 NMAC.

B. For records of a financial nature, refer to the Records Retention and Disposition Schedule for General Financial Records, 1.15.4 NMAC.

C. For records of a personnel nature, refer to the Records Retention and Disposition Schedule for General Personnel Records, 1.15.6 NMAC.

D. For records of a medical nature, refer to the Records Retention and Disposition Schedule for General Medical Records, 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. Descriptions of files are intended to be evocative, not complete. For example, there will always be some documents that are filed 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, but files without a confidentiality note nonetheless may contain confidential or privileged materials, and failure to include an express confidentiality note in the description of a file does not waive the confidential or privileged nature of those materials. Refer questions concerning the confidentiality of a file or portions of a file to legal counsel for the agency.

H. Access to confidential documents and files shall be only by authorization of the records custodian, or by court order, unless otherwise provided by statute. Release of confidential documents to law enforcement and other government agencies shall only be upon specific statutory authorization or court order.

I. Records, papers or documents may be reformatted thorough microphotography. Such reformatted records shall be deemed to be an original record for all purposes, including introduction in evidence in all courts or administrative agencies (Sections 14-1-5 and 14-1-6 NMSA 1978).

J. 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.
[1.18.505.9 NMAC - Rn, 1.18.505.8 NMAC & A, 5/2/2005]

1.18.505.10-100 [RESERVED]

1.18.505.101 GIFT AGREEMENT AND DONATION FILES:

A. Program: records common to OCA
B. Maintenance system: alphabetical by donor name
C. Description: record concerning the legal transfer of ownership of artwork or objects to the State of New Mexico. Files may contain deed of gift, gift agreement, item list, item description, estimated value, correspondence, copy of appraisal, copy of 82-83 IRS Form, non-exclusive license, deferred donation form, correspondence, etc.

D. Retention: permanent
[1-1-00; 1.18.505.101 NMAC - Rn, 1 NMAC 3.2.93.505.002, 9-28-01]

1.18.505.102 ACCESSION/REGISTRATION FILES:

A. Program: records common to OCA
B. Maintenance system: chronological by year
C. Description: record concerning artwork, artifacts, and other objects accessioned into the museum's collections. Files may contain field notes, drawings, maps, photographs, provenience information, conservation information, deed of gift, purchase document, temporary transaction or transmittal form, acquisition proposal, catalogue sheet, curator's notes, correspondence, etc.

D. Retention: permanent
[1-1-00; 1.18.505.102 NMAC - Rn, 1 NMAC 3.2.93.505.003, 9-28-01]

1.18.505.103 ACCESSION LOG:

A. Program: records common to OCA
B. Maintenance system: numerical by accession number
C. Description: record concerning objects accessioned into the museum's permanent collection. Log may show accession number, donor/vendor name and address, registration number, transaction number, gift or purchase, document number, description, provenience, native word for object, catalogue number, artist name, date made, etc.

D. Retention: permanent
[1-1-00; 1.18.505.103 NMAC - Rn, 1 NMAC 3.2.93.505.004, 9-28-01]

1.18.505.104 DEACCESSION FILES:

A. Program: records common to OCA
B. Maintenance system: numeric-alpha by accession number then source name
C. Description: record concerning objects that have been deaccessioned from permanent collection. Files may contain name and description of object, catalogue number, date removed from permanent collection, temporary transaction transmittal (TTT) form, memoranda, correspondence, etc.

D. Retention: permanent
[1-1-00; 1.18.505.104 NMAC - Rn, 1 NMAC 3.2.93.505.005, 9-28-01]

1.18.505.105 CATALOGUE FILES:

A. Program: records common to OCA
B. Maintenance system: alpha-chronological by artist name and then by year
C. Description: record concerning artwork in the museums permanent collection. Files may contain worksheet, condition report, copy of catalogue card, etc.

D. Retention: permanent
[1-1-00; 1.18.505.105 NMAC - Rn, 1 NMAC 3.2.93.505.006, 9-28-01]

1.18.505.106 EXHIBITION FILES:

A. Program: records common to OCA
B. Maintenance system: alphanumerical by exhibition name then exhibition number

C. Description: record concerning the planning, design, and implementation of permanent, temporary and traveling museum exhibitions and monument exhibitions. Files may contain plans, design, drawings, graphics, abstracts, notes, correspondence, copy of purchase document, copies of work orders, exhibit list, bids, photographs, rough drafts, final blueprint, diagrams, floor plans, sketches, etc.

D. Retention: five years after exhibit closes then transfer to archives for review and final disposition [Original artwork or oversized materials may be kept separately in flat files.]
[1-1-00; 1.18.505.106 NMAC - Rn, 1 NMAC 3.2.93.505.007, 9-28-01]

1.18.505.107 PURCHASE FILES:

A. Program: records common to OCA

B. Maintenance system: chrono-numerical by year, then unit, and then transaction number

C. Description: record concerning works of art and objects purchased for the museum's permanent collections. Files may contain purchase order, purchase notification, foundation purchase order, purchase order request, invoice, copy of check, transaction number, registration sheets, vendor name, date, accession number, description, condition, value, non-exclusive license, etc.

D. Retention: permanent

[1-1-00; 1.18.505.107 NMAC - Rn, 1 NMAC 3.2.93.505.008, 9-28-01]

1.18.505.108 LOAN FILES:

A. Program: records common to OCA

B. Maintenance system: chrono-alphabetical by date received and name or artwork or name of borrower or lender

C. Description: record concerning artwork or objects borrowed or loaned by the museums. Files may contain letter of request, certificate of insurance, original loan agreement, return receipt, temporary transaction transmittal form, conservation report, condition of outgoing or incoming object, copy of catalogue card, photographs, object value, correspondence, etc.

D. Retention:

(1) **Official copy:** permanent

(2) **Working copy:** until no longer needed for reference

[1-1-00; 1.18.505.108 NMAC - Rn, 1 NMAC 3.2.93.505.009, 9-28-01]

1.18.505.109 RETURNED RECEIPTS:

A. Program: records common to OCA

B. Maintenance system: alphabetical by lender or borrower's name

C. Description: record concerning the return of objects to the lender. Receipts may show in-loan or out-loan status, registration number, unit, signature or registrar, lender name, address, telephone number, date of return, total or partial shipment, how shipped, description, title of object, acknowledgment of return, date, etc.

D. Retention: one year after date of receipt

[1-1-00; 1.18.505.109 NMAC - Rn, 1 NMAC 3.2.93.505.010, 9-28-01]

1.18.505.110 VOLUNTEER FILES:

A. Program: records common to OCA

B. Maintenance system: alphabetical by volunteers surname

C. Description: record concerning tracking of museum volunteer or docent tasks, duties, and work hours. Files may contain applications, work hours, signature sheets, personal information forms, tours given, year of service, etc.

D. Retention:

(1) **Main office (official copy):** three years after volunteer separates from agency

(2) **Museum units:** until no longer needed for reference

[1-1-00; 1.18.505.110 NMAC - Rn, 1 NMAC 3.2.93.505.011, 9-28-01]

1.18.505.111 MULTIPLE USER MUSEUM INFORMATION MANAGEMENT SYSTEM (MULTIMIMS):

A. Program: records common to OCA

B. Maintenance system: none

C. Description: system tracks and maintains information about the museum's collections, in-loans, out-loans, object transfers, object locations, and each item's conservation history. Database may contain accession number, transaction number, donor, vendor, lender or borrower name, artist name, maker's name, item name, item description, item value, item's age, biographical information, object classifications, object types, etc. [For retention on system, software and documentation, refer to 1.15.2.301 NMAC.]

D. Retention: permanent
[1-1-00; 1.18.505.111 NMAC - Rn, 1 NMAC 3.2.93.505.012, 9-28-01]

1.18.505.112 AD HOC REPORTS AND OUTPUT FOR MULTIMIMISY:

A. Program: records common to OCA
B. Maintenance system: none
C. Description: reports printed as needed concerning museum collections. Reports include but are not limited to: collections, holdings, accessions; loans, transfers; donor, vendor, lender, borrower; and artist, maker biographical information.

D. Retention: until no longer needed for reference
[1-1-00; 1.18.505.112 NMAC - Rn, 1 NMAC 3.2.93.505.013, 9-28-01]

1.18.505.113-125 [RESERVED]

1.18.505.126 ARTS COMMISSION FILES:

A. Program: New Mexico arts division, arts commission
B. Maintenance system: alphabetical by commissioner's name
C. Description: record concerning membership qualifications and appointment to commission. Files may contain biographical data, governor's appointment to commission, letters of reference, correspondence, memoranda, etc.

D. Retention: ten years after termination of appointment
[1-1-00; 1.18.505.126 NMAC - Rn, 1 NMAC 3.2.93.505.026, 9-28-01]

1.18.505.127 GOVERNOR'S AWARDS FOR EXCELLENCE IN THE ARTS FILES:

A. Program: New Mexico arts division, arts commission
B. Maintenance system: chrono-alphabetical by year and then by artist name
C. Description: record concerning governor's annual arts awards for excellence. Files may contain nominations, name of selected artist, description of art, press releases, brochures, photographs, correspondence, etc.

D. Retention: permanent after ten years transfer to archives
[1-1-00; 1.18.505.127 NMAC - Rn, 1 NMAC 3.2.93.505.027, 9-28-01]

1.18.505.128 FEDERAL PROJECT FILES:

A. Program: New Mexico arts division, arts commission
B. Maintenance system: chrono-alphabetical by year and project name (color-coded by type of project)
C. Description: record concerning federal projects funded by the national endowment for the arts and the department of health, education and welfare. Files may contain application for fine arts assistance, source of matching funds, evaluations, approval, annual report on each project to the national endowment for the arts, correspondence, memoranda, etc.

D. Retention: 20 years then transfer to archives for review and final disposition
[1-1-00; 1.18.505.128 NMAC - Rn, 1 NMAC 3.2.93.505.028, 9-28-01]

1.18.505.129 FEDERAL GRANT FILES:

A. Program: New Mexico arts division, arts commission
B. Maintenance system: alphabetical by project name
C. Description: record concerning federal grants and re-grants awarded to non-profit organizations in New Mexico (i.e., national endowment for the arts and humanities, department of health, education and welfare). Files may contain grant application, grant notification, grant conditions, federal requirements for distribution to state and local governments, cash requests, questionnaires, correspondence, memoranda, etc.

D. Retention:

(1) **Approved grants:** six years after termination of grant

(2) **Rejected grants:** three years from date of application
[1-1-00; 1.18.505.129 NMAC - Rn, 1 NMAC 3.2.93.505.029, 9-28-01]

1.18.505.130 PROMOTION AND PUBLICITY FILES:

- A. **Program:** New Mexico arts division, arts commission
- B. **Maintenance system:** alphabetical by project name
- C. **Description:** record concerning publicity and promotion of art projects and exhibits. Files may contain press releases, reports, posters, pictures, correspondence, memoranda, etc.
- D. **Retention:** three years then transfer to archives for review and final disposition
[1-1-00; 1.18.505.130 NMAC - Rn, 1 NMAC 3.2.93.505.030, 9-28-01]

1.18.505.131 FOLK ARTS APPRENTICESHIP FILES:

- A. **Program:** New Mexico arts division, arts commission
- B. **Maintenance system:** chrono-alphabetical by year and then by master artist's last name
- C. **Description:** record concerning administration of folk arts apprenticeship grants. Files may contain application, contract, contract amendments, copies of receipts, correspondence, memoranda, etc.
- D. **Retention:** six years after termination of contract
[1-1-00; 1.18.505.131 NMAC - Rn, 1 NMAC 3.2.93.505.031, 9-28-01]

1.18.505.132 ART IN PUBLIC PLACES PROJECTS:

- A. **Program:** New Mexico arts division, arts commission
- B. **Maintenance system:** alphabetical by artist then by art works
- C. **Description:** record-documenting art in public places projects. Files may contain copy of contract or agreement, photos, slides, description of artwork, physical location of artwork, correspondence, memoranda, etc.
- D. **Retention:** permanent after ten years, transfer to archives
[1-1-00; 1.18.505.132 NMAC - Rn, 1 NMAC 3.2.93.505.032, 9-28-01]

1.18.505.133-139 [RESERVED]

1.18.505.140 STATE LIBRARY RULE WAIVERS:

- A. **Program:** administration (state library)
- B. **Maintenance system:** chronological by calendar year, then alphabetical by name of entity name or patron surname
- C. **Description:** record concerning requests to waive state library rules. File may contain request for waiver (entity or patron name, address, phone numbers, request for waiver of state library rules, justifications or conditions that make the waiver requests of state library rules necessary), copies of federal regulations, decisions of the state librarian on appeal issues or waivers, decisions from the New Mexico advisory council on libraries, correspondence, etc.
- D. **Retention:**
 - (1) **Granted:** two calendar years after termination date of waiver
 - (2) **Denied:** one year after date of final appeal action
[1.18.505.140 NMAC - N, 5/2/2005]

1.18.505.141 HORIZON CIRCULATION SYSTEM:

- A. **Program:** public services (state library)
- B. **Maintenance system:** numerical by primary key
- C. **Description:** system used to track and monitor inventory and circulation of materials on loans to patrons from the state library. Data may contain name and address of patron, patron request, library card number, names and addresses of regional libraries, name of librarian in charge, request dates, number of borrowing libraries, total number of borrowing individuals, number of packages sent, number of books mailed, number of borrowing state and federal employees, etc.
- D. **Retention:**
 - (1) **Patron data:** 70 years after the date entered
 - (2) **Circulation request data:** until borrowed material returned or after the close of five state fiscal years in which the third overdue notice is sent out
 - (3) **Catalog data:** until de-accessioned from holdings

E. Input: All request documents are filed in *borrowing or loaning records* [1.15.2.604 NMAC]. Input for the horizon circulation system for patron data may include patron walk-in slip or mail or verbal requests. Input for cataloging data is an electronic transfer from the Ohio college library center system upon acquisition of materials.

F. Output: Because the horizon circulation system is a data-based system, required and ad hoc reports may be generated upon request or demand. When produced, these reports are either forwarded to the requesting entity, filed in reports [routine, interim or progress reports, 1.15.2.117 NMAC]. A sample of the report is the circulation statistics reports.

G. Confidentiality: Portions of these records are confidential under the Library Privacy Act 18-9-4 NMSA 1978 (i.e., patron record).
[1-1-00; 1.18.505.141 NMAC - Rn, 1 NMAC 3.2.93.505.041, 9-28-01; A, 5/2/2005]
[Retention is on data only.]

1.18.505.142 [RESERVED]

[1-1-00; 1.18.505.142 NMAC - Rn, 1 NMAC 3.2.93.505.042, 9-28-01; Repealed, 5/2/2005]

1.18.505.143 [RESERVED]

[1-1-00; 1.18.505.143 NMAC - Rn, 1 NMAC 3.2.93.505.043, 9-28-01; Repealed, 5/2/2005]

1.18.505.144 COPYRIGHT MATERIALS REQUEST SYSTEM:

A. Program: public services (state library)
B. Maintenance system: numerical by primary key
C. Description: system used to track and monitor requests for copyrighted materials not on hand in the state library circulation. Data may contain journal title, year of request, date request received, name and address of patron, etc.

D. Retention: three years after close of calendar year in which request is created

E. Input: All documents used as input for the copyright materials request system are filed either in *interlibrary loan (ill) request work files* or *requests for reproduction of copyrighted works* [1.15.2.609 NMAC]. Those documents may include mail or walk-in requests that are recorded on slips, or New Mexico interlibrary loan form. Another method of input is electronic via internet patron or library requests.

F. Output: Because the copyright materials request system is a data-based system, required and ad hoc reports may be generated upon request or demand. When produced, these reports are either forwarded to the requesting entity, or filed in reports [routine interim or progress reports, 1.15.2.117 NMAC]. A sample of the report is the circulation statistics reports.

G. Confidentiality: Portions of these records are confidential under the Library Privacy Act 18-9-4 NMSA 1978 (i.e., patron record).
[1-1-00; 1.18.505.144 NMAC - Rn, 1 NMAC 3.2.93.505.044, 9-28-01; A, 5/2/2005]
[Note one: retention is on data only. Note two: retention is based off of the federal Copyright Revision Act]

1.18.505.145 INTERLIBRARY LOAN (ILL) REQUEST WORK FILES:

A. Program: public services (state library)
B. Maintenance system: chronological by year and month, then numerical by ILL number
C. Description: records concerning interlibrary loans and requests made to other libraries for books and articles. Portions of this information may be input to *illiad interlibrary request system*. File may contain *New Mexico interlibrary loan form* or slips containing the title of article or book, name and address of requesting library or patron, date of request, title of periodical, author, publisher copyright, volume number, date, pages, lender symbol, due date, cancelled, notified, overdue notices, correspondence, etc.

D. Retention:

(1) **Copyrighted materials:** three years after close of calendar year in which request is made

(2) **Non-copyrighted materials:**

(a) **Approved requests:** until borrowed material is returned or after the close of five state fiscal years in which the third overdue notice is sent out

(b) **Rejected requests:** one year after the calendar year in which request is rejected

E. Confidentiality: Portions of these records are confidential under the Library Privacy Act 18-9-4 NMSA 1978 (i.e., patron record).
[1-1-00; 1.18.505.145 NMAC - Rn, 1 NMAC 3.2.93.505.045, 9-28-01; A, 5/2/2005]

1.18.505.146 ILLIAD INTERLIBRARY REQUEST SYSTEM:

- A. Program:** public services (state library)
- B. Maintenance system:** numerical by primary key
- C. Description:** system used to track and monitor information on state library patrons and circulation of interlibrary loan materials from the state library to other libraries. Data may contain title of article or book, name and address of requesting library or patron, date of request, title of periodical, author, publisher copyright, volume number, date, number of pages, lender symbol, due date, cancelled, notified, etc.
- D. Retention:**
 - (1) **Patron data:** 70 years after date entered
 - (2) **Request data:**
 - (a) **Approved requests:** until borrowed material is returned or after the close of five state fiscal years in which the third overdue notice is sent out
 - (b) **Rejected requests:** one year after the calendar year in which loan request is rejected
- E. Input:** All documents used as input for the illiad interlibrary request system are filed in the interlibrary loan (ill) request work files. Those documents may include the New Mexico library inter-loan form or slip.
- F. Output:** Because the illiad interlibrary request system is a data-based system, ad hoc reports may be generated upon request or demand. When produced, these reports are forwarded to the requesting entity or filed in the corresponding file.
- G. Confidentiality:** Portions of these records are confidential under the Library Privacy Act 18-9-4 NMSA 1978 (i.e., patron record).
[1-1-00; 1.18.505.146 NMAC - Rn, 1 NMAC 3.2.93.505.046, 9-28-01; Repealed, 5/2/2005; 1.18.505.146 NMAC - N, 5/2/2005]
[Retention is on data only.]

1.18.505.147 BOOKS BY MAIL FILES:

- A. Program:** public services (state library)
- B. Maintenance system:** chronological by due date, then numerical by patron identification number
- C. Description:** records concerning patron requests for books from the books by mail collection. File may contain patron request card (patron name and address, number of people in household, date book mailed, book catalog numbers, due date, overdue notices for return of books, date book returned, notice of rejection), letter of rejection, *overdue notice* letters, correspondence, etc.
- D. Retention:**
 - (1) **Approved requests:** until the book is returned or the end of the state fiscal year in which the third *overdue notice* letter is sent out
 - (2) **Rejected requests:** until notice of rejection is sent out to requestor
- E. Confidentiality:** Portions of these records are confidential under the Library Privacy Act 18-9-4 NMSA 1978 (i.e., patron record).
[1.18.505.147 NMAC - Rn & A, 1.18.505.191 NMAC, 5/2/2005]

1.18.505.148 BOOKS BY MAIL SYSTEM:

- A. Program:** public services (state library)
- B. Maintenance system:** numerical by primary key [by patron identification number, then by county residence]
- C. Description:** system used to maintain and track client listing of patrons. Data may include patron surname, patron address, phone number, county residence, electronic mail address, reading preferences (large or regular print), etc.
- D. Retention:** until patron is no longer eligible for books by mail services or five years from last loan
- E. Input:** All documents used as input for the books by mail system are filed in the general correspondence files (non -executive levels) [1.15.2.109 NMAC]. Those documents may include letters requesting books by mail services. Other methods of input are electronic mail or telephone requests for books by mail services.
- F. Output:** Because the books by mail system is a data-based system, ad hoc reports or mailing labels may be generated upon request or demand. When produced, these reports are either forwarded to the requesting entity or mailed to the patron with catalogs or loan requests.

G. Confidentiality: Portions of these records are confidential under the Library Privacy Act 18-9-4 NMSA 1978 (i.e., patron record).
[1.18.505.148 NMAC - N, 5/2/2005]

1.18.505.149 - 1.18.505.160 [RESERVED]

1.18.505.161 CERTIFICATION FILES:

- A. Program:** development services (state library)
- B. Maintenance system:** chronological by calendar year and date, then alphabetical by librarian's surname
- C. Description:** records of New Mexico public librarian certification. Files may contain *application for librarian examination*, exams, results, permanent professional librarian certifications, grade I certifications, grade II certifications, temporary certifications, student transcripts, letters of reference, correspondence, etc.
- D. Retention:**
 - (1) **Temporary certifications:** 10 years from date of expiration
 - (2) **All other certifications:** 60 years after date of certification
- E. Confidentiality:** Portions of these records are confidential under the 20 USCA 1232g of the Family Educational and Privacy Rights Act (i.e., transcripts). and Section 14-2-1-A-2 NMSA 1978 for Right to Inspect Public Records; Exceptions (i.e., letters of reference).
[1-1-00; 1.18.505.161 NMAC - Rn, 1 NMAC 3.2.93.505.061, 9-28-01; A, 5/2/2005]

1.18.505.162 LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA) FILES:

- A. Program:** development services (state library)
- B. Maintenance system:** chronological by federal fiscal year, then alphabetical by name of entity in receipt of a LSTA monetary award
- C. Description:** records concerning programs funded through LSTA to assist in the development of libraries in underserved urban and rural communities and in the establishment of electronic statewide network of library services. Files may contain program proposals, evaluations, copies of budget, funding amounts, etc.
- D. Retention:** ten years after close of federal fiscal year in which project is completed
[1-1-00; 1.18.505.162 NMAC - Rn, 1 NMAC 3.2.93.505.062, 9-28-01; A, 5/2/2005]

1.18.505.163 STATE GRANT-IN-AID FILES:

- A. Program:** development services (state library)
- B. Maintenance system:** chronological by state fiscal year, then alphabetical by library name
- C. Description:** records concerning the state library grant-in aid program to public libraries in New Mexico. Files may contain state aid application, supporting documents (proof of continuous existence for three years, public library board of directors information, library board meeting information, staff development plans for staff training needs, librarian certification information, information on the hours that the library is open to the public, collection development policy that is not older than five years, long-range plan developed by the library board and the librarian with community input, community assessment that is not more than five years old, copies of reciprocal borrowing agreements on participation within the interlibrary loan network, etc), amount of grant, name and address of public library, copies of annual reports, correspondence, etc.
- D. Retention:** ten years after close of state fiscal year in which project is completed
[1-1-00; 1.18.505.163 NMAC - Rn, 1 NMAC 3.2.93.505.063, 9-28-01; A, 5/2/2005]

1.18.505.164 [RESERVED]

[1-1-00; 1.18.505.164 NMAC - Rn, 1 NMAC 3.2.93.505.064, 9-28-01; Repealed, 5/2/2005]

1.18.505.165 LIBRARY SERVICES CONSTRUCTION ACT (LSCA) TITLE II FILES:

- A. Program:** development services (state library)
- B. Maintenance system:** chronological by federal fiscal year, then alphabetical by library name
- C. Description:** record concerning federal title II construction grants allocated to libraries for remodeling, structural improvements and other related enhancement projects. Files may contain application, name and location of library, copies of construction documents (i.e., blueprints, drawings, floor plans), environmental impact reports, correspondence, memoranda, etc.
- D. Retention:**

- (1) **Approved grants:** 20 years after the close of the federal fiscal year in which project completed
 - (2) **Rejected applications:** two federal fiscal years after application rejection
- [1-1-00; 1.18.505.165 NMAC - Rn, 1 NMAC 3.2.93.505.065, 9-28-01; A, 5/2/2005]
[The 20-year retention is a requirement under the federal Library Services and Construction Act.]

1.18.505.166 [RESERVED]

[1-1-00; 1.18.505.166 NMAC - Rn, 1 NMAC 3.2.93.505.066, 9-28-01; Repealed, 5/2/2005]

1.18.505.167-180 [RESERVED]

1.18.505.181 SYSTEMS ACCESS TO LIBRARIES AND STATE AGENCIES (SALSA):

A. Program: technical services (state library)
B. Maintenance system: numerical by primary key
C. Description: system used to maintain electronic catalog records for library materials held by the state library and other state agencies. Database may contain MARC records, item records (shelf location, barcode number, number of times the book has been loaned, current loan status), patron name, circulation, disposition information.

D. Retention:

- (1) **Cataloging data:** until materials de-accessioned from inventory
- (2) **Library item records data:** until materials de-accessioned from inventory
- (3) **Patron data:** 70 years after the date entered
- (4) **Circulation data:** until superseded by new information
- (5) **Depository shipping data:** 90-days after entered into system

E. Input: All documents used for input to SALSA are filed in the *catalog holdings* [1.15.2.602 NMAC]. Those documents include the following: federal, New Mexico and out-of state shelf list library catalog card information, etc. Another method of input is an electronic transfer of cataloging data from MARC upon acquisition of materials.

F. Output: Because SALSA is a data-based system, required and ad hoc reports may be generated upon request or demand. When produced, these reports are either forwarded to the requesting entity, filed in reports [routine, interim or progress reports, 1.15.2.117 NMAC]. Some of these reports include: *gross record count for SALSA* on the number of library materials on hand report; *salsa membership item count by location* of materials on hand report; *item count by collection* report; etc.

G. Confidentiality: Portions of these records are confidential under the Library Privacy Act 18-9-4 NMSA 1978 (i.e., patron record).

[1-1-00; 1.18.505.181 NMAC - Rn, 1 NMAC 3.2.93.505.071, 9-28-01; A, 5/2/2005]
[Retention is on data only.]

1.18.505.182 [RESERVED]

[1-1-00; 1.18.505.182 NMAC - Rn, 1 NMAC 3.2.93.505.072, 9-28-01; Repealed, 5/2/2005]

1.18.505.183 [RESERVED]

[1-1-00; 1.18.505.183 NMAC - Rn, 1 NMAC 3.2.93.505.073, 9-28-01; Repealed, 5/2/2005]

1.18.505.184-190 [RESERVED]

1.18.505.191 [RESERVED]

[1-1-00; 1.18.505.191 NMAC - Rn, 1 NMAC 3.2.93.505.081, 9-28-01; A, 5/2/2005]
[Renumbered to 1.18.505.147 NMAC and amended.]

1.18.505.192 NEW MEXICO LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED (NMLBPH) PATRON FILES:

A. Program: blind and physically handicapped services (state library)
B. Maintenance system: alphabetical by patron surname, then chronological by calendar year and date of NMLBPH transaction
C. Description: records concerning state library services for the blind and physically handicapped. Portions of the information from these files may be input for KLAS. File may contain *application for free library*

services, eligibility questionnaire, requested reader services questionnaire, subject preferences of reader's interest questionnaire, certification of impairment, correspondence, etc.

D. Retention:

(1) **Approved applications:** five calendar years after the determination that the patron has become inactive per 9.8(5) of the NLS network manual for retention of records

(2) **Rejected applications:** returned to applicant

E. Confidentiality: Portions of these records are confidential under the Library Privacy Act Chapter 18 Article 9 NMSA 1978 (i.e., patron data).

[1-1-00; 1.18.505.192 NMAC - Rn, 1 NMAC 3.2.93.505.082, 9-28-01; A, 5/2/2005]

1.18.505.193 NMLBPH INSTITUTION FILES:

A. Program: blind and physically handicapped services (state library)

B. Maintenance system: chronological by calendar year, then alphabetical by institution name

C. Description: records of institutions requesting state library services for the blind and physically handicapped services. Portions of the information from these files may be input for KLAS. File may contain *application for free library service institution application; books, magazines and equipment questionnaire; accessories equipment questionnaire; memoranda, correspondence, etc.*

D. Retention: five years after the determination that the institution has become inactive in its services

[1-1-00; 1.18.505.193 NMAC - Rn, 1 NMAC 3.2.93.505.083, 9-28-01; A, 5/2/2005]

1.18.505.194 TALKING BOOK MACHINE FILES:

A. Program: blind and physically handicapped services (state library)

B. Maintenance system: chronological by year and month, then numerical by machine number

C. Description: records concerning circulation of talking book machines to patrons. Portions of the information from these files may be input for KLAS. File may contain *NMLBPH request equipment log; equipment sent to patron log; equipment received from patron log; machine checklist; etc.*

D. Retention: until deleted from inventory

[1-1-00; 1.18.505.194 NMAC - Rn, 1 NMAC 3.2.93.505.084, 9-28-01; A, 5/2/2005]

1.18.505.195 KEYSTONE LIBRARY AUTOMATION SYSTEM (KLAS):

A. Program: blind and physically handicapped services (state library)

B. Maintenance system: numerical by primary key

C. Description: system tracks and maintains patron and institution data for NMLBPH audio book, braille, and audio descriptive video services for the blind and physically handicapped. Data may contain holdings information (audio book, brail, descriptive video materials), patron or institution (name and address), loaned materials (talking book library catalog book number, author's name, book title, brief summary of book, publisher, publishing date, number of records or cassettes, accession numbers, subject headings), etc.

D. Retention:

(1) **Book holdings data:** until removed from NLS inventory listing or superseded

(2) **Patron or institution data:** five years after the determination that the patron has become inactive

(3) **Talking book library catalog data:** until removed from NLS inventory listing or superseded

E. Input: All documents used as input for KLAS are filed in patron files, institution files, or the talking books machine files, and subject files [1.15.2.102 NMAC]. Those documents include *application for free library services; eligibility questionnaire; requested reader services questionnaire; subject preferences; application for free library service institution application; institutional books, magazines and equipment questionnaire; institutional accessories equipment questionnaire; NMLBPH request equipment log; equipment sent to patron log; equipment received from patron, needs repair log; machine checklist; etc.*

F. Output: Because KLAS is a data-based electronic system, ad hoc reports may be generated upon request or demand. When produced, these reports are forwarded to the requesting entity.

G. Confidentiality: Portions of these records are confidential under the Library Privacy Act 18-9-4 NMSA 1978 (i.e., patron record).

[1-1-00; 1.18.505.195 NMAC - Rn, 1 NMAC 3.2.93.505.085, 9-28-01; A, 5/2/2005]

[Retention is on data only.]

1.18.505.196 VOLUNTEER APPLICATION FILES:

- A. Program:** blind and physically handicapped services (state library)
- B. Maintenance system:** chronological by calendar year, then alphabetical by surname
- C. Description:** record of application for volunteer services to NMLBPH. Files may contain

volunteer application-volunteer general release form (date of application, volunteer names, addresses, phone numbers, electronic mail addresses, emergency contact names and phone numbers, volunteer occupations, volunteer availability, skills, foreign language information, volunteer reading interests, volunteer and supervisor signatures), correspondence, etc.

D. Retention: one year from the end of the calendar year in which application is rejected or volunteer services work is terminated

[1-1-00; 1.18.505.196 NMAC - Rn, 1 NMAC 3.2.93.505.086, 9-28-01; Repealed, 5/2/2005; 1.18.505.196 NMAC - N, 5/2/2005]

1.18.505.197 [RESERVED]

[1-1-00; 1.18.505.197 NMAC - Rn, 1 NMAC 3.2.93.505.087, 9-28-01; Repealed, 5/2/2005]

1.18.505.198 SITE FILES:

- A. Program:** historic preservation division
- B. Maintenance system:** numerical by site number
- C. Description:** record concerning surveys and investigations of archeological and historical sites in

New Mexico. Files may contain laboratory of anthropology site record, photographs, maps, annotations, report drafts, clippings, etc. [Photographs, maps, and other oversized documents are housed separately in flat files.

D. Retention: permanent

E. Confidentiality: confidential, 18-6-11.1 NMSA 1978 and 16 U.S.C. 470 Section 304

[1-1-00; 1.18.505.198 NMAC - Rn, 1 NMAC 3.2.93.505.091, 9-28-01]

1.18.505.199 CULTURAL RESOURCE MANAGEMENT REPORTS:

- A. Program:** historic preservation division
- B. Maintenance system:** numerical by report number
- C. Description:** record concerning archeological investigations conducted for research and cultural resource management. Reports may contain abstracts, maps, site forms, location information, description of results, recommendations, etc.

D. Retention: permanent, after 25 years transfer to archives

E. Confidentiality: confidential, 18-6-11.1 NMSA 1978 and 16 U.S.C. 470 Section 304

[1-1-00; 1.18.505.199 NMAC - Rn, 1 NMAC 3.2.93.505.092, 9-28-01]

1.18.505.200 NEW MEXICO CULTURAL RESOURCE INFORMATION SYSSYTEM (NMCRIS):

- A. Program:** historic preservation division
- B. Maintenance system:** none
- C. Description:** system serves as an inventory and database of all cultural properties in New Mexico, and as an index to their geographic locations and related archival and object collections. Database may contain archeological and historical site data, location, physical description, ownership, investigation data, methods of investigation, site number, county, USGS quadrangle information, vegetation, topography, site size, elevation, boundaries, assemblage, culture, period, type, phase, features, etc. [For retention on system, software and documentation, refer to 1.15.2.301 NMAC.]

D. Retention: permanent

E. Confidentiality: confidential, 18-6-11.1 NMSA 1978 and 16 U.S.C. 470 Section 304

[1.18.505.200 NMAC - Rn, 1 NMAC 3.2.93.505.093, 9-28-01]

1.18.505.201 INPUT FOR NMCRIS:

- A. Program:** historic preservation division
- B. Maintenance system:** numerical by site number
- C. Description:** Site records concerning surveys and investigations of archeological and historical sites in New Mexico. Files may contain copies of laboratory of anthropology site records, photographs, maps, annotations, report drafts, clippings, etc.

D. Retention: filed in site files, 1.18.505.198 NMAC

[1-1-00; 1.18.505.201 NMAC - Rn, 1 NMAC 3.2.93.505.094, 9-28-01]

1.18.505.202 OUTPUT FOR NMCRIS:

- A. Program:** historic preservation division
- B. Maintenance system:** none
- C. Description:** ad hoc hard copy reports printed as needed. Reports of surveys and investigations of archeological and historic sites in New Mexico. Reports include but are not limited to: historic site locations report; archeological site locations report and survey reports.
- D. Retention:** until no longer needed for reference
- E. Confidentiality:** portions of reports may be confidential under 18-6-11.1 NMSA 1978 and 16 U.S.C. 470 Section 304

[1-1-00; 1.18.505.202 NMAC - Rn, 1 NMAC 3.2.93.505.095, 9-28-01]

1.18.505.203 USER RECORD FORM FILES:

- A. Program:** historic preservation division
- B. Maintenance system:** chronological by date submitted
- C. Description:** record concerning requests for archeological research material. Forms may show date, user name, institutional affiliation, signature, number of photo copies made, maps used, site files used, reports used, other resources used, etc.

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

[1-1-00; 1.18.505.203 NMAC - Rn, 1 NMAC 3.2.93.505.096, 9-28-01]

1.18.505.204 USER AGREEMENT FILES:

- A. Program:** historic preservation division
- B. Maintenance system:** alphabetical by user name
- C. Description:** record concerning requests for access to the New Mexico archeological records repository. File may contain user agreement form, copy of corresponding invoice or receipt, etc.

- D. Retention:** three years after close of fiscal year in which invoice paid

[1-1-00; 1.18.505.204 NMAC - Rn, 1 NMAC 3.2.93.505.097, 9-28-01]

1.18.505.205 ARCHEOLOGICAL RECORDS MANAGEMENT SECTION (ARMS) USER ACCOUNT APPLICATION:

- A. Program:** historic preservation division
- B. Maintenance system:** alphabetical by user name
- C. Description:** record concerning requests to access the New Mexico cultural resource information system. Application may show user name, institution, address, telephone number, e-mail address, account name, password requested, signature, login identification, group, etc.

- D. Retention:** until entered into the system

[1-1-00; 1.18.505.205 NMAC - Rn, 1 NMAC 3.2.93.505.098, 9-28-01]

1.18.505.206 U.S.G.S. QUADRANGLE MAPS OF SITE LOCATIONS:

- A. Program:** historic preservation division
- B. Maintenance system:** alphabetical by map name
- C. Description:** record concerning historical properties located in New Mexico. Maps may show archeological site, archeological information, boundaries, identification number, site number, etc.

- D. Retention:** permanent

- E. Confidentiality:** confidential, 18-6-11.1 NMSA 1978 and 16 U.S.C. 470 Section 304

[1-1-00; 1.18.505.206 NMAC - Rn, 1 NMAC 3.2.93.505.099, 9-28-01]

1.18.505.207 COMPLIANCE FILES:

- A. Program:** historic preservation division
- B. Maintenance system:** alphabetical by agency name
- C. Description:** record concerning consultation with federal, state and local agencies regarding compliance with the National Historic Preservation Act. Files may contain project plans, project information, photographs, reports, studies, correspondence, memoranda, etc.

- D. Retention:** six years after close of calendar year in which project completed

E. **Confidentiality:** portions of record may contain confidential information, 16 U.S.C. 470 Section 304
[1-1-00; 1.18.505.207 NMAC - Rn, 1 NMAC 3.2.93.505.100, 9-28-01]

1.18.505.208 NATIONAL AND STATE REGISTER FILES:

A. **Program:** historic preservation division
B. **Maintenance system:** numerical by state register number
C. **Description:** record concerning properties identified as having historical, cultural, and educational significance and suitable for preservation. File may contain nomination, tax credit information, reports, photographs, clippings, correspondence, etc.
D. **Retention:** permanent after 10 years, transfer to archives
E. **Confidentiality:** portions of record may contain confidential information, 16 U.S.C. 470, Section 304
[1.18.505.208 NMAC - Rn, 1 NMAC 3.2.93.505.101, 9-28-01]

1.18.505.209 HISTORIC PRESERVATION FUND GRANT FILES:

A. **Program:** historic preservation division
B. **Maintenance system:** chrono-numerical by year and then grant number
C. **Description:** record concerning the fiscal management of grants funding received through the National Historic Preservation Act. File may contain contracts, grant application, photographs, maps, correspondence, databases, amendments, request for taxpayer identification number (W-9), proposals, billings, copies of receipts, deliverables, correspondence, etc.
D. **Retention:** six years after termination of contract or after copyright expired
[1-1-00; 1.18.505.209 NMAC - Rn, 1 NMAC 3.2.93.505.102, 9-28-01]

1.18.505.210 ARCHEOLOGICAL PERMIT FILE:

A. **Program:** historic preservation division
B. **Maintenance system:** alphanumeric by type of permit then by permit number
C. **Description:** record concerning the authorization and legal requirements to survey and excavate on state lands. Files may contain permits, resumes, application forms, research designs, project descriptions, etc.
D. **Retention:** permanent, after ten years then transfer to archives
E. **Confidentiality:** portions of record may contain confidential information, 16 U.S.C. 470, Section 304
[1-1-00; 1.18.505.210 NMAC - Rn, 1 NMAC 3.2.93.505.103, 9-28-01]

1.18.505.211 HISTORIC BUILDING SURVEY FILES:

A. **Program:** historic preservation division
B. **Maintenance system:** alphabetical by county and then municipality
C. **Description:** record concerning statewide surveys of historical buildings in New Mexico. Files may contain surveys, plans, photographs, inventory forms, etc.
D. **Retention:** permanent after 10 years, then transfer to archives
[1-1-00; 1.18.505.211 NMAC - Rn, 1 NMAC 3.2.93.505.104, 9-28-01]

1.18.505.212 SLIDES AND PHOTOGRAPH FILES:

A. **Program:** historic preservation division
B. **Maintenance system:** alphabetical by county
C. **Description:** record concerning photographs and slides documenting historical buildings and archeological sites. Files may contain slides, photographs, description and index, etc.
D. **Retention:** permanent after 10 years, transfer to archives
E. **Confidentiality:** portions of record may contain confidential information, 16 U.S.C. 470, Section 304
[1-1-00; 1.18.505.212 NMAC - Rn, 1 NMAC 3.2.93.505.105, 9-28-01]

1.18.505.213 EL PALACIO ACCOUNTS DATABASE:

A. **Program:** museum of New Mexico division, el palacio
B. **Maintenance system:** none

C. **Description:** the system tracks expenditures, revenues, and project costs. Database may contain purchase order numbers, voucher numbers, vendor names, advertiser/distributor name, amount, payment category, project memo, etc. [For retention on system, software and documentation, refer to 1.15.2.301 NMAC.]

D. **Retention:** six years after close of fiscal year in which created
[1-1-00; 1.18.505.213 NMAC - Rn, 1 NMAC 3.2.93.505.111, 9-28-01]

1.18.505.214 INPUT FOR EL PALACIO ACCOUNTS DATABASE:

A. **Program:** museum of New Mexico, el palacio

B. **Maintenance system:** numerical by purchase order number

C. **Description:** Project cost records concerning el palacio project costs. Files may contain purchase order or voucher numbers, vendor, advertiser or distributor name, amount paid, payment category, etc.

D. **Retention:** filed in vendor files, 1.15.4.301 NMAC.
[1-1-00; 1.18.505.214 NMAC - Rn, 1 NMAC 3.2.93.505.112, 9-28-01]

1.18.505.215 OUTPUT FOR EL PALACIO ACCOUNTS DATABASE:

A. **Program:** museum of New Mexico division, el palacio

B. **Maintenance system:** none

C. **Description:** ad hoc reports printed as needed concerning el palacio. Reports include but are not limited to newsletters; project description, cost reports and vendor, advertiser or distributor reports.

D. **Retention:** until no longer needed for reference
[1-1-00; 1.18.505.215 NMAC - Rn, 1 NMAC 3.2.93.505.113, 9-28-01]

1.18.505.216 CATALOGUE WORKSHEET:

A. **Program:** museum of New Mexico, palace of the governors (history unit)

B. **Maintenance system:** chrono-numerical by year and accession number

C. **Description:** record concerning information on manuscripts and other artifacts accessioned by the museum. Worksheets may show accession number, catalogue number, owner name, remarks, item, class, type, description, use, provenience, condition of object, history, period, number of items, etc.

D. **Retention:** permanent
[1-1-00; 1.18.505.216. NMAC - Rn, 1 NMAC 3.2.93.505.116, 9-28-01]

1.18.505.217 CATALOGUE CARDS:

A. **Program:** museum of New Mexico, palace of the governors (history unit)

B. **Maintenance system:** alphabetical by category

C. **Description:** record concerning information on objects accessioned by the museum. Card may show catalogue number, accession number, item, class, type, description, use, provenience, period, condition, history, preservation, former museum of New Mexico number, donor or vendor name, cost, estimated value, etc.

D. **Retention:** permanent
[1-1-00; 1.18.505.217 NMAC - Rn, 1 NMAC 3.2.93.505.117, 9-28-01]

1.18.505.218 PORTAL DATABASE:

A. **Program:** museum of New Mexico, palace of the governors (portal program)

B. **Maintenance system:** none

C. **Description:** system tracks and maintains all vendors in the portal program. Database may contain identification number, vendor name, address, telephone number, tribal affiliation, art of craft, date of birth, etc.

D. **Retention:** permanent [For retention on system, software and documentation, refer to general administrative records retention and disposition schedule 1-15-2 NMAC]
[1-1-00; 1.18.505.218 NMAC - Rn 1 NMAC 3.2.93.505.121, 9-28-01]

1.18.505.219 INPUT FOR PORTAL DATABASE:

A. **Program:** museum of New Mexico, palace of the governors (portal program)

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

C. **Description:** Portal vendor files concerning vendor participation in the palace of the governors portal program. Files may contain vendor application, tribal enrollment papers, maker's marks, demonstration forms, clippings, etc.

D. Retention: permanent, transfer to archives ten years after file closed
[1-1-00; 1.18.505.119 NMAC - Rn, 1 NMAC 3.2.93.505.122, 9-28-01]

1.18.505.220 OUTPUT FOR PORAL DATABASE:

A. Program: museum of New Mexico, palace of the governors (portal program)

B. Maintenance system: none

C. Description: ad hoc reports printed as needed concerning palace of the governors portal program. Reports include but are not limited to: vendor participation; vendor name, address, telephone number; program activity dates and tribal affiliation.

D. Retention: until no longer needed for reference
[1-1-00; 1.18.505.220 NMAC - Rn, 1 NMAC 3.2.93.505.123, 9-28-01]

1.18.505.221 VIOLATION MONITORING FILES:

A. Program: museum of New Mexico, palace of the governors (portal program)

B. Maintenance system: alphabetical by vendor name

C. Description: record concerning portal vending program violations. File may contain log that shows, date of violation, vendor name, action taken, correspondence, etc.

D. Retention: permanent
[1-1-00; 1.18.505.221 NMAC - Rn, 1 NMAC 3.2.93.505.124, 9-28-01]

1.18.505.222 BOOK FILES:

A. Program: museum of New Mexico press

B. Maintenance system: alphabetical by book title

C. Description: record concerning information about the book for publication. File may contain contract, price agreement, book schedule, book design, previous publication, photographs, clippings, author questionnaire, royalty payment information, correspondence, memoranda, etc.

D. Retention: 75 years after book goes out of print
[1-1-00; 1.18.505.222 NMAC - Rn, 1 NMAC 3.2.93.505.126, 9-28-01]

1.18.505.223 PUBLISHED BOOKS LIBRARY FILES:

A. Program: museum of New Mexico press

B. Maintenance system: alphabetical by book title

C. Description: record concerning books published by museum of New Mexico press. File may contain book title, author, date published, edition, copyright information, editorial staff, preface, introduction, etc.

D. Retention: 75 years after book goes out of print
[1-1-00; 1.18.505.223 NMAC - Rn, 1 NMAC 3.2.93.505.127, 9-28-01]

1.18.505.224-230 [RESERVED]

1.18.505.231 JOB ORDER REQUESTS:

A. Program: museum of New Mexico, palace of the governors (photo archives)

B. Maintenance system: chronological by date received

C. Description: record concerning requests for dark room services. Form may show division name, requestor's name, date, purpose or justification, job description, material used, estimated cost, completion date, etc.

D. Retention: one year after close of calendar year in which job completed
[1-1-00; 1.18.505.231 NMAC - Rn, 1 NMAC 3.2.93.505.131, 9-28-01]

1.18.505.232 PHOTOGRAPH ORDER FILES:

A. Program: museum of New Mexico, palace of the governors (photo archives)

B. Maintenance system: numerical by order number

C. Description: record of patron's requests for photographs. File may contain order form, correspondence, notes, etc.

D. Retention: two years after close of calendar year in which created
[1-1-00; 1.18.505.232 NMAC - Rn, 1 NMAC 3.2.93.505.132, 9-28-01]

1.18.505.233-240 [RESERVED]

1.18.505.241 EDUCATIONAL AND OUTREACH PROGRAMS FILES:

- A. Program:** museum of New Mexico, palace of the governors (printing)
- B. Maintenance system:** chrono-alphabetical by date and then by program name
- C. Description:** record concerning outreach projects produced by museum of New Mexico press.

Files may contain name and location of workshops, lectures, announcements, brochures, loan agreements, maps, evaluations, correspondence, etc.

- D. Retention:** permanent after 20 years, transfer to archives

[1-1-00; 1.18.505.241 NMAC - Rn, 1 NMAC 3.2.93.505.136, 9-28-01]

1.18.505.242 JOB PRINTING FILES:

- A. Program:** museum of New Mexico, palace of the governors (printing)
- B. Maintenance system:** alphabetical by project
- C. Description:** record concerning historic, ephemeral material other than books produced on

historic press at museum of New Mexico. Files may contain copies of material produced, publication announcements, invitations, photo prints, correspondence, etc.

- D. Retention:** permanent

[1-1-00; 1.18.505.242 NMAC - Rn, 1 NMAC 3.2.93.505.137, 9-28-01]

1.18.505.243 BOOK PROJECT FILES:

- A. Program:** museum of New Mexico, palace of the governors (printing)
- B. Maintenance system:** alphabetical by book title
- C. Description:** record concerning books generated and printed by palace of the governor's print shop. Files may contain developmental samples, examples of prints, proof from engraver, bids, grant proposals, sales records, correspondence, etc.

- D. Retention:** permanent

[1-1-00; 1.18.505.243 NMAC - Rn, 1 NMAC 3.2.93.505.138, 9-28-01]

1.18.505.244-250 [RESERVED]

1.18.505.251 BOILER AND AIR CONDITIONING MAINTENANCE FORM FILE:

- A. Program:** museum of New Mexico, maintenance division
- B. Maintenance system:** chronological by week
- C. Description:** record concerning the maintenance of museum boilers and air conditioners. Form shows boiler steam pressure, boiler water level, boiler low water cutouts flushed, flame and firing cycle, relief valve tested, condensate tank water level, condensate pump operation, heating and chilled circulation pumps operations, heating water, supply and return temperatures, heating water supply pressure, chilled water supply and return temperature, chilled water supply pressure, cooling tower circulating pumps operation, condenser water supply and return temperature, cooling tower supply pressure, cooling tower fan oil level, cooling tower water level, chiller compressors, days of the week, etc.

- D. Retention:** two years after close of calendar year in which created

[1-1-00; 1.18.505.251 NMAC - Rn, 1 NMAC 3.2.93.505.141, 9-28-01]

1.18.505.252 CERTIFICATE OF BOILER OR PRESSURE VESSEL INSPECTION:

- A. Program:** museum of New Mexico, maintenance division
- B. Maintenance system:** chronological by inspection date
- C. Description:** record certifying museum boilers are up to code. Certificate shows inspection date, pressure amount, name of user, address, type of boiler, location of boiler, manufacturer, identification number, year built, jurisdiction number, inspector's signature, etc.

- D. Retention:** one year after certificate expires

[1-1-00; 1.18.505.252 NMAC - Rn, 1 NMAC 3.2.93.505.142, 9-28-01]

1.18.505.253 ELECTRICAL PANEL LOCATION PLANS:

- A. Program:** museum of New Mexico, maintenance division
- B. Maintenance system:** alphabetical by museum name

C. Description: record of the location of electrical panels and apparatus within each museum building. Plan shows electrical apparatus, service lines, disconnects, electrical switchgear, etc.

D. Retention: permanent
[1-1-00; 1.18.505.253 NMAC - Rn, 1 NMAC 3.2.93.505.143, 9-28-01]

1.18.505.254-260 [RESERVED]

1.18.505.261 TELEPHONE NUMBERS TO ALARM PANEL LIST:

A. Program: museum of New Mexico, security division
B. Maintenance system: numerical by telephone numbers
C. Description: record of telephone numbers and corresponding alarm panels for each museum of New Mexico building. List shows telephone numbers, building location, etc.
D. Retention: until telephone number no longer active
[1-1-00; 1.18.505.261 NMAC - Rn, 1 NMAC 3.2.93.505.151, 9-28-01]

1.18.505.262 UNIFORM ISSUANCE LOG:

A. Program: museum of New Mexico, security division
B. Maintenance system: alphabetical by employee name
C. Description: record of the issuance of uniforms to museum personnel. Log shows employee name, issuance date of shirt, pants, ties, boots, etc.
D. Retention: until employee separates from agency
[1-1-00; 1.18.505.262 NMAC - Rn, 1 NMAC 3.2.93.505.152, 9-28-01]

1.18.505.263-270 [RESERVED]

1.18.505.271 ARCHEOLOGICAL SURVEY AND EXCAVATION PERMIT FILES:

A. Program: museum of New Mexico, archeological studies
B. Maintenance system: alphabetical by agency name
C. Description: record concerning permits obtained from federal and state agencies by archeological studies to conduct work on federal or state lands. Files may contain letter of application, permit, rules and regulations, old permits, correspondence, etc.
D. Retention: six years after expiration of permit
E. Confidentiality: portions of record may contain confidential information, 16 U.S.C. 470, Section 304.
[1-1-00; 1.18.505.271 NMAC - Rn, 1 NMAC 3.2.93.505.161, 9-28-01]

1.18.505.272-275 [RESERVED]

1.18.505.276 MUSEUM OF NEW MEXICO FOUNDATION GRANT FILES:

A. Program: museum of New Mexico, office of statewide programs and education
B. Maintenance system: numerical by purchase order number and then account number
C. Description: record concerning museum of New Mexico foundation grant monies received and spent by office for statewide programs and education (ospe). Files may contain copy of purchase order, copy of receipts, copies of checks, copies of financial statements, deposits, correspondence, etc.
D. Retention: ten years after termination of grant
[1-1-00; 1.18.505.276 NMAC - Rn, 1 NMAC 3.2.93.505.171, 9-28-01]

1.18.505.277 EDUCATIONAL OUTREACH RESOURCE LIST:

A. Program: museum of New Mexico, office of statewide programs and education
B. Maintenance system: chronological by date resource sent out
C. Description: record concerning educational resources loaned out by office for statewide programs and education (ospe) to schools and libraries. List shows requestor's name, resource requested, address, telephone number, date resource sent, school name, etc.
D. Retention: three years after close of fiscal year in which created
[1-1-00; 1.18.505.277 NMAC - Rn, 1 NMAC 3.2.93.505.172, 9-28-01]

1.18.505.278 COLLECTION CARD CATALOGUE:

A. Program: museum of New Mexico, office of statewide programs and education
B. Maintenance system: numerical by accession number
C. Description: record of objects located in the treasure trunks. Cards show catalogue number, item description, use, provenance, condition of item, history of item, time period, repairs to item, preservation, estimated value, etc.

D. Retention: permanent
[1-1-00; 1.18.505.276. NMAC - Rn, 1 NMAC 3.2.93.505.173, 9-28-01]

1.18.505.279 GRANTS 98 DATABASE:

A. Program: museum of New Mexico, office of statewide programs and education
B. Maintenance system: none
C. Description: system tracks monies received and spent by office for statewide programs and education (ospe). Database may contain purchase order number, date of check, check number, credits, description, amount of check, who check was written to, etc.

D. Retention: three years after close of fiscal year in which created [For retention on system, software and documentation, refer to general administrative records retentions and disposition schedule 1.15.2 NMAC]
[1-1-00; 1.18.505.279 NMAC - Rn, 1 NMAC 3.2.93.505.174, 9-28-01]

1.18.505.280 INPUT FOR GRANTS 98 DATABASE:

A. Program: museum of New Mexico, office of statewide programs and education
B. Maintenance system: alphabetical by vendor name
C. Description: payment voucher document shows vendor name, purchase order number, amount paid, date paid, payee name, etc.

D. Retention: none [filed in payment voucher (FCD C-FRAS-02), 1.15.4.312 NMAC.]
[1-1-00; 1.18.505.280 NMAC - Rn, 1 NMAC 3.2.93.505.175, 9-28-01]

1.18.505.281 OUTPUT FOR GRANTS 98 DATABASE:

A. Program: museum of New Mexico, office of statewide programs and education
B. Maintenance system: none
C. Description: ad hoc reports printed as needed concerning revenues and expenditures of the statewide programs and education (ospe). Reports include but are not limited to monies received; expenditures; recipient etc.

D. Retention: until no longer needed for reference
[1-1-00; 1.18.505.281 NMAC - Rn, 1 NMAC 3.2.93.505.176, 9-28-01]

1.18.505.282 NEW MEXICO CULTURAL TREASURES DATABASE:

A. Program: museum of New Mexico, office of statewide programs and education
B. Maintenance system: none
C. Description: system tracks the inventories of the five most significant collections of every cultural institution in New Mexico. Database may contain institution name, institution address, staff telephone numbers, hours of operation, images, description of collection, individual items, etc.

D. Retention: permanent
[For retention on system, software and documentation, refer to general administrative records retention and disposition schedule 1.15.2 NMAC]
[1-1-00; 1.18.505.282 NMAC - Rn, 1 NMAC 3.2.93.505.177, 9-28-01]

1.18.505.283 INPUT FOR NEW MEXCO CULTURAL TREASURES DATABASE:

A. Program: museum of New Mexico, office of statewide programs and education
B. Maintenance system: none
C. Description: catalogue sheet concerning collection information. Sheet may show type of collection, description of collection, accession date, catalogue number, purchase document number, etc.

D. Retention: none [filed in accession and registration files 1.18.505.102 NMAC]
[1-1-00; 1.18.505.283 NMAC - Rn, 1 NMAC 3.2.93.505.178, 9-28-01]

1.18.505.284 OUTPUT FOR NEW MEXICO CULTURAL TREASURES DATABASE:
A. Program: museum of New Mexico, office of statewide programs and education
B. Maintenance system: none
C. Description: Ad hoc reports printed as needed concerning cultural treasures in New Mexico. Reports include but are not limited to location and movement of collection; institution list; staff list; telephone number list, etc.

D. Retention: until no longer needed for reference
[1-1-00; 1.18.505.284. NMAC - Rn, 1 NMAC 3.2.93.505.179, 9-28-01]

1.18.505.285-290 [RESERVED]

1.18.505.291 EDUCATION PROGRAM FILES:

A. Program: museum of New Mexico, fine arts museum (education unit)
B. Maintenance system: chronological by month and then by year
C. Description: record concerning educational programs presented by the fine arts museum. File may contain list of contact names, correspondence, brochures, clippings, press releases, copies of contracts, etc.
D. Retention: one year after close of calendar year in which program presented
[1-1-00; 1.18.505.291 NMAC - Rn, 1 NMAC 3.2.93.505.181, 9-28-01]

1.18.505.292-295 [RESERVED]

1.18.505.296 MUSEUM OF NEW MEXICO FOUNDATION FORM FILES:

A. Program: museum of New Mexico, registrar's office
B. Maintenance system: chronological by date received
C. Description: record concerning art works belonging to the museum of New Mexico foundation and housed by the fine arts museum. Form may show who released art work, signature, title, address, received by, purpose of transaction, period of loan, credit line, number of pieces, description, condition, provenance, etc.
D. Retention: three years after artwork returned to the museum of New Mexico foundation
[1-1-00; 1.18.505.296 NMAC - Rn, 1 NMAC 3.2.93.505.191, 9-28-01]

1.18.505.297 LONG -TERM LOAN LOG:

A. Program: museum of New Mexico, registrar's office
B. Maintenance system: alphanumerical by lender's name then transaction number
C. Description: record of artwork on long-term loan and selected to become part of permanent collection. Log may show registration number, lender's name, transaction number, etc.
D. Retention: five years after close of calendar years in which created
[1-1-00; 1.18.505.297 NMAC - Rn, 1 NMAC 3.2.93.505.192, 9-28-01]

1.18.505.298 LONG - TERM LOAN FILES:

A. Program: museum of New Mexico, registrar's office
B. Maintenance system: alphanumerical by lender's name then transaction number
C. Description: record concerning artwork on long-term loan and selected for accession into the permanent collection. Files may contain letter of intent, condition report, loan agreement, in-loan agreement loan, certificate of insurance, conservation report, memorandum, correspondence, etc.
D. Retention: permanent
[1-1-00; 1.18.505.298 NMAC - Rn, 1 NMAC 3.2.93.505.193, 9-28-01]

1.18.505.299 PHOTOGRAPHIC MATERIALS OF PERMANENT COLLECTION FILES:

A. Program: museum of New Mexico, registrar's office
B. Maintenance system: alphabetical by artist name
C. Description: record concerning documentation of photographs, negatives, and slides of artwork in the museum's permanent collection. File may contain color negatives, black and white negatives, prints, 3 x 5 cards identifying piece, etc.
D. Retention: permanent
[1-1-00; 1.18.505.299 NMAC - Rn, 1 NMAC 3.2.93.505.194, 9-28-01]

1.18.505.300 COLLECTION CARD FILE:

- A. Program:** museum of New Mexico, registrar's office
 - B. Maintenance system:** alphanumeric by artist name and then catalog number.
 - C. Description:** record tracks the location of each item of artwork. Card may show title of item, measurements, size, location, artist name, catalogue number, media, etc.
 - D. Retention:** permanent
- [1-1-00; 1.18.505.300 NMAC - Rn, 1 NMAC 3.2.93.505.195, 9-28-01]

1.18.505.301 DONOR CARDS:

- A. Program:** museum of New Mexico, registrar's office
 - B. Maintenance system:** alphabetical by donor name
 - C. Description:** record concerning cross-reference tool for tracking deeds of gift. Cards may show donor name, address, donation, registration number, artist name, title of artwork, date, etc.
 - D. Retention:** until no longer needed for reference
- [1-1-00; 1.18.505.301 NMAC - Rn, 1 NMAC 3.2.93.505.196, 9-28-01]

1.18.505.302 LOCATION STORAGE FORM FILE:

- A. Program:** museum of New Mexico, registrar's office
 - B. Maintenance system:** numerical by accession number
 - C. Description:** record concerning the location of artwork stored in the permanent collection. Form may show catalogue number, accession number, artist name, conservation treatment list, date object is withdrawn or returned, out date, in date, location, etc.
 - D. Retention:** until superseded by new form
- [1-1-00; 1.18.505.302 NMAC - Rn, 1 NMAC 3.2.93.505.197, 9-28-01]

1.18.505.303 IN-LOAN COMPETITION FILES:

- A. Program:** museum of New Mexico, registrar's office
 - B. Maintenance system:** chrono-numerical by year and then registration number
 - C. Description:** record concerning exhibits received by museum from artists competing against other artists. Files may contain artist name, title of exhibit, registration number, location of exhibit, etc.
 - D. Retention:** one year after close of calendar year in which created
- [1-1-00; 1.18.505.303 NMAC - Rn, 1 NMAC 3.2.93.505.198, 9-28-01]

1.18.505.304 STANDARD FACILITY REPORT:

- A. Program:** museum of New Mexico, registrar's office
 - B. Maintenance system:** alphabetical by facility name
 - C. Description:** record concerning the condition of a facility wishing to borrow museum artwork. Report may show facility name, address, telephone number, accreditation, date of accreditation, type of facility, names of volunteers, type of facility construction, structural support, etc.
 - D. Retention:** until no longer needed for reference
- [1-1-00; 1.18.505.304 NMAC - Rn, 1 NMAC 3.2.93.505.199, 9-28-01]

1.18.505.305-310 [RESERVED]

1.18.505.311 IN AND OUT LOAN TRACKING FORMS:

- A. Program:** museum of New Mexico, museum of international folk art (registrar's office)
 - B. Maintenance system:** chronological by date
 - C. Description:** record concerning the return of museum loans. Form may show loan number, source, date, name, objects received or released, notification of registrar, comments, etc.
 - D. Retention:** ten years after date loan returned
- [1-1-00; 1.18.505.311 NMAC - Rn, 1 NMAC 3.2.93.505.211, 9-28-01]

1.18.505.312 PUBLIC PROGRAM FILES:

- A. Program:** museum of New Mexico, museum of international folk art (registrar's office)
- B. Maintenance system:** chronological by date of event

C. Description: record concerning the planning and implementation of museum sponsored events and public programs of family days, workshops, folk festivals, exhibit openings, etc. Files may contain planning notes, correspondence, copy of contracts, publicity, news clippings, invitations, brochures, etc.

D. Retention: ten years after date of event
[1-1-00; 1.18.505.312. NMAC - Rn, 1 NMAC 3.2.93.505.212, 9-28-01]

1.18.505.313 SPANISH COLONIAL ARTS SOCIETY ACCESSION LOG:

A. Program: museum of New Mexico, museum of international folk art (registrar's office)

B. Maintenance system: chronological by date of accession

C. Description: record of objects on loan to the museum from the Spanish colonial arts society. Log may show loan number, object description, provenience, value, etc.

D. Retention: permanent
[1-1-00; 1.18.505.313 NMAC - Rn, 1 NMAC 3.2.93.505.213, 9-28-01]

1.18.505.314 NATIONAL HERITAGE FELLOWS FILES:

A. Program: museum of New Mexico, museum of international folk art (registrar's office)

B. Maintenance system: alphabetical by artist name

C. Description: record documenting the work and lives of national heritage fellows. Files may contain biography, slides, photographs, filmographies, discographies, clippings, copies of bibliographies, correspondence, etc.

D. Retention: permanent
[1-1-00; 1.18.505.314 NMAC - Rn, 1 NMAC 3.2.93.505.214, 9-28-01]

1.18.505.315-320 [RESERVED]

1.18.505.321 MONUMENT FILES:

A. Program: museum of New Mexico, state monuments

B. Maintenance system: alphabetical by monument name

C. Description: record concerning conditions and changes to historical resources and structures. File may contain reports, correspondence, notes, improvement plans, etc.

D. Retention: permanent
[1-1-00; 1.18.505.321 NMAC - Rn, 1 NMAC 3.2.93.505.221, 9-28-01]

1.18.505.322 PHOTOGRAPHIC MATERIAL FILES:

A. Program: museum of New Mexico, state monuments

B. Maintenance system: alpha-chrono-numeric by monument, then year, then roll number, and then frame number

C. Description: record concerning conditions and changes to historical resources and structures. File may contain negatives, contact sheets, photo data sheet, etc.

D. Retention: permanent
[1-1-00; 1-1-00; 1.18.505.322 NMAC - Rn, 1 NMAC 3.2.93.505.222, 9-28-01]

1.18.505.323 HERBICIDE AND INSECTICIDE FILES:

A. Program: museum of New Mexico, state monuments

B. Maintenance system: chronological by date applied

C. Description: records documenting the time intervals that herbicides and insecticides are applied to state monuments. File may contain name and location of state monument, type of chemical used, date used, name of person(s) who applied chemical, etc.

D. Retention: three years after close of fiscal year in which created
[1-1-00; 1.18.505.323 NMAC - Rn, 1 NMAC 3.2.93.505.223, 9-28-01]

1.18.505.324-330 [RESERVED]

1.18.505.331 CONSERVATION, EXAMINATION AND TREATMENT REPORT FILES:

A. Program: museum of New Mexico, state monuments

B. Maintenance system: numerical by catalogue number

C. Description: record concerning the physical state of museum art, historic and cultural objects. Files may contain photographs, examination and testing report, check list condition report, copy of catalogue card, correspondence, etc.

D. Retention: permanent

E. Confidentiality: portion of records may contain confidential cultural, burial, sacred ceremonial or religious information.

[1-1-00; 1.18.505.331. NMAC - Rn, 1 NMAC 3.2.93.505.226, 9-28-01]

1.18.505.332 LEDGER BOOK FILES:

A. Program: museum of New Mexico, state monuments

B. Maintenance system: chronological by date and year

C. Description: record concerning museum objects that come into the conservation lab for treatment and conservation. Book may contain name of object, catalogue number, museum name, conservator name, date in, date out, etc.

D. Retention: permanent

[1.18.505.332 NMAC - Rn, 1 NMAC 3.2.93.505.227, 9-28-01]

1.18.505.333 ANALYSES AND RESEARCH FINDINGS FILES:

A. Program: museum of New Mexico, state monuments

B. Maintenance system: numeric-alpha by catalogue number and then by museum name

C. Description: record concerning fourier transform infrared (FTIR) and spectro-photometry and other analyses conducted on art or artifacts. File may contain singular analysis report, micro-chemical test reports, infrared analysis, spectro-photometry analysis, etc.

D. Retention: Permanent

[1-1-00; 1.18.505.333 NMAC - Rn, 1 NMAC 3.2.93.505.228, 9-28-01]

1.18.505.334 CONSERVATION SURVEY FILES:

A. Program: museum of New Mexico, state monuments

B. Maintenance system: numeric-alpha by catalogue number and then by artist name

C. Description: record concerning item by item survey of entire type of collections by each museum of New Mexico unit. File may contain museum name, type of object, examination check list, structure of material, previous repair, current condition, recommended treatment or action, etc.

D. Retention: 15 years after calendar year in which created

[1-1-00; 1.18.505.334 NMAC - Rn, 1 NMAC 3.2.93.505.229, 9-28-01]

1.18.505.335-340 [RESERVED]

1.18.505.341 MAMMAL AND BIRD LEDGERS (ZOOLOGICAL COLLECTIONS):

A. Program: natural history and science museum division, registrar's office

B. Maintenance system: numerical by catalogue number

C. Description: record concerning scientific data of mammal and bird specimens collected by the museum. Ledgers may show catalogue number, order, family, genus, species, sex, country, state, county, locality, longitude, latitude, date, remarks, collector, field number, status, acquisition number, etc.

D. Retention: permanent

[1-1-00; 1.18.505.341 NMAC - Rn, 1 NMAC 3.2.93.505.231, 9-28-01]

1.18.505.342 NEW MEXICO ORNITHOLOGICAL SOCIETY DATABASE:

A. Program: natural history and science museum division, registrar's office

B. Maintenance system: none

C. Description: system tracks and maintains information on bird sightings in New Mexico since 1963. Database may contain bird name, location sighted, date sighted, observer, source, year, number, county, species, etc. [For retention on system, software and documentation, refer to 1.15.2.301 NMAC.]

D. Retention: permanent

[1-1-00; 1.18.505.342 NMAC - Rn, 1 NMAC 3.2.93.505.232, 9-28-01]

1.18.505.343 INPUT FOR NEW MEXICO ORNITHOLOGICAL SOCIETY DATABASE:

- A. **Program:** natural history and science museum division, registrar's office
 - B. **Maintenance system:** chronological by date received
 - C. **Description:** record concerning bird sighting in New Mexico. New Mexico ornithological society bird data entry form may show species, ages, sex, county, locality, date, observer, comments, etc.:
 - D. **Retention:** permanent
- [1-1-00; 1.18.505.343. NMAC - Rn, 1 NMAC 3.2.93.505.233, 9-28-01]

1.18.505.344 OUTPUT FOR NEW MEXICO ORNITHOLOGICAL SOCIETY DATABASE:

- A. **Program:** natural history and science museum division, registrar's office
 - B. **Maintenance system:** none
 - C. **Description:** ad hoc reports printed as needed concerning the New Mexico ornithological society. Reports may include but are not limited to numbers of bird sightings; locations of sightings; names of birds, etc.
 - D. **Retention:** until no longer needed for reference
- [1-1-00; 1.18.505.344 NMAC - Rn, 1 NMAC 3.2.93.505.234, 9-28-01]

1.18.505.345 BIO COLLECTIONS SYSTEM:

- A. **Program:** natural history and science museum division, registrar's office
 - B. **Maintenance system:** none
 - C. **Description:** system tracks and maintains scientific data on all biological specimens collected by the museum. Databases may contain catalogue number, accession number, specimen number, class, order, family, genus, species, subspecies, conservation, item count, sex, type, country, ocean, state, county, township, range, etc. The system houses the following: amphibia; bird, slide; botany; mammals; insects; invertebrates; reptiles; and tissue databases. [For retention on system, software and documentation, refer to 1.15.2.301 NMAC.]
 - D. **Retention:** permanent
- [1-1-00; 1.18.505.345 NMAC - Rn, 1 NMAC 3.2.93.505.235, 9-28-01]

1.18.505.346 INPUT FOR BIO COLLECTIONS SYSTEM:

- A. **Program:** natural history and science museum division, registrar's office
 - B. **Maintenance system:** numerical by catalogue number
 - C. **Description:** Bio collection data sheets concerning scientific data on specimens collected by the museum. Data sheets may show catalogue number, accession number, specimen number, class, order, family, genus, species, subspecies, item count, country, sex, etc.
 - D. **Retention:** permanent
- [1-1-00; 1.18.505.346 NMAC - Rn, 1 NMAC 3.2.93.505.236, 9-28-01]

1.18.505.347 OUTPUT FOR BIO COLLECTIONS SYSTEM:

- A. **Program:** natural history and science museum division, registrar's office
 - B. **Maintenance system:** numerical by assigned inventory number
 - C. **Description:** record of an inventory of all items received in a collection. Accession report may show record number, catalogue number, genus, species, nature, accession number, etc.
 - D. **Retention:** accession report is filed in the accession and registration files, 1.18.505.103 NMAC.]
- [1-1-00; 1.18.505.347 NMAC - Rn, 1 NMAC 3.2.93.505.237, 9-28-01]

1.18.505.348-360 [RESERVED]

1.18.505.361 SITE RECORD LOG BOOK:

- A. **Program:** museum of New Mexico, museum of Indian arts and culture (laboratory of anthropology)
 - B. **Maintenance system:** numerical by archeological site number
 - C. **Description:** record concerning archeological sites in New Mexico. Ledger book shows site number, location, map location, field number, etc.
 - D. **Retention:** permanent
 - E. **Confidentiality:** confidential under Cultural Properties Act, 18-6-1 to 18-6-17, NMSA 1978.
- [1-1-00; 1.18.505.361 NMAC - Rn, 1 NMAC 3.2.93.505.241, 9-28-01]

1.18.505.362 SPECIAL PROJECT FILES:

- A. Program:** museum of New Mexico, museum of Indian arts and culture (laboratory of anthropology)
- B. Maintenance system:** numerical by project number
- C. Description:** record concerning the administration of archeological field projects. Files may contain project contracts, professional services contracts, progress reports, budget reports, correspondence, etc.
- D. Retention:** permanent
- [1-1-00; 1.18.505.362. NMAC - Rn, 1 NMAC 3.2.93.505.242, 9-28-01]

1.18.505.363 ARCHEOLOGICAL RESEARCH ACTIVITY FILES:

- A. Program:** museum of New Mexico, museum of Indian arts and culture (laboratory of anthropology)
- B. Maintenance system:** numerical by activity number
- C. Description:** record concerning documentation and tracking of archeological sites and activities undertaken at each site. Files may contain field journal, feature forms, field specimen sheet, photographic data sheets, survey forms, slides, etc. [Slides of anthropology sites, excavations, and ceremonies are kept in separate binders.]
- D. Retention:** permanent
- E. Confidentiality:** confidential under 18-6-1 to 18-6-17, NMSA 1978
- [1-1-00; 1.18.505.363 NMAC - Rn, 1 NMAC 3.2.93.505.243, 9-28-01]

1.18.505.364-370 [RESERVED]

1.18.505.371 ACCESSION AND CATALOGUE RECORD FILES (PRIOR TO 1970):

- A. Program:** museum of New Mexico, museum of Indian arts and culture (registrar's office)
- B. Maintenance system:** numerical by accession number
- C. Description:** record concerning accessioning, cataloging and proof of ownership of objects collected prior to 1970. Files may contain form showing pueblo name, donor name, value, date of purchase, date object made, catalogue number, accession number, etc.
- D. Retention:** permanent
- [1-1-00; 1.18.505.371 NMAC - Rn, 1 NMAC 3.2.93.505.246, 9-28-01]

1.18.505.372 OBJECT PHOTO FILES:

- A. Program:** museum of New Mexico, museum of Indian arts and culture (registrar's office)
- B. Maintenance system:** alphanumerical by tribal affiliation, medium and then by catalogue number
- C. Description:** record concerning identification of items in collection. Files may contain photo-color slides, catalogue number, description of object, tribe name, etc.
- D. Retention:** permanent
- [1-1-00; 1.18.505.372 NMAC - Rn, 1 NMAC 3.2.93.505.247, 9-28-01]

1.18.505.373 TRANSPARENCIES FILES:

- A. Program:** museum of New Mexico, museum of Indian arts and culture (registrar's office)
- B. Maintenance system:** alphanumerical by object classification then by catalog number
- C. Description:** record concerning transparency rental of objects in collections for commercial use. Files may contain 4 x 5 transparency, classification of object, request for rental, correspondence, etc.
- D. Retention:** permanent
- [1-1-00; 1.18.505.373 NMAC - Rn, 1 NMAC 3.2.93.505.248, 9-28-01]

1.18.505.374 TEMPORARY REMOVAL OF OBJECT FILES:

- A. Program:** museum of New Mexico, museum of Indian arts and culture (registrar's office)
- B. Maintenance system:** alphanumerical by borrower's name and then catalogue number
- C. Description:** record concerning movement of objects in and out of storage. Files may contain catalogue number, location of object, name of borrower, reason for removal, date removed, date returned, name of person removing object, name of person returning object, etc.
- D. Retention:** ten years after date object returned
- [1-1-00; 1.18.505.374. NMAC - Rn, 1 NMAC 3.2.93.505.249, 9-28-01]

1.18.505.375 NATIVE AMERICAN GRAVES PROTECTION AND REPATRIATE ACT (NAGPRA) FILES:

- A. Program:** museum of New Mexico, museum of Indian arts and culture (registrar's office)
 - B. Maintenance system:** alphanumeric by tribe name and site number
 - C. Description:** record concerning burial sites of native Americans. Files may contain name of tribe, site number, catalogue information, federal register notices, correspondence, etc.
 - D. Retention:** permanent
 - E. Confidentiality:** portions of record may contain confidential native American religious information
- [1-1-00; 1.18.505.375 NMAC - Rn, 1 NMAC 3.2.93.505.250, 9-28-01]

1.18.505.376 INVENTORY OF COLLECTION FILES:

- A. Program:** museum of New Mexico, museum of Indian arts and culture (registrar's office)
 - B. Maintenance system:** alphabetical by collection and location
 - C. Description:** record concerning internal relocation of collections. Files may contain collection description, catalogue number, location, etc.
 - D. Retention:** 20 years after item moved
- [1-1-00; 1.18.505.376 NMAC - Rn, 1 NMAC 3.2.93.505.251, 9-28-01]

1.18.505.377 ACCESS FORMS FILES:

- A. Program:** museum of New Mexico, museum of Indian arts and culture (registrar's office)
 - B. Maintenance system:** chronological by date
 - C. Description:** records concerning authorization for use of collections. Files may contain form showing employee name, institution name, curator name, research goals, date and time accessed, photographed or not, date and time returned, etc.
 - D. Retention:** ten years after calendar year in which created
- [1-1-00; 1.18.505.377 NMAC - Rn, 1 NMAC 3.2.93.505.252, 9-28-01]

1.18.505.378 SCHOOL OF AMERICAN RESEARCH FILES:

- A. Program:** museum of New Mexico, museum of Indian arts and culture (registrar's office)
 - B. Maintenance system:** alphanumeric by collection name and catalogue number
 - C. Description:** record concerning collections on long term loan from the school of American research to New Mexico museum of Indian arts and culture. Files may contain loan agreements, tribal affiliation, donor acquisition, description of artifacts, correspondence, etc.
 - D. Retention:** permanent
- [1-1-00; 1.18.505.378 NMAC - Rn, 1 NMAC 3.2.93.505.253, 9-28-01]

1.18.505.379 PALEONTOLOGICAL LOCALITY NUMBER ASSIGNMENT FORM:

- A. Program:** natural history museum division, science department
 - B. Maintenance system:** alphanumeric by locality and then locality number
 - C. Description:** record concerning the assignment of locality numbers and locality descriptions to museum specimens. Form may show issue date, locality number, period, epoch, reference number, specimen name, remarks, collector name, etc.
 - D. Retention:** permanent
- [1-1-00; 1.18.505.379 NMAC - Rn, 1 NMAC 3.2.93.505.256, 9-28-01]

1.18.505.380 PALEONTOLOGICAL SPECIMEN NUMBER ASSIGNMENT FORM:

- A. Program:** natural history museum division, science department
 - B. Maintenance system:** alphanumeric by specimen description and then specimen number
 - C. Description:** record concerning the assignment of specimen numbers and specimen description. Form may show issue date, catalogue, specimen description, remarks, locality number, requestor's name, etc.
 - D. Retention:** permanent
- [1-1-00; 1.18.505.380 NMAC - Rn, 1 NMAC 3.2.93.505.257, 9-28-01]

1.18.505.381 PALEONTOLOGY DATABASE:

- A. Program:** natural history museum division, science department

B. Maintenance system: none
C. Description: system tracks and maintains scientific data on all fossil materials collected by the museum. Database may contain specimen name, specimen number, type of specimen, class name, order name, genus name, date specimen collected, accession number, locality number, collector field number, range, section, coordinate, county name, state abbreviation, geologic era, geologic period, topographic data, etc. [For retention on system, software and documentation, refer to 1.15.2.301 NMAC.]

D. Retention: permanent

E. Confidentiality: portions of record may contain confidential information
[1-1-00; 1.18.505.381 NMAC - Rn, 1 NMAC 3.2.93.505.258, 9-28-01]

1.18.505.382 INPUT FOR PALEONTOLOGY DATABASE:

A. Program: natural history museum division, science department

B. Maintenance system: numerical by locality number

C. Description: paleontology locality inventory form. Record concerning localities of all specimens collected by the museum. Form may show locality number, date founded, founder, accession number, origin location number, locale, founder number, field number, township, range, section, coordinates, state, county, latitude, longitude, era, period, epoch, age, faunal zone, map, land status map, land status, group, formation, member, topographical data, specimens, etc.

D. Retention: permanent

[1-1-00; 1.18.505.382 NMAC - Rn, 1 NMAC 3.2.93.505.259, 9-28-01]

1.18.505.383 OUTPUT FOR PATHEONTOLOGY DATABASE:

A. Program: natural history museum division, science department

B. Maintenance system: none

C. Description: ad hoc reports: reports printed as needed concerning scientific data on fossil material collection. Reports include but are not limited to: accession numbers; specimen name, number and type; geological information; state and county specimen collected; topographic data

D. Retention: until no longer needed for reference

[1-1-00; 1.18.505.383 NMAC - Rn, 1 NMAC 3.2.93.505.260, 9-28-01]

1.18.505.384-390 [RESERVED]

1.18.505.391 MUSEUM EDUCATION FILES:

A. Program: natural history museum division, education department

B. Maintenance system: alphabetical by subject

C. Description: record concerning natural history and science education programs. Files may contain curricula, exercises, lesson plans, informational handouts, data sheets, final reports, evaluations, daily reports, etc.

D. Retention: until superseded by new information or until program no longer offered

[1-1-00; 1.18.505.391 NMAC - Rn, 1 NMAC 3.2.93.505.266, 9-28-01]

1.18.505.392 STUDENT ECOLOGY RESEARCH PROGRAM SYSTEM:

A. Program: natural history museum division, education department

B. Maintenance system: none

C. Description: system captures and maintains research data collected by students participating in the museum's ecology research programs. Students gather information about ecosystems in the southwest. System houses the systems ecology database; the water ecology database; and the electronic bridge database (a cooperative program with the university of New Mexico distance education center, Howard Hughes medical institute, USDA forest service southwest region, and other resource management agencies). Databases contain ecosystem locations, dates surveyed, time surveyed and the physical properties of the individual systems being studied. [For retention on system, software and documentation, refer to 1.15.2.301 NMAC.]

D. Retention: five years after close of calendar year in which data entered

[1-1-00; 1.18.505.392 NMAC - Rn, 1 NMAC 3.2.93.505.267, 9-28-01]

1.18.505.393 INPUT FOR STUDENT ECOLOGY RESEARCH PROGRAM SYSTEM:

A. Program: natural history museum division, education department

- B. Maintenance system:** none
 - C. Description:** student research data: information from research projects conducted by students. Data from their research is reported on the world wide web through the museum's computer network.
 - D. Retention:** none
- [1-1-00; 1.18.505.393 NMAC - Rn, 1 NMAC 3.2.93.505.268, 9-28-01]

1.18.505.394 OUTPUT FOR STUDENT ECOLOGY RESEARCH PROGRAM SYSTEM:

- A. Program:** natural history museum division, education department
 - B. Maintenance system:** none
 - C. Description:** ad hoc reports: reports printed as needed concerning ecology. Reports may include but are not limited to: environmental locations; type of organism; survey dates and times.
 - D. Retention:** until no longer needed for reference
- [1-1-00; 1.18.505.394 NMAC - Rn, 1 NMAC 3.2.93.505.269, 9-28-01]

1.18.505.395 NATURALIST CENTER DATABASE:

- A. Program:** natural history museum division, education department
 - B. Maintenance system:** none
 - C. Description:** system captures and maintains a listing of all rock, mineral, plant, and bone specimens used by the museum's educational programs. Database may contain specimen name, type, number of objects, age of specimen, location, etc. [For retention on system, software and documentation, refer to 1.15.2.301 NMAC.]
 - D. Retention:** until object no longer retained by the program
- [1-1-00; 1.18.505.395 NMAC - Rn, 1 NMAC 3.2.93.505.270, 9-28-01]

1.18.505.396 INPUT FOR NATURALIST CENTER DATABASE:

- A. Program:** natural history museum division, education department
 - B. Maintenance system:** none
 - C. Description:** natural history museum collection transfer: description and condition of specimen (rock, mineral, plant, bone) being transferred, number of objects, age of specimen, specimen name, location, etc.
 - D. Retention:** until entered into system
- [1-1-00; 1.18.505.396 NMAC - Rn, 1 NMAC 3.2.93.505.271, 9-28-01]

1.18.505.397 OUTPUT FOR NATURALIST CENTER DATABASE:

- A. Program:** natural history museum division, education department
 - B. Maintenance system:** none
 - C. Description:** ad hoc reports: reports printed as needed concerning the natural world of New Mexico. Reports include but are not limited to: comparison report (collection vs. specimen); teacher's information packet.
 - D. Retention:** until no longer needed for reference
- [1-1-00; 1.18.505.397 NMAC - Rn, 1 NMAC 3.2.93.505.272, 9-28-01]

1.18.505.398 TOURS RESERVATION DATABASE:

- A. Program:** natural history museum division, public information department
 - B. Maintenance system:** none
 - C. Description:** system tracks and maintains all school field trips and visiting tour groups. Database may contain school name, address, teacher name, city, state, zip code, school phone number, teacher number, county, number of students, grade level, date of visit, arrival time, museum options, number of seats, travel agent name, tour group name, contact person, etc.
 - D. Retention:** one year after close of calendar year in which created [For retention on system, software and documentation, refer to 1.15.2.301 NMAC.]
- [1-1-00; 1.18.505.398 NMAC - Rn, 1 NMAC 3.2.93.505.276, 9-28-01]

1.18.505.399 INPUT FOR TOURS RESERVATION DATABASE:

- A. Program:** natural history museum division, public information department
- B. Maintenance system:** chronological by date and month

C. Description: tour reservation form: Record concerning school field trip tour reservations. Form may contain reservation forms showing month of reservation, date, year, arrival time, museum options, school name, school address, county, telephone number, grade level, total number of students, etc.

D. Retention: six months after tour completed
[1-1-00; 1.18.505.399 NMAC - Rn, 1 NMAC 3.2.93.505.277, 9-28-01]

1.18.505.400 OUTPUT FOR TOURS RESERVATION DATABASE:

A. Program: natural history museum division, public information department
B. Maintenance system: chronological by date
C. Description: weekly schedule of tours: Schedule of all museum tours. Schedule shows date of arrival, arrival time, name of group, number in group, age, grade level, museum options, etc.

D. Retention:
(1) **Tours division:** one year after close of calendar year in which created
(2) **All other divisions:** until no longer needed for reference
[1-1-00; 1.18.505.400 NMAC - Rn, 1 NMAC 3.2.93.505.278, 9-28-01]

1.18.505.401-410 [RESERVED]

1.18.505.411 TOUR BILLINGS FILES:

A. Program: space center division
B. Maintenance system: chronological by day, month and year
C. Description: record concerning public tours of space center. File may contain date of tour, name and address of school group or patron, number of persons in tour group, name of person conducting tour, amount collected, cash register tape, ticket stubs, etc.

D. Retention: three years after close of fiscal year in which created
[1-1-00, 1.18.505.411 NMAC - Rn, 1 NMAC 3.2.93.505.281, 9-28-01]

1.18.505.412-420 [RESERVED]

1.18.505.421 SPACE HALL OF FAME INDUCTEE FILES:

A. Program: international space hall of fame museum
B. Maintenance system: alphabetical by inductee name
C. Description: record concerning biographical information on space hall of fame inductees and proposed inductees. File may contain inductee name and address, inductee biography, nomination documents, year inducted, selection criteria, correspondence, memoranda, etc.

D. Retention: permanent after 20 years, transfer to archives
[1-1-00; 1.18.505.421 NMAC - Rn, 1 NMAC 3.2.93.505.286, 9-28-01]

1.18.505.422-430 [RESERVED]

1.18.505.431 ARTIST FILES:

A. Program: Hispanic cultural division
B. Maintenance system: alphabetical by artist name
C. Description: record concerning Hispanic artists in New Mexico and their work. File may contain slides, photographs, resumes, artist name and address, biography, summary sheet, correspondence, etc.

D. Retention: permanent after 20 years, transfer to archives
[1-1-00; 1.18.505.431 NMAC - Rn, 1 NMAC 3.2.93.505.291, 9-28-01]

1.18.505.432-440 [RESERVED]

1.18.505.441 FARM AND RANCH HERITAGE MUSEUM:

A. Program: farm and ranch heritage museum
B. Maintenance system: none
C. Description: none
D. Retention: none

[All records in this division are found in Records Common to OCA, sections 505.101 - 505.112 of this schedule.]

[1-1-00; 1.18.505.441 NMAC - Rn, 1 NMAC 3.2.93.505.295, 9-28-01]

HISTORY OF 1.18.505 NMAC:

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

SRC Rule No. 85-08, Records Retention and Disposition Schedule for International Space Hall of Fame, filed 12/14/84.

SRC Rule No. 86-05, Records Retention and Disposition Schedule for Office of Cultural Affairs, Historic Preservation Division, filed 5/23/86.

SRC Rule 70-04, Records Retention and Disposal Schedule for Arts Commission, filed 3/16/70.

SRC Rule 74-27, Records Retention and Disposal Schedule Arts Commission, filed 11/27/74.

SRC Rule 82-8, Records Retention and Disposition Schedule Arts Commission, filed 3/16/82.

SRC Rule 72-21, Records Retention and Disposal Schedule for State Library, filed 9/8/72.

SRC Rule 72-21, Amendment No. 1, filed 2/5/73.

SRC Rule 77-5, Records Retention and Disposal Schedule for New Mexico State Library, filed 5/4/77.

SRC Rule 85-27, Records Retention and Disposition Schedule for Office of Cultural Affairs, New Mexico State Library, filed 1/6/86.

SRC Rule 73-3, Records Retention and Disposal Schedule for Museum of New Mexico, filed 2/5/73.

SRC Rule 73-3, Amendment No. 1, filed 12/22/76.

History of Repealed Material:

1 NMAC 3.2.93.505, Executive Records Retention and Disposition Schedule, Office of Cultural Affairs, repealed effective 1/1/2000.