

TITLE 1 GENERAL GOVERNMENT ADMINISTRATION
CHAPTER 18 EXECUTIVE RECORDS RETENTION AND DISPOSITION SCHEDULES (ERRDS)
PART 705 ERRDS, DEPARTMENT OF MILITARY AFFAIRS

1.18.705.1 ISSUING AGENCY: [New Mexico Commission of Public Records] - State Records Center and Archives
[5/25/95; 1.18.705.1 NMAC - Rn, 1 NMAC 3.2.93.1, 7/22/2002]

1.18.705.2 SCOPE: Department of Military Affairs
[5/25/95; 1.18.705.2 NMAC - Rn, 1 NMAC 3.2.93.2, 7/22/2002]

1.18.705.3 STATUTORY AUTHORITY: Section 14-3-4 NMSA 1978, it shall be the duty of the commission to adopt and publish rules to carry out the purposes of the Public Records Act. 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; 5/19/97; 1.18.705.3 NMAC - Rn, 1 NMAC 3.2.93.3, 7/22/2002; A, 12/31/2012]

1.18.705.4 DURATION: Permanent
[5/25/95; 5/19/97; 1.18.705.4 NMAC - Rn, 1 NMAC 3.2.93.4, 7/22/2002]

1.18.705.5 EFFECTIVE DATE: May 23, 1997, unless a different date is cited at the end of a section or paragraph.
[5/25/95; 5/19/97; 1.18.705.5 NMAC - Rn, 1 NMAC 3.2.93.5, 7/22/2002]

1.18.705.6 OBJECTIVE: To establish a records retention schedule for the orderly management, retention, disposition and preservation of records necessary for carrying out the Public Records Act pursuant to Section 14-3-6 NMSA 1978.
[5/25/95; 5/19/97; 1.18.705.6 NMAC - Rn, 1 NMAC 3.2.93.6, 7/22/2002; A, 12/31/2012]

1.18.705.7 DEFINITIONS:

- A. "Administrator"** means the state records administrator (Section 14-3-2 NMSA 1978).
- B. "Agency"** means any state agency, department, bureau, board, commission, institution or other organization of the state government, the territorial government and the Spanish and Mexican governments in New Mexico (Section 14-3-2 NMSA 1978).
- C. "Archives"** means the permanent records of the state of New Mexico, which may include government and private collections of the Spanish, Mexican, territorial and statehood periods, assessed to have significant historical value to warrant their preservation by the state of New Mexico. The term also refers to the organizational unit of the SRCA storing these records.
- D. "Audit"** means a periodic examination of an organization to determine whether appropriate procedures and practices are followed.
- E. "Commission"** means the state commission of public records (Section 14-3-2 NMSA 1978).
- F. "Disposition"** means final action that puts into effect the results of an appraisal decision for a series of records (i.e., transfer to archives or destruction).
- G. "Microphotography"** means the transfer of images onto film and electronic imaging or other information storage techniques that meet the performance guidelines for legal acceptance of public records produced by information system technologies pursuant to regulations adopted by the commission.
- H. "Non-record"** means extra copies of documents kept solely for convenience of reference, stocks of publications, records not usually included within the scope of the official records of an agency or government entity and library material intended only for reference or exhibition. The following specific types of materials are non-records: materials neither made nor received in pursuance of statutory requirements nor in connection with the functional responsibility of the officer or agency; extra copies of correspondence; preliminary drafts; blank forms, transmittal letters or forms that do not add information; sample letters; and reading file or informational files.
- I. "Pending litigation"** means a proceeding in a court of law whose activity is in progress but not yet completed.

J. "Public record" means all books, papers, maps, photographs or other documentary materials, regardless of physical form or characteristics, made or received by any agency in pursuance of law or in connection with the transaction of public business and preserved, or appropriate for preservation, by the agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations or other activities of the government, or because of the informational and historical value of data contained therein (Section 14-4-2 NMSA 1978).

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

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

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

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

O. "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; 1.18.705.7 NMAC - Rn, 1 NMAC 3.2.93.7, 7/22/2002; A, 12/31/2012]

1.18.705.8 ABBREVIATIONS AND ACRONYMS:

A. "CFR" stands for code of federal regulations.

B. "EDRRDS" stands for education records retention and disposition schedules.

C. "ERRDS" stands for executive records retention and disposition schedules.

D. "GRRDS" stands for general records retention and disposition schedules.

E. "JRRDS" stands for judicial records retention and disposition schedules.

F. "LRRDS" stands for legislative records retention and disposition schedules.

G. "LGRRDS" stands for local government records retention and disposition schedules.

H. "SRCA" stands for state records center and archives.

I. "USC" stands for United States code.

[1.18.705.8 NMAC - N, 12/31/2012]

1.18.705.9 INSTRUCTIONS:

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

(1) **Program** - describes the function of the records

(2) **Maintenance system** - describes how an agency files (organizes) records

(3) **Description** - describes the purpose and content of a record

(4) **Retention** - defines the length of time records must be kept before they are eligible for destruction or archival preservation.

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

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

D. For records of a personnel nature, refer to the GRRDS, General Personnel, 1.15.6 NMAC.

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

F. 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.

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

H. Confidentiality is denoted for files likely to contain confidential materials or information; however files without a confidentiality note may contain confidential or privileged information. Failure to include a

confidentiality note in the description of a record series does not waive confidentiality. Refer questions concerning the confidentiality of a file to legal counsel for the agency.

I. Access to confidential documents, information or files shall be only by authorization of the agency records custodian (Section 14-2-8 NMSA 1978), or by the office of the attorney general or by court order, unless otherwise provided by law. Release of confidential documents to law enforcement and other government agencies, shall only be upon specific statutory authorization or court order.

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

K. 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.

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

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

[5/25/95; 5/19/97; 1.18.705.9 NMAC - Rn, 1 NMAC 3.2.93.8, 7/22/2002; A, 12/31/2012]

1.18.705.10 - 100 [RESERVED]

1.18.705.101 Air National Guard Division records are mandated by the following records retention and disposition schedules: AFM 37-139, Air Force Manual; AFI 36-2608 Air Force Instruction; 1.15.6 NMAC, the general personnel records for the state of New Mexico.

[5/21/97; 1.18.705.101 NMAC - Rn, 1 NMAC 3.2.93.705.101, 7/22/2002]

1.18.705.102 SPECIAL MILITARY ORDERS:

A. Program: air national guard division

B. Maintenance system: chrononumeric by federal fiscal year, and series number.

C. Description: records concerning personnel actions, travel, active duty, schedule of inactive duties. Record may show individuals name, address, social security number, special order number, series number, assignment, general instructions, reporting instructions, date, duty period, demobilization authority, fund cities, authentication and certification, etc. Orders may contain a numerical log by name and date.

D. Retention:

(1) **Permanent orders G-series special orders and movement orders(AFM 37-128 and NOTE: after 25 years transfer to New AFI 37-139) Mexico State Records Center & Archives for review and final disposal:** permanent

(2) **Temporary orders A-series, O-series, X-series aeronautical and reserve orders (Except D-series and J-series reserve orders):** transfer to New Mexico State Records Center & Archives for review and final disposal: 56 years after close of federal fiscal year in which action completed (AFM 37-128 and AFI 37-139)

(3) **Temporary orders M-series, P-series special orders issued before calendar year 1967:** 15 years after close of federal fiscal year in which action completed (AFM37-128and AFI 37-139)

E. Confidentiality: confidential

[5/21/97; 1.18.705.102 NMAC - Rn, 1 NMAC 3.2.93.705.102, 7/22/2002]

[Note: Personnel Data Privacy Act of 1974 (USC 552a)]

1.18.705.103 - 200 [RESERVED]

1.18.705.201 Army National Guard records are mandated by the following records retention and disposition schedules: MARKS 25-400-2, The Modern Army Recordkeeping System, February 1993; Army Regulation 600-8-105, Military Orders; National Guard Regulation 310-10, Military Orders; DFAS-IN Manual 37-100-96, Defense Finance and Accounting Service, Indianapolis Center; ARNGFS ADSM BOOK III, Army National Guard Financial Services SAFM, Standard Accounting Field Manual.

[5/21/97; 1.18.705.201 NMAC - Rn, 1 NMAC 3.2.93.705.201, 7/22/2002]

1.18.705.202 OFFICIAL MILITARY PERSONNEL FOLDER (OMPF) FILES:

- A. Program:** army national guard division
- B. Maintenance system:** chronological by federal fiscal year, then alphabetical by surname
- C. Description:** records documenting the entire service record for army and air national guard members. Files may include transfer orders, separation orders, discharges, travel orders, active duty orders, investigations on accidents, litigations, etc.
- D. Retention:** 62 years from close of federal fiscal year in which member action completed or retirement, then transfer to national archives and records administration
- E. Confidentiality:** Portions of this record may contain confidential information pursuant, but not limited to, 5 USC Section 552a (i.e., social security number), Section 14-6-1 NMSA 1978 (i.e., medical information), Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 (1996) (i.e., health information).

[5/21/97; 1.18.705.202 NMAC - Rn, 1 NMAC 3.2.93.705.202, 7/22/2002; A, 12/31/2012]

[Department of military affairs will be responsible for the transfer of records to national archives and records administration.]

1.18.705.203 ORDERS LOG:

- A. Program:** army national guard division
- B. Maintenance system:** alphanumeric by individuals name and order number
- C. Description:** log books used for tracking of all orders for Army National Guard members individual personnel action orders. (e.g., travel, transfers, etc.). Log may show order number, date cut, name of guard member, social security number, effective date, amend/revoke section, etc.

D. Retention: 56 years after close of federal fiscal year in which action completed (MARKS FN:310-10a)

[5/21/97; 1.18.705.203 NMAC - Rn, 1 NMAC 3.2.93.705.203, 7/22/2002]

1.18.705.204 MILITARY PERSONNEL ORDERS FILES:

- A. Program:** army national guard division
- B. Maintenance system:** numerical by order number
- C. Description:** records concerning travel, promotions, courts-martial, training, personnel actions, separations, additional duty appointments issued by headquarters department of the army (HQDA) or by any other element of the army (e.g., national guard). Files may contain memorandums on special appointments, logs, indexes, or other control documents used to ensure continuity of order numbers.

D. Retention: 56 years after close of federal fiscal year in which action completed (MARKS FN:310-10a)

[5/21/97; 1.18.705.204 NMAC - Rn, 1 NMAC 3.2.93.705.204, 7/22/2002]

1.18.705.205 PERMANENT ORDERS RECORD SET FILES: (MARKS FN: 310-10e)

- A. Program:** army national guard division
- B. Maintenance system:** chronoalphabetical by order date and individuals name
- C. Description:** record set of permanent orders pertaining to organizational actions, awards, decorations issued by any element of the army (i.e, national guard, department of the army general order/DAGO, headquarters, department of the army/HQDA). After 25 years transfer to New Mexico state records center & archives for review and final disposal.

D. Retention: permanent

[5/21/97; 1.18.705.205 NMAC - Rn, 1 NMAC 3.2.93.705.205, 7/22/2002]

1.18.705.206 - 300 [RESERVED]

1.18.705.301 ACCOUNTING DOCUMENTS:

- A. Program:** U.S. property office & fiscal office
- B. Maintenance system:** numerical by document control number and block/batch cycle number
- C. Description:** records concerning information posted to books and used by agency for reimbursement of any medical, utilities, equipment, or travel expenses of military personnel. File may contain disbursement vouchers, orders, copies of statements or claims, copies of receipts, etc.
- D. Retention:** 10 years after close of federal fiscal year in which action completed (MARKS FN:37-1r)
[5/21/97; 9/30/99; 1.18.705.301 NMAC - Rn, 1 NMAC 3.2.93.705.301, 7/22/2002]

1.18.705.302 GENERAL OFFICE FILES (OFFICE MAIL CONTROLS):

- A. Program:** U.S. property office & fiscal office
- B. Maintenance system:** alphabetical by program manager code
- C. Description:** records concerning administrative files. Files may contain in house office mail, bulletins, transmittal letters, memorandums, etc.
- D. Retention:** two years after close of federal fiscal year in which action completed (MARKS FN: 1n). Transfer to New Mexico state records center & archives for review and final disposal.
[5/21/97; 1.18.705.302 NMAC - Rn, 1 NMAC 3.2.93.705.302, 7/22/2002]

1.18.705.303 MISCELLANEOUS FEEDER DATA:

- A. Program:** U.S. property office & fiscal office
- B. Maintenance system:** numerical by document control number and block and batch number
- C. Description:** records recording and verifying accounting and financial transactions. Files may contain reports, listings, schedules, consolidations, reconsolidations, end of month reports, end of year reports, unliquidated listing, trial balance listing, disbursements list, financial plan, listing of training obligations, etc.
- D. Retention:** six years and three months after close of federal fiscal year in which action completed (MARKS FN: 37-1i)
[5/21/97; 1.18.705.303 NMAC - Rn, 1 NMAC 3.2.93.705.303, 7/22/2002]

1.18.705.304 RECORD OF PROCUREMENT PAYMENTS OR BILLS REGISTERS (DA FORM 3900):

- A. Program:** U.S. property office & fiscal office
- B. Maintenance system:** chronological by date of payment
- C. Description:** record concerning payment history of vendors who have furnished goods or services on procurement documents.
- D. Retention:** six years and three months after close of federal fiscal year in which action completed (MARKS FN:37-107k)
[5/21/97; 1.18.705.304 NMAC - Rn, 1 NMAC 3.2.93.705.304, 7/22/2002]

1.18.705.305 INDIVIDUAL PAY RECORDS-CIVILIAN:

- A. Program:** U.S. property office & fiscal office
- B. Maintenance system:** numerical by social security number of individual
- C. Description:** records concerning individual pay records. Files may contain information on all earnings, deductions, adjustments, bond issuances made to each employee during a pay calendar year, cross-reference roster of employees in alphabetical order, etc.
- D. Retention:** three years after close of federal fiscal year in which action completed then transfer to national personnel records center (NPRC) St. Louis, MO (MARKS FN:37-105a)
- E. Confidentiality:** confidential
[5/21/97; 1.18.705.305 NMAC - Rn, 1 NMAC 3.2.93.705.305, 7/22/2002]
[Note: confidential, Privacy Act-A0037 105aSAFM]

1.18.705.306 TIME & ATTENDANCE REPORTS & LEAVE RECORDS (CIVILIANS) FILES:

- A. Program:** U.S. property office & fiscal office
- B. Maintenance system:** numerical by unit in charge (UIC), unit payroll code, and pay period.

C. Description: File of support documentation of individual leave and time and attendance (TA) reports. Files may contain pay period report for employee, leave request, leave record card form 30088 (7-93)GL used for recording leave categories, accruals, and employee's leave taken, office accumulation, etc.

D. Retention: six years after close of calendar year in which created (MARKS FN: 37-105d)

E. Confidentiality: confidential

[5/21/97; 1.18.705.306 NMAC - Rn, 1 NMAC 3.2.93.705.306, 7/22/2002]

[Note: confidential, Privacy Act-A0037-105aSAFM]

1.18.705.307 UNEMPLOYMENT COMPENSATION DATA REQUESTS FORM ES-931:

A. Program: U.S. property office & fiscal office

B. Maintenance system: chronological by date received

C. Description: requests for wage and separation data for unemployment compensation claims. Request shows employee name, social security number address, place employed, salary, reason for termination, etc.

D. Retention: two years after close of calendar year in which created (MARKS FN:37-105n)

E. Confidentiality: confidential

[5/21/97; 1.18.705.307 NMAC - Rn, 1 NMAC 3.2.93.705.307, 7/22/2002]

[Note: confidential, Privacy Act-A0037-105aSAFM]

1.18.705.308 PAYROLL CONTROL DOCUMENTS:

A. Program: U.S. property office & fiscal office

B. Maintenance system: chronological by pay period

C. Description: documents maintained for payroll control and audit purposes. Files may contain payroll listings, payroll summary, certification and attachments (i.e., payroll vouchers, payroll for personnel services, bond issuance schedules, control registers), listings that reflect payroll changes, refund vouchers and adjustment schedules which relate to those payments, etc.

D. Retention: three years after close of calendar year in which created (MARKS FN:37-105p)

E. Confidentiality: confidential

[5/21/97; 1.18.705.308 NMAC - Rn, 1 NMAC 3.2.93.705.308, 7/22/2002]

[Note: confidential, Privacy Act-A0037-105aSAFM]

1.18.705.309 PAYROLL SUBSTANTIATING DOCUMENT FOLDERS:

A. Program: U.S. property office & fiscal office

B. Maintenance system: alphanumeric by individuals last name and year of termination

C. Description: supporting documents for payroll deductions, automatic deposit, address changes, pay authorizations, promotions, increases, and adjustments recorded on SF 50 (notification of personnel action),etc.

D. Retention: five years after close of calendar year in which created (MARKS FN:37-105q)

E. Confidentiality: confidential

[5/21/97; 1.18.705.309 NMAC - Rn, 1 NMAC 3.2.93.705.309, 7/22/2002]

[Note: confidential, Privacy Act-A0037-105aSAFM]

1.18.705.310 AUDIT LETTERS:

A. Program: U.S. property office & fiscal office

B. Maintenance system: chronological by date of audit

C. Description: general accounting office notification of completion of audit pertaining to any type of financial transaction. File may contain notification of completion, final report of the audit showing findings, problems, weakness, strengths, etc.

D. Retention: three years after close of calendar year in which created (MARKS FN:37-105t)

[5/21/97; 1.18.705.310 NMAC - Rn, 1 NMAC 3.2.93.705.310, 7/22/2002]

1.18.705.311 LEVIES AND GARNISHMENTS:

A. Program: U.S. property office & fiscal office

B. Maintenance system: alphabetical by individuals name

C. Description: records concerning levy or garnishment actions against federal employees. Files may contain official notice of levy or garnishment, charge slips, working papers, release forms (i.e., charges against retirement funds, attachment of salary for nonpayment of back income taxes, and or other debts), etc.

D. Retention: three years after final action completed (MARKS FN:37-101-1h)

E. Confidentiality: confidential

[5/21/97; 1.18.705.311 NMAC - Rn, 1 NMAC 3.2.93.705.311, 7/22/2002]

[Note: confidential, Privacy Act-AO037-104-3a, b, c, SAFM;AO037-104-1aSAFM]

1.18.705.312 MISCELLANEOUS PAY VOUCHER FILES:

A. Program: U.S. property office & fiscal office

B. Maintenance system: numerical by transmittal letter (TL) number

C. Description: records concerning supporting documentation for military pay voucher system.

Files may contain inactive duty training transmittal letter, pay inquiry forms, address change notification, tax change notification, direct deposit change, copies of DA Form 5330 (U.S. army reserve drill recording form), etc.

D. Retention: one year after the close of federal fiscal year in which created (MARKS FN:37-104-10k)

E. Confidentiality: confidential

[5/21/97; 1.18.705.312 NMAC - Rn, 1 NMAC 3.2.93.705.312, 7/22/2002]

[Note: confidential, Privacy Act A0037-104-1aSAFM, A0037-104-3bSAFM, A0037-104-3cSAFM, A0037-104-3DASG]

1.18.705.313 VALIDATION FILES:

A. Program: U.S. property office & fiscal office

B. Maintenance system: alphabetical by individual's name

C. Description: records concerning the administrative review and investigations of procedures or incidents subject to or suspected of fraud or improper payment. Files may contain reports of investigation, copies of vouchers, copies of orders, notices of exception, military pay orders, pay adjustment authorizations, sworn statements, etc.

D. Retention: three years after determination or final judgement (MARKS FN:37-1ff)

E. Confidentiality: confidential

[5/21/97; 1.18.705.313 NMAC - Rn, 1 NMAC 3.2.93.705.313, 7/22/2002]

[Note: confidential, Privacy Act-A0037-103cSAFM]

1.18.705.314 BANKRUPTCY PROCESSING FILES:

A. Program: U.S. property office & fiscal office

B. Maintenance system: alphabetical by individuals name

C. Description: records concerning the development and processing of bankruptcy cases involving service members, civilian employees, contractors, and others involved in transactions with the army. Files may contain bankruptcy reports, petitions, notifications, etc.

D. Retention: four years after conclusion of related bankruptcy proceedings (MARKS FN: 37-104-1h)

E. Confidentiality: confidential

[5/21/97; 1.18.705.314 NMAC - Rn, 1 NMAC 3.2.93.705.314, 7/22/2002]

[Note: confidential, Privacy Act-A0037-103aSAFM,A0037-105cSAFM]

1.18.705.315 SIGNATURE CARD FILE:

A. Program: U.S. property office & fiscal office

B. Maintenance system: numerical by unit number

C. Description: records concerning signatures of certifying officers authorized to sign fiscal documents, personnel documents, etc. Files may contain DD Form 577 (Signature Card), orders identifying individuals authorized to be certifying officers, etc.

D. Retention: one year after designation of new certifying officer (ARNGFS-Table 1-1 ADMS BOOK III)

[5/21/97; 1.18.705.315 NMAC - Rn, 1 NMAC 3.2.93.705.315, 7/22/2002]

1.18.705.316 SUBSTANTIATING DOCUMENT AND TL (TRANSMITTAL LETTER) FILES:

A. Program: U.S. property office & fiscal office

B. Maintenance system: numerical by payroll number

C. Description: records concerning military drill attendance, annual training and payment to individuals. Files may contain military attendance listing for each month, annual training listing, direct deposit authorization, insurance deduction authorization, bonus documentation, unit record of training (form DA 1379), etc.

D. Retention: 10 years and three months after close of calendar year in which created (ARNGFS-Table 1-1 ADSM BOOK III)

E. Confidentiality: confidential
[5/21/97; 1.18.705.316 NMAC - Rn, 1 NMAC 3.2.93.705.316, 7/22/2002]
[Note: confidential, Privacy Act 1974 (USC 552a)]

1.18.705.317 MILPAY-RC-JSS 370P LISTING:

A. Program: U.S. property office & fiscal office
B. Maintenance system: chronological by julian date
C. Description: record of all daily financial transactions sent from U.S. army finance and accounting center, Indianapolis, Indiana. Listing may show program, ID, payroll code, social security number, type of transaction by code number, julian date, date prepared, etc.

D. Retention: 10 years after close of calendar year in which created (ARNGFS-Table 1-1 ADSM BOOK III)

E. Confidentiality: confidential
[5/21/97; 1.18.705.317 NMAC - Rn, 1 NMAC 3.2.93.705.317, 7/22/2002]
[Note: confidential, Privacy Act 1974 (USC 552a)]

1.18.705.318 UNIT DRILL PERFORMANCE LISTING:

A. Program: U.S. property office & fiscal office
B. Maintenance system: chronological by month and calendar year
C. Description: listing of monthly and annual drills performed by each unit.
D. Retention: until no longer needed for reference or until superseded or rescinded (ARNGFS-Table 1-1 ADSM BOOK III)

[5/21/97; 1.18.705.318 NMAC - Rn, 1 NMAC 3.2.93.705.318, 7/22/2002]

1.18.705.319 PAY OR PERSONNEL TRANSACTIONS LISTING:

A. Program: U.S. property office & fiscal office
B. Maintenance system: alphanumeric by unit number and individuals name
C. Description: listing of all pay related personnel transactions used to update the soldier's MMPA (master military pay account). Listing shows verification of pay, discrepancies, drill attendance, annual training, etc.
D. Retention: 10 years and three months after close of calendar year in which created (ARNGFS-Table 1-1 ADSM BOOK III)

E. Confidentiality: confidential, Privacy Act 1974 (USC 552a).
[5/21/97; 1.18.705.319 NMAC - Rn, 1 NMAC 3.2.93.705.319, 7/22/2002]

1.18.705.320 STUDENT LOAN REPAYMENT PROGRAM (SLRP) FILES:

A. Program: U.S. property office & fiscal office
B. Maintenance system: numerical by program number
C. Description: records concerning the reimbursement to lending institutions for military personnel student loans. Files may contain applications, repayment documentation, name of school or entity, etc.
D. Retention: six years after final payment received (MARKS FN: 37-104-1f)

E. Confidentiality: confidential
[5/21/97; 1.18.705.320 NMAC - Rn, 1 NMAC 3.2.93.705.320, 7/22/2002]
[Note: confidential, Privacy Act A0037-104-1aSAFM, A0037-104-3bSAFM, A0037-104-3cSAFM, A0037-104-3DASG]

1.18.705.321 ORIGINAL DISBURSING OFFICER ACCOUNT FILES:

A. Program: U.S. property office & fiscal office
B. Maintenance system: numerical by transmittal letter number
C. Description: records concerning original money account information submitted by army disbursing officers on a monthly basis to USAFAC (United States army finance and accounting center) for GAO (general accounting office) central audit and review. Files may contain original schedules, original vouchers and

supporting documentation, supporting statement of accountability or accounts current, active army substantiating documents, civilian payroll documents, original reserve component composite payrolls, inactive duty training (IDT), substantiating documents, etc.

D. Retention:

(1) **Accounts and supporting documents pertaining to American Indians:** After 25 years transfer to New Mexico state records and archives for review and final disposal: permanent (MARKS FN:37-103dd)

(2) **All other records:** six years and three months after close of federal fiscal year in which created (MARKS FN:37-103dd)

E. Confidentiality: confidential

[5/21/97; 1.18.705.321 NMAC - Rn, 1 NMAC 3.2.93.705.321, 7/22/2002]

[Note: Confidential, Privacy Act-A0037-104-1b SAFM]

1.18.705.322 MILITARY CONTRACT & AGREEMENT FILES:

A. Program: U.S. property office & fiscal office

B. Maintenance system: chronological by date of contract

C. Description: records concerning the administration records of military projects. Files may contain contracts, agreements, copies of accounting expenditure documents (i.e., construction authorization, allotment ledgers, fund control registers), etc.

D. Retention: six years and three months after final payment received (MARKS FN:415-10-c)
[5/21/97; 1.18.705.322 NMAC - Rn, 1 NMAC 3.2.93.705.322, 7/22/2002]

1.18.705.323 MASTER MILITARY PAY ACCOUNT (MMPA) LISTING:

A. Program: U.S. property office & fiscal office

B. Maintenance system: chronological by month and year

C. Description: record of military personnel pay. Listing shows monthly pay, hours worked, end of month balance (year to date earnings), UIC unit identification code (payroll number), social security number, etc.

D. Retention: 10 years after close of calendar year in which created. May be retained after this period as state historical records as directed by state military authorities (ARNGFS-Table 1-1 AD5M BOOK III). Transfer to New Mexico state records center & archives for review and final disposal.]

E. Confidentiality: confidential

[5/21/97; 1.18.705.323 NMAC - Rn, 1 NMAC 3.2.93.705.323, 7/22/2002]

[Note: confidential, Privacy Act 1974 (USC 552a). (Only authorized personnel are allowed access to the file).]

1.18.705.324 - 400 [RESERVED]

1.18.705.401 BILLS OF LADING FILES Form #: FPMR (41CFR) 101-41.3:

A. Program: transportation office

B. Maintenance system: chrononumerical by federal fiscal year and bill of lading number

C. Description: record concerning the movement of freight. Files contain original receipts, copies of voucher, bill shows transportation company tendered, destination, consignee, appropriation charge, date, route order/release number, origin, shipper, charges billed to, etc.

D. Retention: 12 years after close of federal fiscal year in which created (MARKS FN:55-355FRTg)

E. Confidentiality: confidential

[5/21/97; 1.18.705.401 NMAC - Rn, 1 NMAC 3.2.93.705.401, 7/22/2002]

[Note: confidential, Privacy Act A0055-71 SAFM]

1.18.705.402 FEDERAL EXPRESS BILLING FILE:

A. Program: transportation office

B. Maintenance system: chronological by month and federal fiscal year

C. Description: records concerning Federal Express bills and statements used for shipment of documents, parcel post, etc. Files contain bill and statement from Federal Express, documentation of shipment, etc.

D. Retention: 12 years after close of federal fiscal year in which created (MARKS FN:55-355NONb)

[5/21/97; 1.18.705.402 NMAC - Rn, 1 NMAC 3.2.93.705.402, 7/22/2002]

1.18.705.403 AMERICAN EXPRESS BILLING:

- A. Program:** transportation office
- B. Maintenance system:** chronological by month and fiscal year
- C. Description:** records concerning American Express bills and statements used by military personnel for travel expenses. Files contain bill and statement from American Express, travel orders, original invoices, itinerary, substantiating documents from travel agent, etc.
- D. Retention:** three years after close of federal fiscal year in which created (MARKS FN:55-355PERg)
- E. Confidentiality:** confidential, Privacy Act A0055-355a DALO.
[5/21/97; 1.18.705.403 NMAC - Rn, 1 NMAC 3.2.93.705.403, 7/22/2002]
[Note: confidential, Privacy Act A0055-355a DALO]

1.18.705.404 - 500 [RESERVED]

1.18.705.501 Office of the adjutant general records are mandated by the following records retention and disposition schedules: 1.15.2 NMAC, the general administrative records for the state of New Mexico 1.18.705 NMAC, department of military affairs.
[5/21/97; 1.18.705.501 NMAC - Rn, 1 NMAC 3.2.93.705.501, 7/22/2002]

1.18.705.502 - 600 [RESERVED]

1.18.705.601 Selective service office records are mandated by the following records retention and disposition schedules: 1.15.2 NMAC, the general administrative records for the state of New Mexico; 1.15.4 NMAC, the general financial records for the state of New Mexico; 1.15.6 NMAC, the general personnel records for the state of New Mexico; 1.18.705 NMAC, department of military affairs
[5/21/97; 1.18.705.601 NMAC - Rn, 1 NMAC 3.2.93.705.601, 7/22/2002]

1.18.705.602 - 700 [RESERVED]

1.18.705.701 State armory board records are mandated by the following records retention and disposition schedules: 1.15.2 NMAC, the general administrative records for the state of New Mexico; 1.15.4 NMAC, the general financial records for the state of New Mexico; 1.15.6 NMAC, the general personnel records for the state of New Mexico; 1.18.705 NMAC, department of military affairs
[5/21/97; 1.18.705.701 NMAC - Rn, 1 NMAC 3.2.93.705.701, 7/22/2002]

1.18.705.702 - 800 [RESERVED]

1.18.705.801 State programs office records are mandated by the following records retention and disposition schedules: 1.15.2 NMAC, the general administrative records for the state of New Mexico; 1.15.4 NMAC, the general financial records for the state of New Mexico; 1.15.6 NMAC, the general personnel records for the state of New Mexico; 1.18.705 NMAC, department of military affairs
[5/21/97; 1.18.705.801 NMAC - Rn, 1 NMAC 3.2.93.705.801, 7/22/2002]

1.18.705.802 - 900 [RESERVED]

1.18.705.901 Veterans' approval agency records are mandated by the following records retention and disposition schedules: 1.15.2 NMAC, the general administrative records for the state of New Mexico; 1.15.4 NMAC, the general financial records for the state of New Mexico; 1.15.6 NMAC, the general personnel records for the state of New Mexico; 1.18.705 NMAC, department of military affairs
[5/21/97; 1.18.705.901 NMAC - Rn, 1 NMAC 3.2.93.705.901, 7/22/2002]

1.18.705.902 - 950 [RESERVED]

1.18.705.951 Civil air patrol division records are mandated by the following records retention and disposition schedules: CAP Regulation 10-2, civil air patrol; AFM 37-139, air force manual; AFI 36-2608, air force instruction; 1.15.2 NMAC, the general administrative records for the state of New Mexico; 1.18.705 NMAC, department of military affairs

[5/21/97; 1.18.705.951 NMAC - Rn, 1 NMAC 3.2.93.705.951, 7/22/2002]

HISTORY OF 1.18.705 NMAC:

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

SRC Rule 69-4, Records Retention and Disposal Schedule for Adjutant General, 7/2/69.

SRC Rule 79-10, Records Retention and Disposition Schedule for the Office of Military Affairs, 7/27/79.

SRC Rule 80-8, Records Retention and Disposition Schedule for Department of Military Affairs, 8/27/80.

History of Repealed Material: [RESERVED]