

TITLE 1 GENERAL GOVERNMENT ADMINISTRATION
CHAPTER 19 LOCAL GOVERNMENT RECORDS RETENTION AND DISPOSITION SCHEDULES (LGRRDS)
PART 7 LGRRDS, SOUTHERN SANDOVAL COUNTY ARROYO FLOOD CONTROL AUTHORITY (SSCAFCA)

1.19.7.1 ISSUING AGENCY: New Mexico Commission of Public Records - State Records Center and Archives
[1.19.7.1 NMAC - N, 1-6-02]

1.19.7.2 SCOPE: New Mexico SSCAFCA - local government
[1.19.7.2 NMAC - N, 1-6-02]

1.19.7.3 STATUTORY AUTHORITY: Section 14-3-18 NMSA 1978
[1.19.7.3 NMAC - N, 1-6-02]

1.19.7.4 DURATION: Permanent
[1.19.7.4 NMAC - N, 1-6-02]

1.19.7.5 EFFECTIVE DATE: January 12, 1998 unless a later date is specified at the end of a section.
[1-12-98; 1.19.7.5 NMAC - N, 1-6-02]

1.19.7.6 OBJECTIVE: To establish a model records retention and disposition schedule
[1.19.7.6 NMAC - N, 1-6-02]

1.19.7.7 DEFINITIONS: [RESERVED]

1.19.7.8 ABBREVIATIONS AND ACRONYMS: [RESERVED]

1.19.7.9 INSTRUCTIONS: [RESERVED]

1.19.7.10-100 [RESERVED]

1.19.7.101 PROPERTY ACQUISITION FILES:

A. Program: SSCAFCA

B. Maintenance System: alphabetical by project name

C. Description: records concerning the acquisition of properties for SSCAFCA projects. File may contain feasibility studies, engineering drawings and reports, request for purchase copy, survey of land, property appraisals, property acquisition negotiations, property acquisition agreements, copy of property condemnation notice, copy of deed, property negotiators notes and reports, correspondence, memos, etc.

D. Retention: six years after acquisition of property
[1-12-98; 1.19.7.101 NMAC - Rn, 1 NMAC 3.2.94.700.101, 1-6-02]

1.19.7.102 PROPERTY FILES:

A. Program: SSCAFCA

B. Maintenance System: numerical by land parcel number

C. Description: deeds and condemnations of property acquired by SSCAFCA

D. Retention: permanent

[1-12-98; 1.19.7.102 NMAC - Rn, 1 NMAC 3.2.94.700.102, 1-6-02]

1.19.7.103 RESOLUTIONS OR ORDERS:

A. Program: SSCAFCA

B. Maintenance System: chrono-numeric by year and resolution or order number

C. Description: official mandates issued by the SSCAFCA board.

D. Retention: permanent

[1-12-98; 1.19.7.103 NMAC - Rn, 1 NMAC 3.2.94.700.103, 1-6-02]

1.19.7.104 RESOLUTION AND ORDER LOG:

- A. Program:** SSCAFCA
- B. Maintenance System:** chrono-numeric by year and resolution or order number
- C. Description:** log of all resolutions and orders passed and adopted by SSCAFCA board.
- D. Retention:** permanent

[1-12-98; 1.19.7.104 NMAC - Rn, 1 NMAC 3.2.94.700.104, 1-6-02]

1.19.7.105 ELECTION RECORDS:

- A. Program:** SSCAFCA
- B. Maintenance System:** chronological by election date
- C. Description:** records concerning election of SSCAFCA board members and bond elections. File may contain election proclamation, copy of resolution ordering election, precinct worker lists, signature rosters, poll books, registered voter listing, canvass, etc.
- D. Retention:** three years after date of election

[1-12-98; 1.19.7.105 NMAC - Rn, 1 NMAC 3.2.94.700.105, 1-6-02]

[Note: election of board members is held during a general election and conducted by the county clerk. All other elections are held by SSCAFCA.]

1.19.7.106 FLOOD CONTROL STRUCTURE PROJECT FILE:

- A. Program:** SSCAFCA
- B. Maintenance System:** alphanumeric by structure name and project number
- C. Description:** records concerning the construction of flood control structures. File may contain engineering drawings, maps, plats, feasibility studies, request for purchase, award letter, notice to proceed, status reports, WH-347US Dept. of Labor payroll forms, structural specification reports, correspondence, memoranda, etc.
- D. Retention:**
 - (1) **Engineering drawings, structural inspection reports, environmental studies:** permanent
 - (2) **All other records:** 10 years after completion of project

[1-12-98; 1.19.7.106 NMAC - Rn, 1 NMAC 3.2.94.700.106, 1-6-02]

1.19.7.107 LOCAL GOVERNMENT INVESTMENT POOL (LGIP) STATEMENT:

- A. Program:** SSCAFCA
- B. Maintenance System:** chronological by fiscal year
- C. Description:** monthly statement of account of monies invested and expended from LGIP. Statement shows interest accrued, service charge, ending balance, statement date, etc.
- D. Retention:** six years after close of fiscal in which created

[1-12-98; 1.19.7.107 NMAC - Rn, 1 NMAC 3.2.94.700.107, 1-6-02]

1.19.7.108 BOND FILES:

- A. Program:** SSCAFCA
- B. Maintenance System:** chronological by bond initiation date
- C. Description:** record of debt in the form of a bond incurred by the authority. File may contain copies of bond election documents (i.e., resolution and proclamation resolution of flood control bond election, amendment of resolution and proclamation of special bond election, affidavits of publication of notice of election, affidavit of publication of proclamation of election), paying agent and registrar agreement agent, certificate of paying agent, general and no litigation certificate, signature certificate, tax compliance certificate, purchasers' letters, closing instruction letter and debt service schedule from the financial advisor, delivery certificate, bond counsel opinion, reliance letter, specimen bond, 8038-G tax return.
- D. Retention:** until paid and certificate of destruction has been prepared (Section 6-10-62 NMSA 1978)

[1-12-98; 1.19.7.108 NMAC - Rn, 1 NMAC 3.2.94.700.108, 1-6-02]

[Note: paying agency is always the financial institution.]

1.19.7.109 BOND REGISTER:

- A. Program:** SSCAFCA
- B. Maintenance System:** chrono-numeric by bond date and bond coupon number

C. Description: record of bonds issued and paid. Register shows the bond issue numbers, amount of issue, date bond canceled, coupon numbers, payment information, etc.

D. Retention: 10 years after date of maturity (Section 37-1-25 NMSA1978)
[1-12-98; 1.19.7.109 NMAC - Rn, 1 NMAC 3.2.94.700.109, 1-6-02]

1.19.7.110 CERTIFICATE OF DESTRUCTION:

A. Program: SCAFCA

B. Maintenance System: chronological by date of destruction

C. Description: shows the number and maturity of the bond, or note, or certificate, or coupon, the date paid, any other information required by the debtor agency.

D. Retention: 10 years after date of maturity (Section 37-1-25 NMSA1978)
[1-12-98; 1.19.7.110 NMAC - Rn, 1 NMAC 3.2.94.700.110, 1-6-02]

HISTORY OF 1.19.7 NMAC: [RESERVED]