

TITLE 1 GENERAL GOVERNMENT ADMINISTRATION
CHAPTER 19 LOCAL GOVERNMENT RECORDS RETENTION AND DISPOSITION SCHEDULE (LGRRDS)
PART 8 NEW MEXICO MUNICIPALITIES

1.19.8.1 ISSUING AGENCY: New Mexico Commission of Public Records – State Records Center and Archives
[1.19.8.1 NMAC - N, 9/28/2001]

1.19.8.2 SCOPE: All New Mexico municipalities – local government
[1.19.8.2 NMAC - N, 9/28/2001]

1.19.8.3 STATUTORY AUTHORITY: The administrator shall establish a record management program and shall establish records disposal schedules for the orderly retirement of records and adopt regulations necessary for the carrying out of the public records act. Records disposal schedules shall not become effective until thirty days after the filing date, Section 14-3-6 NMSA 1978.
[1.19.8.3 NMAC - N, 9/28/2001]

1.19.8.4 DURATION: Permanent
[1.19.8.4 NMAC - N, 9/28/2001] NMAC 3.2.94.300.4, 9/28/2001]

1.19.8.5 EFFECTIVE DATE: September 28, 2001 unless a later date is specified at the end of a section.
[1.19.8.5 NMAC - N, 9/28/2001]

1.19.8.6 OBJECTIVE: To establish records disposal schedules for the orderly retirement of records, Section 14-3-6 NMSA 1978.
[1.19.8.6 NMAC - N, 9/28/2001]

1.19.8.7 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.** "Audit" means a periodic examination of an organization to determine whether appropriate procedures and practices are followed.
 - D.** "Commission" means the state commission of public records (Section 14-3-2 NMSA 1978).
 - E.** "Pending litigation" means a proceeding in a court of law whose activity is in progress but not yet completed.
 - F.** "Records management" means the systematic control of all records from creation or receipt through processing, distribution, maintenance and retrieval, to their ultimate disposition.
 - G.** "Records retention period" 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.
 - H.** "Records retention schedule" means a document prepared as part of a records retention program that lists the period of time for retaining records.
- [1.19.8.7 NMAC - N, 9/28/2001]

1.19.8.8 ABBREVIATIONS AND ACRONYMS:

- A.** "ADA" stands for Americans With Disabilities Act
- B.** "CCW" stands for carrying concealed weapon
- C.** "CRR" stands for certified return receipt
- D.** "EMS" stands for emergency medical service
- E.** "CCW" stands for carrying concealed weapon
- F.** "FAA" stands for federal aviation administration
- G.** "FBI" stands for federal bureau of investigation
- H.** "HUD" stands for housing and urban development
- I.** "MVD" stands for motor vehicle division

- J. “NCIC” stands for national crime information center
- K. “NPDES” stands for national pollutant discharge elimination system
- L. “UCR” stands for uniform crime reporting

[1.19.8.8 NMAC - N, 9/28/2001]

1.19.8.9 INSTRUCTIONS:

A. For records of an administrative nature, refer to the Records Retention and Disposition Schedule for General Administrative Records, 1.15.3 NMAC.

B. For records of a financial nature, refer to the Records Retention and Disposition Schedule for General Financial Records, 1.15.5 NMAC.

C. For records of a personnel nature, refer to the Records Retention and Disposition Schedule for General Personnel Records, 1.15.7 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. The descriptions of files are intended to be illustrative, 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 or confidential files shall be only by authorization of agency or attorney general 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. All records, papers or documents may be photographed, microfilmed, microphotographed or reproduced on film. Such photographs, microfilms, photographic film or microphotographs shall be deemed to be an original record for all purposes, including introduction in evidence in all courts or administrative agencies. (Section 14-1-5, 14-1-6 NMSA 1978)

J. Electronic records. Many paper records are being eliminated when the information has been placed on magnetic tapes, disks, or other data processing media. In these cases, the information on the data processing medium should be retained for the length of time specified in records retention and disposition schedules for paper records and should be subject to the same confidentiality and access restrictions as paper records. When the destruction of a record is required, all versions of said record shall be electronically over-written on machine readable media on which it is stored (or media destroyed). (See also 3.2.70.1 NMAC: Performance Guidelines for the Legal Acceptance of Public Records Produced by Information Technology Systems).

[1.19.8.9 NMAC - N, 9/28/2001]

1.19.8.10-100 [RESERVED]

1.19.8.101 ORDINANCE FILES

A. Program: municipal clerk

B. Maintenance System: [municipal preference]

C. Description: municipal regulations adopted by the municipal governing body. Files may contain original regulation adopted, amendments, repeal information, proof of publication, legal notices, etc.

D. Retention: permanent

[1.19.8.101 NMAC - Rp, 1 NMAC 3.2.94.900.101, 9/28/2001]

1.19.8.102 ORDINANCE CODE

A. Program: municipal clerk

B. Maintenance System: [municipal preference]

C. Description: compilation of current municipal regulations.

D. Retention: until superseded by new compilation

[1.19.8.102 NMAC - Rp, 1 NMAC 3.2.94.900.102, 9/28/2001]

1.19.8.103 RESOLUTION FILES

- A. Program:** municipal clerk
- B. Maintenance System:** [municipal preference]
- C. Description:** formal statements expressing the opinion, will, or intent of the municipal governing body.
- D. Retention:** permanent

[1.19.8.103 NMAC - Rp, 1 NMAC 3.2.94.900.103, 9/28/2001]

1.19.8.104 LIQUOR LICENSE FILES

- A. Program:** municipal clerk
- B. Maintenance System:** [municipal preference]
- C. Description:** records concerning the issuance of liquor licenses. Files may contain application for license, license stub, license fee receipts, correspondence, memoranda, etc.
- D. Retention:** three years after close of fiscal year in which license issued

[1.19.8.104 NMAC - Rp, 1 NMAC 3.2.94.900.104, 9/28/2001]

1.19.8.105 BUSINESS LICENSE FILES

- A. Program:** municipal clerk
- B. Maintenance System:** [municipal preference]
- C. Description:** records concerning the issuance of business licenses. Files may contain application for license, license stub, business fee receipts, correspondence, memoranda, etc.
- D. Retention:** three years after close of fiscal year in which license issued

[1.19.8.105 NMAC - Rp, 1 NMAC 3.2.94.900.105, 9/28/2001]

1.19.8.106 BUSINESS REGISTRATION FILES

- A. Program:** municipal clerk
- B. Maintenance System:** [municipal preference]
- C. Description:** records concerning the issuance of business registration to participate in business or occupational activity. Files may contain application for registration, registration stub, registration fee receipts, correspondence, memoranda, etc.
- D. Retention:** three years after close of fiscal year in which registration issued

[1.19.8.106 NMAC - Rp, 1 NMAC 3.2.94.900.106, 9/28/2001]

1.19.8.107 NON-BUSINESS REGISTRATION FILES

- A. Program:** municipal clerk
- B. Maintenance System:** [municipal preference]
- C. Description:** records concerning the issuance of non-business registration to participate in non-business activity (e.g., charitable solicitations, parades, gatherings, displays, garage sales, etc.). Files may contain application for registration, registration stub, registration fee receipts, correspondence, memoranda, etc.
- D. Retention:** three years after close of fiscal year in which registration issued

[1.19.8.107 NMAC - Rp, 1 NMAC 3.2.94.900.107, 9/28/2001]

1.19.8.108 INFRASTRUCTURE DEVELOPMENT FILES

- A. Program:** municipal clerk
- B. Maintenance System:** [municipal preference]
- C. Description:** records concerning plans for future infrastructure development. Files may contain feasibility studies, statistical reports, history documentation, maps, plans, plats, etc.
- D. Retention:**

- (1) **Projects approved:** permanent
- (2) **Projects not approved:** five years after close of fiscal year in which submitted to municipal governing body

[1.19.8.108 NMAC - Rp, 1 NMAC 3.2.94.900.108, 9/28/2001]

1.19.8.109 CAPITAL PROJECT FILES

- A. Program:** municipal clerk

B. Maintenance System: [municipal preference]

C. Description: records concerning the use of capital funds. Records document the progress and completion of capital projects (e.g., construction, redesigning, renovation, remodeling of municipal structures, streets, utility lines, etc.). Files may contain bid or quote documentation, contracts, payroll documentation, expenditure reports, blueprints, architectural drawings, soil tests or analyses, engineering specification, payment documentation, etc.

D. Retention:

(1) Fiscal or contractual documents (e.g., bids, quotes, agreements, contracts, etc.): 10 years after completion of project (Section 37-1-27 NMSA 1978)

(2) Technical documents (e.g. blueprints, architectural drawings, soil tests or analyses, engineering specifications, etc.): permanent

(3) All other documents: two years after close of fiscal year in which project completed
[1.19.8.109 NMAC - Rp, 1 NMAC 3.2.94.900.109, 9/28/2001]

1.19.8.110 MUNICIPAL BONDS, NOTES, INTEREST COUPONS, AND CERTIFICATES OF INDEBTEDNESS

A. Program: municipal clerk

B. Maintenance System: [municipal preference]

C. Description: record of debt in form of a bond, note, certificate of indebtedness, or interest coupon incurred by the municipality.

D. Retention:

(1) When paying agent is a bank, savings and loan association, or other third party: until paid and certificate of destruction 1.19.8.112 NMAC has been prepared (Section 6-10-62 NMSA 1978)

(2) When paying agent is the debtor agency (i.e., municipality): two years following payment and certificate of destruction 1.19.8.112 NMAC has been prepared (Section 6-10-62 NMSA 1978)
[1.19.8.110 NMAC - Rp, 1 NMAC 3.2.94.900.110, 9/28/2001]

1.19.8.111 INDUSTRIAL REVENUE BOND FILES

A. Program: municipal clerk

B. Maintenance System: [municipal preference]

C. Description: records concerning the issuance of municipal revenue bonds to acquire, own, lease, or sell projects for the purpose of promoting industry and trade other than retail trade. Files may include agreement for the abatement of taxes, project descriptions, industry or trade information, correspondence, memoranda, etc.

D. Retention: six years after termination of agreements
[1.19.8.111 NMAC - Rp, 1 NMAC 3.2.94.900.111, 9/28/2001]

1.19.8.112 MUNICIPAL BOND CERTIFICATE OF DESTRUCTION

A. Program: municipal clerk

B. Maintenance System: [municipal preference]

C. Description: shows the number and maturity of the bond, note, certificate, coupon, the date paid, etc.

D. Retention: six years after date created (Section 6-10-62 NMSA 1978)
[1.19.8.112 NMAC - Rp, 1 NMAC 3.2.94.900.112, 9/28/2001]

1.19.8.113 MUNICIPAL BOND REGISTER

A. Program: municipal clerk

B. Maintenance System: [municipal preference]

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

D. Retention: 10 years after date of maturity (Section 37-1-25 NMSA 1978)
[1.19.8.113 NMAC - Rp, 1 NMAC 3.2.94.900.113, 9/28/2001]

1.19.8.114 PETITION FILES

A. Program: municipal clerk

B. Maintenance System: [municipal preference]

C. Description: records concerning requests on a variety of issues (e.g., special election, ordinance change, traffic light installation, speed bump installation, etc.).

D. Retention:

(1) **Petitions that initiate an election:** Filed in election files 1.19.8.153 NMAC

(2) **All other petitions:** one year after close of fiscal year in which received
[1.19.8.114 NMAC - Rp, 1 NMAC 3.2.94.900.114, 9/28/2001]

1.19.8.115 ADA COMPLIANCE FILES

A. Program: municipal clerk

B. Maintenance System: [municipal preference]

C. Description: records concerning the Americans With Disabilities Act. File may contain ADA plan, policies, grievance procedures, grievances, resolutions, etc.

D. Retention:

(1) **Plans, policies, and procedures:** until superseded or one year after affected grievances have been resolved

(2) **Grievances and resolutions:** one year after date closed

[1.19.8.115 NMAC - Rp, 1 NMAC 3.2.94.900.115, 9/28/2001]

[Note: Policies and plans adopted by ordinance or resolution.]

1.19.8.116 COLLECTIVE BARGAINING FILES

A. Program: municipal clerk

B. Maintenance System: [municipal preference]

C. Description: records concerning transactions with labor organizations representing employees in collective bargaining. Files may contain copy of certification of labor organization as the exclusive representative of employees, mediation documentation and recommendations, agreements, grievances and resolutions, decertification, correspondence, memoranda, etc.

D. Retention:

(1) **Agreements:** six years after termination of agreement

(2) **Grievances and resolutions:** three years after date of resolution

(3) **All other documentation:** until no longer needed for reference

[1.19.8.116 NMAC - Rp, 1 NMAC 3.2.94.900.116, 9/28/2001]

1.19.8.117 CLAIM OF LIEN FILES

A. Program: municipal clerk

B. Maintenance System: [municipal preference]

C. Description: records concerning liens placed against private property for services rendered by the municipality. Files may contain claim of lien, assessment table, copy of notice of public hearing, copy of notice of violation, court order, copy of work order, copy of billing, release of lien, correspondence, memoranda, etc.

D. Retention: six years after close of fiscal year in which lien released

[1.19.8.117 NMAC - Rp, 1 NMAC 3.2.94.900.117, 9/28/2001]

1.19.8.118-150 [RESERVED]

1.19.8.151 ELECTION DISTRICT FILES

A. Program: municipal election records

B. Maintenance System: [municipal preference]

C. Description: records concerning the creation of election voting districts. Files may contain petitions, census information, boundary proposals, public hearing information, consultant information, contractual documentation, copies of ordinance adopting voting districts, final district delineation, district maps, etc.

D. Retention: two years after superseded by new redistricting

[1.19.8.151 NMAC - Rp, 1 NMAC 3.2.94.900.151, 9/28/2001]

1.19.8.152 PRECINCT BOARD FILES

A. Program: municipal election records

B. Maintenance System: [municipal preference]

C. Description: records concerning the appointment of precinct boards that will conduct municipal election. Files may contain copy of appointment notifications, appointment acceptances, oaths of office, list of precinct board members (judges, clerks, and alternates), correspondence, memoranda, etc.

D. Retention: two years after election for which appointed
[1.19.8.152 NMAC - Rp, 1 NMAC 3.2.94.900.152, 9/28/2001]

1.19.8.153 ELECTION FILES

A. Program: municipal election records

B. Maintenance System: [municipal preference]

C. Description: records concerning regular and special municipal elections held for the purpose of electing municipal officers or considering any other question placed on the ballot by the governing body. Files may include the absentee ballot register and ballots, application for absentee ballots, absentee voter lists and affidavits of destruction, signature roster, registered voter list, machine printed returns, oaths of office of the precinct board, declarations of candidacy and withdrawals, election resolution, proof of all publications, copies of all election material required to be published or posted, sample ballots and ballot labels, voting machine permits, affidavits of triplicate voter registration or certificates submitted by voters, copies of all affidavits or certificates prepared in connection with election, copy of certificates of canvass, amended certificates of canvass, results of recounts, rechecks, contests, re-canvass, etc.

D. Retention:

(1) Ballots. Used emergency and absentee paper ballots (If no notice by registered mail of contest or no judicial inquiry) Note: ballots where a contest, recount or judicial inquiry is sought shall be destroyed upon order of the district court having jurisdiction for those precincts (3-8-62 C NMSA 1978): 30 days after the issuance of the certificate of election or 30 days after completion of canvassing in which there are no candidates for municipal office, for those precincts in which the municipal clerk has received no notice of contest or judicial inquiry (Section 3-8-62 B NMSA 1978)

(2) Ballots. Unused paper ballots (including unused emergency paper ballots: upon the closing of polls and before voting machines are unlocked (3-8-51B, NMSA 1978)

(3) Ballots. Unused absentee ballots: at 5:00 p.m. on the Thursday immediately preceding the date of the election (3-9-8, NMSA 1978)

(4) Voter registers or lists and election handbooks: until superseded by new material

(5) All other records: two years after election date (3-8-71, NMSA 1978)

[1.19.8.153 NMAC - Rp, 1 NMAC 3.2.94.900.153, 9/28/2001]

1.19.8.154 CAMPAIGN CONTRIBUTION REPORTS

A. Program: municipal election records

B. Maintenance System: [municipal preference]

C. Description: records concerning the contribution to fund campaigns of candidates or special issues. Reports may show name of contributor, amount of contribution, candidate name, etc.

D. Retention: two years after election date or until termination of office, whichever is longer

[1.19.8.154 NMAC - Rp, 1 NMAC 3.2.94.900.154, 9/28/2001]

1.19.8.155 OATH OF OFFICE

A. Program: municipal election records

B. Maintenance System: [municipal preference]

C. Description: original or copies of oaths of elected municipal officials. Oath may show municipal office, name of elected or appointed officer, affidavit, date, signature, etc.

D. Retention: permanent

[1.19.8.155 NMAC - Rp, 1 NMAC 3.2.94.900.155, 9/28/2001]

1.19.8.156-200 [RESERVED]

1.19.8.201 ZONING CASE FILES

A. Program: planning, zoning, and community development records

B. Maintenance System: [municipal preference]

C. Description: records concerning request to initially set or change established zoning designation. Files may contain zoning request, fee receipts, reviews, recommendation by planning and zoning board, correspondence, memoranda, etc.

D. Retention: three years after close of fiscal year in which case closed
[1.19.8.201 NMAC - Rp, 1 NMAC 3.2.94.900.201, 9/28/2001]

1.19.8.202 ZONING PERMIT FILES

A. Program: planning, zoning, and community development records

B. Maintenance System: [municipal preference]

C. Description: records concerning the application to allow the use of property as designated by zoning code. Files may contain application to utilize property as designated by zoning code, certificate of zoning compliance, copy of permit issued, final inspection, construction plan copies, work notes, certificate of occupancy copy, etc.

D. Retention: three years after date of final inspection
[1.19.8.202 NMAC - Rp, 1 NMAC 3.2.94.900.202, 9/28/2001]

1.19.8.203 ZONING VIOLATION FILES

A. Program: planning, zoning, and community development records

B. Maintenance System: [municipal preference]

C. Description: records concerning violations to zoning designation. Files may contain complaint, inspections, work notes, final report, compliance documentation, final resolution, correspondence, memoranda, etc.

D. Retention: three years after date of final resolution
[1.19.8.203 NMAC - Rp, 1 NMAC 3.2.94.900.203, 9/28/2001]

1.19.8.204 BUILDING INSPECTION FILES

A. Program: planning, zoning, and community development records

B. Maintenance System: [municipal preference]

C. Description: records concerning the application to construct and/or to modify private structures within the municipality. Files may contain application to build/modify, copy of permit issued, inspections (e.g., plumbing, electrical, environmental, etc.), construction plan copies, work notes, certificate of occupancy copy, etc.

D. Retention: 10 years after date of final resolution
[1.19.8.204 NMAC - Rp, 1 NMAC 3.2.94.900.204, 9/28/2001]

1.19.8.205 BUILDING CODE VIOLATION FILES

A. Program: planning, zoning, and community development records

B. Maintenance System: [municipal preference]

C. Description: records concerning violations to building code (building, plumbing, mechanical, environmental). Files may contain complaint, inspections, work notes, final report, compliance documentation, final resolution, correspondence, memoranda, etc.

D. Retention: 10 years after date of final resolution
[1.19.8.205 NMAC - Rp, 1 NMAC 3.2.94.900.205, 9/28/2001]

1.19.8.206 PROPERTY ASSESSMENT FILES

A. Program: planning, zoning, and community development records

B. Maintenance System: [municipal preference]

C. Description: records concerning the assessment of real property (lien) initiated by petition or declaration of imminent domain to improve or develop community infrastructure. Files may contain petitions, correspondence, memoranda, assessment value documentation, challenges to assessed values, final action of governing body, etc.

D. Retention: three years after close of fiscal year in which final action taken
[1.19.8.206 NMAC - Rp, 1 NMAC 3.2.94.900.206, 9/28/2001]

1.19.8.207 ANNEXATION FILES

A. Program: planning, zoning, and community development records

B. Maintenance System: [municipal preference]

C. Description: working files of planning and zoning board. Records concerning the annexation of land into the municipality. Files may contain petitions, ordinance copies, plats, maps, surveys, correspondence, memoranda, etc.

D. Retention:

(1) Plats and maps: until incorporated into property files 1.15.3. NMAC (RRDS for General Administrative Records, section 125)

(2) All other documentation: until property annexed
[1.19.8.207 NMAC - Rp, 1 NMAC 3.2.94.900.207, 9/28/2001]

1.19.8.208 COMMUNITY DEVELOPMENT REPORT

A. Program: planning, zoning, and community development records

B. Maintenance System: [municipal preference]

C. Description: report on promoting the municipality through its economic development.

D. Retention: two years after date issued

[1.19.8.208 NMAC - Rp, 1 NMAC 3.2.94.900.208, 9/28/2001]

1.19.8.209 COMMUNITY DEVELOPMENT AND COMMUNITY SERVICE GRANT OR SUB-GRANT FILES

A. Program: planning, zoning, and community development records

B. Maintenance System: [municipal preference]

C. Description: records concerning grant monies received and redistributed by the municipality.

Records include but are not limited to block grants, negotiated grants, federal agency grants, state agency grants (i.e., agency on aging), entitlement grants, etc. Files may contain municipality's application for grant, grant award notification, applications to the municipality for sub-grant monies, copies of sub-grant award notifications, sub-grantee expenditure reports, copy of final expenditure report, reports as required by grant, etc.

D. Retention: five years after submission of final expenditure report or 6 years after termination of grant whichever is longer

[1.19.8.209 NMAC - Rp, 1 NMAC 3.2.94.900.209, 9/28/2001]

1.19.8.210-300 [RESERVED]

1.19.8.301 PRE-APPLICATION FOR TENANT ELIGIBILITY

A. Program: housing authority records

B. Maintenance System: [municipal preference]

C. Description: application to certify tenant eligibility for public housing. Application shows applicant name, address, source of income, amount of income, names of family members, signature of applicant, etc.

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

[1.19.8.301 NMAC - Rp, 1 NMAC 3.2.94.900.301, 9/28/2001]

1.19.8.302 TENANT WAITING LIST

A. Program: housing authority records

B. Maintenance System: [municipal preference]

C. Description: list of tenants eligible for public housing. List shows name of applicant, date of application, rank, etc.

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

[1.19.8.302 NMAC - Rp, 1 NMAC 3.2.94.900.302, 9/28/2001]

1.19.8.303 TENANT FILE

A. Program: housing authority records

B. Maintenance System: [municipal preference]

C. Description: records concerning family unit certified to receive public housing assistance. File may contain Section 8 Existing Housing Program Certificate of Family Participation, certification or re-certification of tenant eligibility, Section 8 Existing Housing Program Request of Lease Approval, unit inspection report, interim inspection reports, cathodic inspection report (municipal units only), etc.

D. Retention: six years after termination of lease

[1.19.8.303 NMAC - Rp, 1 NMAC 3.2.94.900.303, 9/28/2001]

1.19.8.304 HOUSING DISCRIMINATION COMPLAINT FILE

- A. Program:** housing authority records
 - B. Maintenance System:** [municipal preference]
 - C. Description:** records concerning allegations of housing discrimination. File may contain complaint, investigation reports, findings, conclusions, etc.
 - D. Retention:** three years after case closed
- [1.19.8.304 NMAC - Rp, 1 NMAC 3.2.94.900.304, 9/28/2001]

1.19.8.305 DEVELOPMENT COST FILES

- A. Program:** housing authority records
 - B. Maintenance System:** [municipal preference]
 - C. Description:** records concerning the building of public housing units. Files may contain HUD loan commitment, federal loan notes, land acquisition documents, construction documents, bond documentation, etc.
 - D. Retention:** three years after disposition
- [1.19.8.305 NMAC - Rp, 1 NMAC 3.2.94.900.305, 9/28/2001]

1.19.8.306 PUBLIC HOUSING MAINTENANCE FILE

- A. Program:** housing authority records
 - B. Maintenance System:** [municipal preference]
 - C. Description:** records concerning the maintenance of municipal-owned public housing units. Files may contain cathodic inspection, work orders, repair orders, unit inventory (e.g., stove, refrigerator, etc.), work schedules, daily work logs, etc.
 - D. Retention:** three years after close of fiscal year in which created
- [1.19.8.306 NMAC - Rp, 1 NMAC 3.2.94.900.306, 9/28/2001]

1.19.8.307 HUD REPORTING FILE

- A. Program:** housing authority records
 - B. Maintenance System:** [municipal preference]
 - C. Description:** copies of reports required by and submitted to HUD. Report may include accounts reconciliation, budget, statistical, assessment, evaluation, etc.
 - D. Retention:** six years after close of fiscal year in which created
- [1.19.8.307 NMAC - Rp, 1 NMAC 3.2.94.900.307, 9/28/2001]

1.19.8.308-400 [RESERVED]

1.19.8.401 UTILITY FRANCHISE FILES

- A. Program:** public utility records
 - B. Maintenance System:** [municipal preference]
 - C. Description:** records establishing the terms in which utility may use municipal termination of rights of way. Files may include copy of right of way contract (ordinance), studies, reports, work papers, etc.
 - D. Retention:** six years after termination of franchise
- [1.19.8.401 NMAC - Rp, 1 NMAC 3.2.94.900.401, 9/28/2001]
[Note: Franchise adopted by ordinance.]

1.19.8.402 PUBLIC UTILITY MAINTENANCE FILES

- A. Program:** public utility records
 - B. Maintenance System:** [municipal preference]
 - C. Description:** records concerning maintenance of utility distribution or collection lines and services (e.g., water lines, sewer lines, gas lines, electrical lines, cable lines, water wells, water hydrants, etc.). Files may include work schedules, personnel schedules, daily work logs, check lists, inspections, work reports, etc.
 - D. Retention:**
 - (1) **Annual summary report:** 10 years after close of fiscal year in which created
 - (2) **All other records:** five years after close of fiscal year in which created
- [1.19.8.402 NMAC - Rp, 1 NMAC 3.2.94.900.402, 9/28/2001]

1.19.8.403 STREET EXCAVATION PERMIT FILES

- A. Program:** public utility records
 - B. Maintenance System:** [municipal preference]
 - C. Description:** records concerning the application for permit to excavate or bore under a municipal-owned street for the purpose of construction or repair of utility lines. Files may contain application for permit, engineering drawings, archaeological data, copy of permit, cut location information, date of cut, date completed, date of final reformation, etc.
 - D. Retention:** six years after close of fiscal year in which permit issued
- [1.19.8.403 NMAC - Rp, 1 NMAC 3.2.94.900.403, 9/28/2001]

1.19.8.404 WATER STORAGE FACILITY FILES

- A. Program:** public utility records
 - B. Maintenance System:** [municipal preference]
 - C. Description:** records concerning the design and construction of municipal water supply or storage structures. Files may contain engineering designs, engineering drawings, soil surveys or studies, geological surveys or studies, construction plans, inspection copies, etc.
 - D. Retention:** permanent
- [1.19.8.404 NMAC - Rp, 1 NMAC 3.2.94.900.404, 9/28/2001]
[Note: includes manmade and natural structures.]

1.19.8.405 WATER STORAGE AND SUPPLY MAINTENANCE FILES

- A. Program:** public utility records
 - B. Maintenance System:** [municipal preference]
 - C. Description:** records concerning the maintenance of municipal water storage and supply facilities. Files may contain work schedules, personnel schedules, daily work logs, check lists, inspections, work reports, periodic reservoir reports, periodic water level reports, reservoir water readings, well production reports, etc.
 - D. Retention:**
 - (1) **Annual summary report:** 10 years after close of fiscal year in which created
 - (2) **All other records:** five years after close of fiscal year in which created
- [1.19.8.405 NMAC - Rp, 1 NMAC 3.2.94.900.405, 9/28/2001]

1.19.8.406-500 [RESERVED]

1.19.8.501 DISCHARGE OF EFFLUENT PERMIT FILES

- A. Program:** wastewater records
 - B. Maintenance System:** [municipal preference]
 - C. Description:** records concerning the discharge of effluent. Files may contain National Pollutant Discharge Elimination System (NPDES) permit application, permit for discharge of effluent, compliance monitoring reports, inspection reports, non-EPDES permits, notice of intent to discharge effluent, plans, specifications, enforcement actions, etc.
 - D. Retention:** 10 years after destruction of facility
- [1.19.8.501 NMAC - Rp, 1 NMAC 3.2.94.900.501, 9/28/2001]

1.19.8.502 WASTEWATER TREATMENT FACILITY FILES

- A. Program:** wastewater records
 - B. Maintenance System:** [municipal preference]
 - C. Description:** records concerning the design and construction of municipal wastewater treatment facilities. Files may contain feasibility studies, engineering designs, engineering drawings, soil surveys or studies, geological surveys or studies, construction plans, inspection copies, etc.
 - D. Retention:** permanent
- [1.19.8.502 NMAC - Rp, 1 NMAC 3.2.94.900.502, 9/28/2001]

1.19.8.503 WASTEWATER TREATMENT FACILITY MAINTENANCE FILES

- A. Program:** wastewater records
- B. Maintenance System:** [municipal preference]

C. **Description:** records concerning maintenance of wastewater treatment facilities. Files may contain work schedules, personnel schedules, daily work logs, checklists, inspections, work reports, etc.

D. **Retention:**

(1) **Annual summary report:** 10 years after close of fiscal year in which created

(2) **All other records:** three years after close of fiscal year in which created

[1.19.8.503 NMAC - Rp, 1 NMAC 3.2.94.900.503, 9/28/2001]

1.19.8.504 WASTEWATER FLOW CHART REPORT

A. **Program:** wastewater records

B. **Maintenance System:** [municipal preference]

C. **Description:** National Pollutant Discharge Elimination System (NPDES) required report of discharge effluent.

D. **Retention:** three years after date created

[1.19.8.504 NMAC - Rp, 1 NMAC 3.2.94.900.504, 9/28/2001]

1.19.8.505 SLUDGE DISPOSAL FILES

A. **Program:** wastewater records

B. **Maintenance System:** [municipal preference]

C. **Description:** records concerning the wasting, hauling, and composting of sludge. Files may contain waste monitoring reports, hauling application copy, composting application copy, hauling permit, composting permit, etc.

D. **Retention:** five years after date in which created (40 CFR 122.41)

[1.19.8.505 NMAC - Rp, 1 NMAC 3.2.94.900.505, 9/28/2001]

1.19.8.506-550 [RESERVED]

1.19.8.551 SOLID WASTE FACILITY FILES

A. **Program:** solid waste records

B. **Maintenance System:** [municipal preference]

C. **Description:** records concerning the design and construction of municipal solid waste facility. Files may contain feasibility studies, engineering design, engineering drawing, soil surveys or studies, geological surveys or studies, construction plans, deviation from the approved design or operation plans, etc.

D. **Retention:** permanent

[1.19.8.551 NMAC - Rp, 1 NMAC 3.2.94.900.551, 9/28/2001]

1.19.8.552 SOLID WASTE FACILITY MAINTENANCE FILES

A. **Program:** solid waste records

B. **Maintenance System:** [municipal preference]

C. **Description:** records concerning the operation of solid waste facilities. Files may contain information on: type and weight or volume of solid waste received; country, state, county, and municipality in which the solid waste originated; commercial haulers of the solid waste; type and weight or volume of special waste received; description of solid waste or special waste handling problems or emergency disposal activities; deviations from the approved design or operational plans; etc.

D. **Retention:**

(1) **Annual summary report:** 10 years after close of fiscal year in which created

(2) **All other records:** three years after close of fiscal year in which created

[1.19.8.552 NMAC - Rp, 1 NMAC 3.2.94.900.552, 9/28/2001]

1.19.8.553 SOLID WASTE TRANSFER STATION FILES

A. **Program:** solid waste records

B. **Maintenance System:** [municipal preference]

C. **Description:** records concerning the transfer of solid waste. Files may contain information on the type of waste transferred, weight or volume of waste, origin and destination of waste, transfer problems, etc.

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

[1.19.8.553 NMAC - Rp, 1 NMAC 3.2.94.900.553, 9/28/2001]

1.19.8.554 PUBLIC UTILITY CUSTOMER SERVICE FILES

- A. Program:** solid waste records
- B. Maintenance System:** [municipal preference]
- C. Description:** records concerning the application for utility service. Files may contain application for service, deposit information, cancellation of service, etc.
- D. Retention:** three years after close of fiscal year in which canceled or deposit refunded to customer

[1.19.8.554 NMAC - Rp, 1 NMAC 3.2.94.900.554, 9/28/2001]

1.19.8.555 PUBLIC UTILITY SERVICE FILE

- A. Program:** solid waste records
- B. Maintenance System:** [municipal preference]
- C. Description:** records concerning customer-initiated complaint or request for service. File may contain request for service, complaint of service, site evaluations, work orders, service logs, memoranda, inspections, billings copies, etc.
- D. Retention:** three years after close of fiscal year in which created

[1.19.8.555 NMAC - Rp, 1 NMAC 3.2.94.900.555, 9/28/2001]

1.19.8.556 METER READING FILES

- A. Program:** solid waste records
- B. Maintenance System:** [municipal preference]
- C. Description:** records concerning measurement of utility usage. Record may show customer name, meter number, meter size, meter location, meter reading, billing address, etc.
- D. Retention:** three years after close of fiscal year in which created

[1.19.8.556 NMAC - Rp, 1 NMAC 3.2.94.900.556, 9/28/2001]

1.19.8.557 UTILITY BILLING REGISTER

- A. Program:** solid waste records
- B. Maintenance System:** [municipal preference]
- C. Description:** monthly listing of billed amount for utility service. Register may show account name and address, account number, utilities charged, amounts billed, utility consumption, payments applied, etc.
- D. Retention:**

- (1) **End-of-year register:** three years after close of fiscal year in which created
- (2) **Monthly register:** until audit report released

[1.19.8.557 NMAC - Rp, 1 NMAC 3.2.94.900.557, 9/28/2001]

1.19.8.558 UTILITY TURNOFF NOTICE AND DELINQUENT REPORT

- A. Program:** solid waste records
- B. Maintenance System:** [municipal preference]
- C. Description:** listing of utility customers marked for service disconnection. Listing may show customer names and addresses, service addresses, account numbers, delinquent amounts, etc.
- D. Retention:** three years after close of fiscal year in which created

[1.19.8.558 NMAC - Rp, 1 NMAC 3.2.94.900.558, 9/28/2001]

1.19.8.559 [RESERVED]

1.19.8.560 LINE LOCATION FILES

- A. Program:** solid waste records
- B. Maintenance System:** [municipal preference]
- C. Description:** requests to locate underground utility lines. Files may contain request, work order, etc.
- D. Retention:** three years after close of fiscal year in which work order issued

[1.19.8.560 NMAC - Rp, 1 NMAC 3.2.94.900.560, 9/28/2001]

1.19.8.561-600 [RESERVED]

1.19.8.601 HERBICIDE AND PESTICIDE FILE

- A. Program:** environmental records
- B. Maintenance System:** [municipal preference]
- C. Description:** records concerning the use and storage of herbicides and pesticides on municipal property and rights of way. File may contain storage documentation, application documentation, applicator certification information, herbicide inventory, pesticide inventory, etc.

D. Retention: two years after date of use (21 NMAC 17.50.10.3)

[1.19.8.601 NMAC - Rp, 1 NMAC 3.2.94.900.601, 9/28/2001]

1.19.8.602-650 [RESERVED]

1.19.8.651 FACILITY USE AGREEMENT FILE

- A. Program:** parks and recreation files
- B. Maintenance System:** [municipal preference]
- C. Description:** agreement to use municipal facility. File may contain request, approval, schedule, copy of organizational bylaws, etc.

D. Retention: six years after termination of agreement

[1.19.8.651 NMAC - Rp, 1 NMAC 3.2.94.900.651, 9/28/2001]

1.19.8.652 RECREATION PROGRAM FILE

- A. Program:** parks and recreation files
- B. Maintenance System:** [municipal preference]
- C. Description:** records concerning the management of recreational programs (summer recreational programs, recreational leagues, swimming pool). Files may contain activity rosters, program schedules, work schedules, etc.

D. Retention: one year after close of fiscal year in which created

[1.19.8.652 NMAC - Rp, 1 NMAC 3.2.94.900.652, 9/28/2001]

1.19.8.653 CEMETERY FILES

- A. Program:** parks and recreation files
- B. Maintenance System:** [municipal preference]
- C. Description:** records concerning the operation and maintenance of municipal-owned cemeteries. Files may contain plot design or layout, plot owner logs, interment logs, etc.

D. Retention: permanent

[1.19.8.653 NMAC - Rp, 1 NMAC 3.2.94.900.653, 9/28/2001]

1.19.8.654-700 [RESERVED]

1.19.8.701 VOLUNTEER FIREFIGHTER FILES

- A. Program:** fire department records
- B. Maintenance System:** [municipal preference]
- C. Description:** records concerning personnel information of volunteer firefighters (non-municipal employees). Files may contain application, training certificates, personnel information, etc.

D. Retention: five years after termination of last service

[1.19.8.701 NMAC - Rp, 1 NMAC 3.2.94.900.701, 9/28/2001]

1.19.8.702 BUILDING LAYOUT FILES

- A. Program:** fire department records
- B. Maintenance System:** [municipal preference]
- C. Description:** records concerning public and commercial building layouts that show or identify fire hazards and hazardous materials in responding to fire calls. Files may contain building blue-print or plan, fire prevention features, hazardous materials list, etc.

D. Retention: until superseded by new business or public use of building or building razed

[1.19.8.702 NMAC - Rp, 1 NMAC 3.2.94.900.702, 9/28/2001]

1.19.8.703 BUILDING INSPECTION FILE

- A. **Program:** fire department records
 - B. **Maintenance System:** [municipal preference]
 - C. **Description:** records concerning periodic fire inspection of schools, hotels, motels, hospitals, business or commercial buildings, and public buildings. File may contain inspections, findings, conclusions, etc.
 - D. **Retention:** three years after inspection date (UFC 103.3.4)
- [1.19.8.703 NMAC - Rp, 1 NMAC 3.2.94.900.703, 9/28/2001]

1.19.8.704 FIRE DRILL REPORT

- A. **Program:** fire department records
 - B. **Maintenance System:** [municipal preference]
 - C. **Description:** report documenting fire drills conducted by the department for schools, businesses, etc. Report may include school (or business) name, date of fire drill, name of person conducting drill, findings, recommendations, comments, etc.
 - D. **Retention:** six months after close of calendar year in which created
- [1.19.8.704 NMAC - Rp, 1 NMAC 3.2.94.900.704, 9/28/2001]

1.19.8.705 FIRE INVESTIGATION CASE FILES

- A. **Program:** fire department records
 - B. **Maintenance System:** [municipal preference]
 - C. **Description:** records concerning investigations conducted by fire department to determine cause of fire. Files may contain photos, investigation notes, final report, etc. Note: case files (including evidence) of suspected arson shall be forwarded to prosecuting attorney for the purpose of criminal prosecution.
 - D. **Retention:** five years after date investigation closed
- [1.19.8.705 NMAC - Rp, 1 NMAC 3.2.94.900.705, 9/28/2001]

1.19.8.706 EMERGENCY EQUIPMENT CHECKLIST

- A. **Program:** fire records
 - B. **Maintenance System:** [municipal preference]
 - C. **Description:** record of periodic (daily) inspections of emergency equipment (e.g., SCBA self-contained breathing apparatus, first aid supply inventory, vehicle readiness, etc.). List may show equipment operational status, medical supply quantities, shift time, date, etc.
 - D. **Retention:** one year after close of calendar year in which created
- [1.19.8.706 NMAC - Rp, 1 NMAC 3.2.94.900.706, 9/28/2001]

1.19.8.707 EMERGENCY DISPATCH RECORDS

- A. **Program:** fire department records
 - B. **Maintenance System:** [municipal preference]
 - C. **Description:** record of emergency assistance (e.g., ambulance, fire). Records may show incident reported, name of person requesting assistance, place of occurrence, address, time call received, dispatcher name, vehicle and personnel dispatched (or vehicle number), etc.
 - D. **Retention:** three years after date of call
- [1.19.8.707 NMAC - Rp, 1 NMAC 3.2.94.900.707, 9/28/2001]

1.19.8.708 EMERGENCY MEDICAL SERVICE (EMS) FILES

- A. **Program:** fire department records
 - B. **Maintenance System:** [municipal preference]
 - C. **Description:** records concerning medical diagnosis or treatment and billing by responding EMS paramedics. Medical record may include medical service report, monitoring equipment readouts, etc. Billing record may include copy of billing statement submitted to Medicare, Medicaid, insurance carrier, and/or patient, etc.
 - D. **Retention:**
 - (1) **Medical record:** 10 years after date created
 - (2) **Billing record:** six years after close of fiscal year in which final payment received or six years after close of fiscal year in which file closed
- [1.19.8.708 NMAC - Rp, 1 NMAC 3.2.94.900.708, 9/28/2001]

1.19.8.709-800 [RESERVED]

1.19.8.801 OATH OF OFFICE

- A. **Program:** police department records
 - B. **Maintenance System:** [municipal preference]
 - C. **Description:** originals or copies of oaths of persons serving as police officer. Oath may show department name, name of officer, affidavit, date, signature, etc.
 - D. **Retention:** one year after termination of service
- [1.19.8.801 NMAC - Rp, 1 NMAC 3.2.94.900.801, 9/28/2001]

1.19.8.802 CRIMINAL HISTORY RECORDS (RAP SHEET)

- A. **Program:** police department records
 - B. **Maintenance System:** [municipal preference]
 - C. **Description:** record of complete cumulative original history on any subject arrested for a crime by the police department. Information may include: name, date of birth, physical description, FBI number, address, employment, marital status, education, date of arrests or releases, identification information (e.g., mug shots, fingerprints, etc.), facts surrounding investigation, final disposition, etc.
 - D. **Retention:**
 - (1) **Adult records:** 75 years after date created or until death of subject or until placed on a statewide database accessible to police department, whichever comes first
 - (2) **Juvenile records:** when juvenile reaches age 19
 - E. **Confidential:** 1.19.8.802.D.2 NMAC, 32A-2-32 NMSA 1978
- [1.19.8.802 NMAC - Rp, 1 NMAC 3.2.94.900.802, 9/28/2001]

1.19.8.803 INCIDENT REPORTS (OFFENSE OR INCIDENT REPORTS)

- A. **Program:** police department records
 - B. **Maintenance System:** [municipal preference]
 - C. **Description:** records the original report of incident (felony or misdemeanor) and pertinent facts surrounding the incident or offense. Reports may show incident type, case number, NCIC entry, incident code, premise type, incident location, incident date, time date, reporting area, complaint, victim information, subject (suspect) data, arrest data, vehicle data, witness data, narrative, UCR (Uniform Crime Reporting) data administrative section, etc.
 - D. **Retention:**
 - (1) **Adult records:** five years after date of incident or until investigation closed, whichever is longer
 - (2) **Juvenile records:** five years after date of incident or until juvenile reaches age 19, whichever is less, provided investigation closed
 - E. **Confidential:** 1.19.8.803.D.2 NMAC, Section 32A-2-32 NMSA 1978
- [1.19.8.803 NMAC - Rp, 1 NMAC 3.2.94.900.803, 9/28/2001]

1.19.8.804 ARREST REPORTS (ARREST OR BOOKING REPORTS)

- A. **Program:** police department records
 - B. **Maintenance System:** [municipal preference]
 - C. **Description:** records the arrest or booking of subject (suspect). Reports may show subject name, arrest number, physical characteristics, arrest date and time, arrest location, arresting officer name, charges, etc.
 - D. **Retention:**
 - (1) **Adult records:** five years after date of incident or until investigation closed, whichever is longer
 - (2) **Juvenile records:** five years after date of incident or until juvenile reaches age 19, whichever is less, provided investigation closed
 - E. **Confidential:** 1.19.8.804.D.2 NMAC, Section 32A-2-32 NMSA 1978
- [1.19.8.804 NMAC - Rp, 1 NMAC 3.2.94.900.804, 9/28/2001]

1.19.8.805 CRIMINAL INVESTIGATION CASE FILES

- A. **Program:** police department records
- B. **Maintenance System:** [municipal preference]
- C. **Description:** records concerning criminal investigations conducted by police department for the purpose of criminal prosecution. Records created as an enhancement to the investigative portion of the incident report (offense or incident report). Files may contain motor vehicle records, criminal histories, photos, search

warrants, arrest warrants, names of confidential sources, etc. Note: evidence and copies of case file may be forwarded to prosecuting attorney.

D. Retention:

- (1) **Adult case files:** five years after investigation closes
- (2) **Juvenile case file:** five years after investigation closed or until juvenile reaches age 19

whichever is less

E. Confidential: both 1.19.8.805.D.1, and 2 NMAC, Section 32A-2-32 NMSA 1978
[1.19.8.805 NMAC - Rp, 1 NMAC 3.2.94.900.805, 9/28/2001]

1.19.8.806 CONFIDENTIAL SOURCE (INFORMANT) FILES

A. Program: police department records

B. Maintenance System: [municipal preference]

C. Description: records concerning confidential sources or informants utilized in criminal investigations conducted by police department. Files may contain names of informants, personal or criminal history of informants, types of information available through informant, information on monies utilized in obtaining information, etc.

D. Retention:

- (1) **Fiscal information:** until audit report released
- (2) **All other information:** until no longer needed for reference

E. Confidential: Section 14-2-1A NMSA 1978
[1.19.8.806 NMAC - Rp, 1 NMAC 3.2.94.900.806, 9/28/2001]

1.19.8.807 VIDEO RECORDINGS

A. Program: police department records

B. Maintenance System: [municipal preference]

C. Description: none

D. Retention:

(1) **Evidentiary footage or recording (i.e., footage or recordings of DWI arrests or any criminal incident):** one year after date of incident or 60 days after date of court disposition, whichever is less

(2) **Booking area footage or recording:** 90 days after date created

(3) **Routine surveillance footage/recordings (e.g., footage or recordings of entrance or exit areas, car parking areas, etc.):** 30 days after date created

[1.19.8.807 NMAC - Rp, 1 NMAC 3.2.94.900.807, 9/28/2001]

1.19.8.808 PROPERTY OR EVIDENCE RECORD

A. Program: police department records

B. Maintenance System: [municipal preference]

C. Description: record of property or evidence either seized, found, or impounded. Receipt portion of record may show property either seized or found (date, time, location of property acquisition, acquiring officer, type of offense, case number, suspect name, property owners name and address, item description, serial number or controlled substance weight, investigative section case referred to, property disposition information, etc. Chain of events portion of record may show name or number of locker in which evidence is placed, date and name of officer placing evidence in storage, date and name of person removing evidence from storage location in evidence room where evidence is placed, information of placing or removing evidence in or from evidence room (storage), certificate of release, receivers signature, property officers signature, information on disposition of evidence by evidence office, evidence officers signature, etc.

D. Retention: one year after date of disposition of all property or evidence for this case
[1.19.8.808 NMAC - Rp, 1 NMAC 3.2.94.900.808, 9/28/2001]

1.19.8.809 BOND LOGS

A. Program: police department records

B. Maintenance System: [municipal preference]

C. Description: records concerning bond monies posted to secure the release of arrested individuals. Log may show person posting cash or surety, cash or surety amount, defendant name, fine, bonding person or entity, name of person receiving cash/bond, receipt number, arrest number, etc.

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

[1.19.8.809 NMAC - Rp, 1 NMAC 3.2.94.900.809, 9/28/2001]

1.19.8.810 UNIFORM TRAFFIC CITATIONS

- A. Program:** police department records
- B. Maintenance System:** [municipal preference]
- C. Description:** MVD prepared uniform traffic citation that shows citation number, name, address, city, state of person charged, physical description, age, sex of person charged, registration number, year, state, make, type of vehicle involved, state, number of drivers license, specific section number and common name of offense charged under NMSA 1978 or of local law, date, time of arrest, arresting officers signature, identification number, conditions existing at the time of violation, notice to appear information, penalty assessment notice, warning notice, etc.
- D. Retention:** three years after date citation issued (Section 30-1-8H NMSA 1978)

[1.19.8.810 NMAC - Rp, 1 NMAC 3.2.94.900.810, 9/28/2001]

[Note: four-part form. Retention on police department copy. Original forwarded to court. Abstract copy forwarded to MVD. Blue copy issued to violator.]

1.19.8.811 UNIFORM ACCIDENT REPORT

- A. Program:** police department records
- B. Maintenance System:** [municipal preference]
- C. Description:** MVD prepared uniform accident report that shows date, time of accident, location, persons involved, vehicles involved, vehicle or property damage, injury codes, seat belt codes, witness information, road and weather conditions, apparent contributing factors, driver or pedestrian sobriety or physical condition, diagrams, etc.
- D. Retention:** five years after date of accident (Section 30-1-8D NMSA 1978)

[1.19.8.811 NMAC - Rp, 1 NMAC 3.2.94.900.811, 9/28/2001]

[Note: three-part form. Retention on police department copy. Remaining two parts forwarded to NM State Highway and Transportation Department.]

1.19.8.812 PARKING VIOLATION CITATIONS

- A. Program:** police department records
- B. Maintenance System:** [municipal preference]
- C. Description:** municipal parking violation citation that shows vehicle license plate number, vehicle make and model, type of parking violation, fee, instructions, etc.
- D. Retention:** three years after date citation issued

[1.19.8.812 NMAC - Rp, 1 NMAC 3.2.94.900.812, 9/28/2001]

[Note: multi-part form. Retention on police department copy. Original forwarded to court. Copy issued to violator.]

1.19.8.813 RADIO OR TELEPHONE RECORDINGS (911 RECORDED CALLS)

- A. Program:** police department records
- B. Maintenance System:** [municipal preference]
- C. Description:** radio or telephone recordings of emergency or non-emergency calls received.
- D. Retention:** three years after date of call

[1.19.8.813 NMAC - Rp, 1 NMAC 3.2.94.900.813, 9/28/2001]

[Note 1: portions of recordings may be confidential (e.g., names of minors, suspect information, etc.). Note 2: recordings may be copied and filed with investigative portion of incident reports.]

1.19.8.814 RADIO OR TELEPHONE LOGS

- A. Program:** police department records
- B. Maintenance System:** [municipal preference]
- C. Description:** record of incoming radio/telephone calls. Logs may show date/time of call, caller name, etc.
- D. Retention:** three years after date of call

[1.19.8.814 NMAC - Rp, 1 NMAC 3.2.94.900.814, 9/28/2001]

1.19.8.815 DISPATCH FILES

- A. **Program:** police department records
 - B. **Maintenance System:** [municipal preference]
 - C. **Description:** record of incident or offense reported. File may contain complainant name, place of occurrence, address, time call received, dispatcher name, name of officer dispatched, etc.
 - D. **Retention:** three years after date of call
- [1.19.8.815 NMAC - Rp, 1 NMAC 3.2.94.900.815, 9/28/2001]

1.19.8.816 TELETYPE FILE

- A. **Program:** police department records
 - B. **Maintenance System:** [municipal preference]
 - C. **Description:** teletypes received from other law enforcement entities (e.g., local, state, federal, foreign, etc.). Teletype may contain notice of criminal activity, request for information, facsimile, composite drawing, photograph, etc.
 - D. **Retention:** until informational value ends or one year after date received, whichever comes first
- [1.19.8.816 NMAC - Rp, 1 NMAC 3.2.94.900.816, 9/28/2001]

1.19.8.817 INTERNAL AFFAIRS CASE FILE

- A. **Program:** police department records
 - B. **Maintenance System:** [municipal preference]
 - C. **Description:** records concerning complaint against officers or civilian employees and consequent investigation. File may include complaint, tapes or transcriptions, staff inspection order, order to appear, evidence (e.g., tapes, videos, reports, photographs, etc.), police reports copies, medical releases, supplementary offense report (investigation summary), review order (chain of command review), case reviews with case recommendation, determination, determination notification copy, etc.
 - D. **Retention:**
 - (1) **Disciplinary action taken:** three years after termination of officer
 - (2) **Dismissed or cleared:** three years after complaint dismissed or cleared
 - E. **Confidential:** Section 14-2-1A NMSA1978 unless appealed through an administrative open meeting process
- [1.19.8.817 NMAC - Rp, 1 NMAC 3.2.94.900.817, 9/28/2001]

1.19.8.818 COURT SERVICES DOCKET SHEET

- A. **Program:** police department records
 - B. **Maintenance System:** [municipal preference]
 - C. **Description:** record of civil processes served as directed by the municipal judge of the municipality employing the police officer. Processes include writs, citations, subpoenas, notices, injunctions, warrants, executions, etc. Docket sheet may show parties names, attorneys, type of process, date of entry, by whom served, date of service, kind of service, police department costs, general remarks or comments, etc.
 - D. **Retention:** three years after date received
- [1.19.8.818 NMAC - Rp, 1 NMAC 3.2.94.900.818, 9/28/2001]
[Note: Civil processes not processed shall be returned to municipal court as per municipal policy and procedure.]

1.19.8.819 COURT SERVICES DOCKET

- A. **Program:** police department records
 - B. **Maintenance System:** [municipal preference]
 - C. **Description:** record log of civil processes served. Docket may show parties names, attorneys, type of civil process, date of entry, by whom served, date of service, kind of service, police department costs, etc.
 - D. **Retention:** five years after date logged
- [1.19.8.819 NMAC - Rp, 1 NMAC 3.2.94.900.819, 9/28/2001]
[Note: also known as writ book, receipt book for civil papers served or execution book. Docket or log may be hand posted, computer generated, or on-line.]

1.19.8.820 WRECKER LOG (IMPOUND LOG)

- A. **Program:** police department records
- B. **Maintenance System:** [municipal preference]

C. **Description:** record of vehicles towed away. Log may show date and time, name of wrecking company, operator, make of vehicle, license number, owner, location, reason for towing vehicle, etc.

D. **Retention:** one year after close of fiscal year in which created
[1.19.8.820 NMAC - Rp, 1 NMAC 3.2.94.900.820, 9/28/2001]

1.19.8.821 ANIMAL CONTROL FILES

A. **Program:** police department records

B. **Maintenance System:** [municipal preference]

C. **Description:** records concerning animal control. Files may include violations of animal control ordinances, carcass removal records, animal pound records, licensing documentation, lost and found reports, animal trap records, animal license (tag) copy, etc.

D. **Retention:**

(1) **Ordinance violation records:** one year after date of incident

(2) **Carcass removal records:** 30 days after date of removal

(3) **Animal adoption records:** one year after date of adoption

(4) **Euthanasia records:** 30 days after date of disposition of animal

(5) **Financial records:** refer to 1.15.5 NMAC RRDS for General Financial Records

(6) **All other records:** one year after date created

[1.19.8.821 NMAC - Rp, 1 NMAC 3.2.94.900.821, 9/28/2001]

1.19.8.822 SEIZURE OR FORFEITURE FILES

A. **Program:** police department records

B. **Maintenance System:** [municipal preference]

C. **Description:** records concerning property or goods seized by law enforcement entities and released by state or federal government to the municipality. Files may include copy of application for transfer of forfeited property or goods, inventory of property or goods, asset control information, purchase order copies, financial reports, etc.

D. **Retention:** six years after close of fiscal year in which property transferred to municipality
[1.19.8.822 NMAC - Rp, 1 NMAC 3.2.94.900.822, 9/28/2001]

1.19.8.823 CRIME PREVENTION FILES

A. **Program:** police department records

B. **Maintenance System:** [municipal preference]

C. **Description:** records concerning crime prevention instruction (e.g., workshops, seminars, presentations, etc.) conducted by police department staff. Files may contain agendas, programs, handouts, training materials, reports, correspondence, etc.

D. **Retention:**

(1) **Training materials:** until superseded by new materials

(2) **All other records:** five years after event date

[1.19.8.823 NMAC - Rp, 1 NMAC 3.2.94.900.823, 9/28/2001]

[Note: see also 1.15.3.139 NMAC CONFERENCES OR WORKSHOPS]

1.19.8.824 CRIME STOPPERS AWARD FUND FILES

A. **Program:** police department records

B. **Maintenance System:** [municipal preference]

C. **Description:** record of fundraising activity. Files may contain information on methods used to raise money for crime stoppers award fund, amounts contributed, expenditures, lists of contributors, etc.

D. **Retention:**

(1) **Fiscal records:** refer to 1.15.5 NMAC RRDS for General Financial Records

(2) **All other records:** until informational value ends

[1.19.8.824 NMAC - Rp, 1 NMAC 3.2.94.900.824, 9/28/2001]

1.19.8.825 CRIME STATISTICAL REPORTS

A. **Program:** police department records

B. **Maintenance System:** [municipal preference]

C. **Description:** copies of police departments monthly crime statistical reports required by the Federal Bureau of Investigation (FBI) for compilation of their annual crime statistical report.

D. **Retention:** until FBI annual report released

[1.19.8.825 NMAC - Rp, 1 NMAC 3.2.94.900.825, 9/28/2001]

[Note: complimentary crime statistical reports received become part of SUBJECT FILES (INFORMATION FILES). See 1.15.3.102 NMAC.]

1.19.8.826 CRIMINAL INCIDENT AUTOMATED SYSTEM

A. **Program:** police department records

B. **Maintenance System:** [municipal preference]

C. **Description:** electronic records of all adult and juvenile criminal incidents. Record may show all information from original report of incident (felony or misdemeanor) and pertinent facts surrounding the incident or offense. Information includes incident type, case number, NCIC, entry, incident code, premise type, incident location, incident date, time and date, reporting area, complaint, victim information, subject (suspect) data, arrest data, vehicle data, witness data, narrative, UCR data administrative section, etc.

D. **Retention:**

(1) **Juvenile data:** two years after date of incident or at age 19, whichever is longer

(2) **All other data:** five years after date of incident or until investigation closed, whichever is longer

E. **Confidential:** 1.19.8.826.1, as per Section 32A-2-32 NMSA 1978

[1.19.8.826 NMAC - Rp, 1 NMAC 3.2.94.900.826, 9/28/2001]

1.19.8.827 PAWNBROKER FILES

A. **Program:** police department records

B. **Maintenance System:** [municipal preference]

C. **Description:** records concerning local pawnbroker shops. Files may contain reports submitted to law enforcement department by local pawnbrokers as required by the Pawnbrokers Act (Section 56-12-9 NMSA 1978) and information on pawn inspections by police department. Pawnbroker reports may show name of item; description of the item, including make and model number; date of transaction; time of transaction; type of transaction; name and address of person offering item; description of person offering item; type of identification used by person offering item; etc.

D. **Retention:** five years after date created

[1.19.8.827 NMAC - Rp, 1 NMAC 3.2.94.900.827, 9/28/2001]

1.19.8.828 GANG ACTIVITY FILE

A. **Program:** police department records

B. **Maintenance System:** [municipal preference]

C. **Description:** records concerning local gang activity. File may contain gang identifier information, gang history, gang membership lists, crime involvement information, etc.

D. **Retention:** until informational value ends

E. **Confidential:** Section 32A-2-32 NMSA 1978

[1.19.8.828 NMAC - Rp, 1 NMAC 3.2.94.900.828, 9/28/2001]

1.19.8.829-850 [RESERVED]

1.19.8.851 JAIL OR DETENTION FILES

A. **Program:** jail or detention records

B. **Maintenance System:** [municipal preference]

C. **Description:** records concerning persons incarcerated in the municipal jail. File may contain name of prisoner, offense, date of commitment, by whom committed, bond, releasing officer, date released, how released, remarks, etc.

D. **Retention:**

(1) **Booking forms:** five years after date of release

(2) **All other records including daily jail rosters, jail inspection reports, daily report on trustees, etc.:** two years after close of fiscal year in which created

E. **Confidential:** records containing information on juveniles are confidential, 32A-2-32 NMSA

1978

[1.19.8.851 NMAC - Rp, 1 NMAC 3.2.94.900.851, 9/28/2001]

[Note: records containing information on juveniles are confidential, 32A-2-32 NMSA 1978.]

1.19.8.852 INMATE (PRISONER) CASE FILES

- A. Program:** jail or detention records
- B. Maintenance System:** [municipal preference]
- C. Description:** record of inmate or prisoner case history. Files may contain fingerprints, mug shots, property release authorization, release orders, copy of incident report, copy of arrest report, segregation information, etc.
- D. Retention:** five years after date of release

[1.19.8.852 NMAC - Rp, 1 NMAC 3.2.94.900.852, 9/28/2001]

1.19.8.853 PROTECTIVE CUSTODY FILES

- A. Program:** jail or detention records
- B. Maintenance System:** [municipal preference]
- C. Description:** record of individuals held under protective custody at jail facility. File may contain individuals name and address, general information, condition of individual, personal property information, time in and out, etc.
- D. Retention:** five years after date of release

[1.19.8.853 NMAC - Rp, 1 NMAC 3.2.94.900.853, 9/28/2001]

1.19.8.854 FACILITY MEDICAL FILES

- A. Program:** jail or detention records
- B. Maintenance System:** [municipal preference]
- C. Description:** records documenting the diagnosis and treatment of facility staff and or inmates. File may contain medical history, x-rays, reports, etc.
- D. Retention:**

- (1) **Medical record:** 10 years after date of last treatment
- (2) **X-rays:** four years after date of exposure

- E. Confidential:** 14-6-1 NMSA 1978

[1.19.8.854 NMAC - Rp, 1 NMAC 3.2.94.900.854, 9/28/2001]

1.19.8.855 RELEASE ORDERS

- A. Program:** jail or detention records
- B. Maintenance System:** [municipal preference]
- C. Description:** authorized order for the release of prisoner from custody. Copy of release order may be filed in inmate (prisoner) case files, 1.19.8.852 NMAC.
- D. Retention:** five years after date of release

[1.19.8.855 NMAC - Rp, 1 NMAC 3.2.94.900.855, 9/28/2001]

1.19.8.856 INMATE RELEASE AND ACTIVITY LOG

- A. Program:** jail or detention records
- B. Maintenance System:** [municipal preference]
- C. Description:** log showing prisoner name, date and time of arrest, arrest number, charges, bond information, date and time of release, escort information, etc.
- D. Retention:**

- (1) **Adult records:** five years after date of release
- (2) **Juvenile records:** five years after date of release or until juvenile reaches age 19, whichever is less

- E. Confidential:** 1.19.8.856.2 NMAC, Section 32A-2-32 NMSA1978

[1.19.8.856 NMAC - Rp, 1 NMAC 3.2.94.900.856, 9/28/2001]

1.19.8.857 VISITOR CONTROL LOG

- A. Program:** jail or detention records
- B. Maintenance System:** [municipal preference]

C. **Description:** log used to record names of outside populace (e.g., service personnel, visitors, employees, etc.) admitted into detention center buildings or grounds.

D. **Retention:** one year after date created
[1.19.8.857 NMAC - Rp, 1 NMAC 3.2.94.900.857, 9/28/2001]

1.19.8.858 EXTRADITION FILES

A. **Program:** jail or detention records
B. **Maintenance System:** [municipal preference]
C. **Description:** records concerning the extradition and transport of prisoners. Files may include court order, reimbursement voucher, travel arrangements, pre-booking documentation, receipt for prisoner, etc.

D. **Retention:** three years after close of fiscal year in which created
[1.19.8.858 NMAC - Rp, 1 NMAC 3.2.94.900.858, 9/28/2001]

1.19.8.859 FEDERAL RETAINER REQUESTS

A. **Program:** jail or detention records
B. **Maintenance System:** [municipal preference]
C. **Description:** requests by federal law enforcement entities to hold or deliver resident in custody.
D. **Retention:** three years after date custody of resident is transferred to federal law enforcement entity

[1.19.8.859 NMAC - Rp, 1 NMAC 3.2.94.900.859, 9/28/2001]

1.19.8.860 FACILITY INCIDENT FILES

A. **Program:** jail or detention records
B. **Maintenance System:** [municipal preference]
C. **Description:** record of incidents occurring within detention facility and involving inmates, facility personnel, or visitors. Files may contain complaints, reports, documentation on resolution of incident, correspondence, memoranda, etc.

D. **Retention:**
(1) **Incidents involving juveniles:** five years after date of incident or until juvenile reaches age 19, whichever is less
(2) **All other records:** five years after date of incident

E. **Confidential:** 1.19.8.860.1 NMAC, Section 32A-2-32 NMSA 1978
[1.19.8.860 NMAC - Rp, 1 NMAC 3.2.94.900.860, 9/28/2001]

1.19.8.861 WORK ACTIVITY FILES

A. **Program:** jail or detention records
B. **Maintenance System:** [municipal preference]
C. **Description:** records concerning daily work activity of inmates or facility personnel.
D. **Retention:** five years after close of fiscal year in which created

[1.19.8.861 NMAC - Rp, 1 NMAC 3.2.94.900.861, 9/28/2001]

1.19.8.862 CONTROLLED SUBSTANCE AND DRUG ISSUANCE FILES

A. **Program:** jail or detention records
B. **Maintenance System:** [municipal preference]
C. **Description:** records concerning drugs and narcotic prescriptions for controlled substances. Files may contain prescription may show date of dispensing, prescription number, name of patient, name of practitioner, directions for use, cautionary statements, etc.

D. **Retention:** three years after close of fiscal year in which created (Section 30-31-16D NMSA1978)

[1.19.8.862 NMAC - Rp, 1 NMAC 3.2.94.900.862, 9/28/2001]

1.19.8.863 NON-NARCOTIC CONTROLLED SUBSTANCE ISSUANCE FILES

A. **Program:** jail or detention records
B. **Maintenance System:** [municipal preference]

C. Description: records concerning prescriptions for non-narcotic controlled substances. Files may contain prescription may show date of dispensing, prescription number, name of patient, name of practitioner, directions for use, cautionary statements, etc.

D. Retention: three years after close of fiscal year in which created (Section 30-31-16D NMSA1978)
[1.19.8.863 NMAC - Rp, 1 NMAC 3.2.94.900.863, 9/28/2001]

1.19.8.864 CONTROLLED SUBSTANCE INVENTORY FILES

A. Program: jail or detention records

B. Maintenance System: [municipal preference]

C. Description: inventory of controlled substances received and maintained. Files may contain inventory may show substance name, date received, quantity received, amounts dispensed, dates dispensed, balance quantity, etc.

D. Retention: three years after close of fiscal year in which created (Section 30-31-16D NMSA1978)
[1.19.8.864 NMAC - Rp, 1 NMAC 3.2.94.900.864, 9/28/2001]

1.19.8.865 PRISONER TELEPHONE LOG

A. Program: jail or detention records

B. Maintenance System: [municipal preference]

C. Description: records concerning telephone calls made by prisoners. Log may show telephone number, party called, date and time of call, name of officer on duty, name and signature of prisoner, etc.

D. Retention: one year after close of fiscal year in which created
[1.19.8.865 NMAC - Rp, 1 NMAC 3.2.94.900.865, 9/28/2001]

1.19.8.866-900 [RESERVED]

1.19.8.901 VEHICLE FILES

A. Program: motor pool records

B. Maintenance System: [municipal preference]

C. Description: records concerning the history of municipal-owned or leased vehicles. Files may include purchase or lease information, warranty documentation, maintenance documentation, maintenance expenditure information, disposal information, etc.

D. Retention: three years after disposition of vehicle
[1.19.8.901 NMAC - Rp, 1 NMAC 3.2.94.900.901, 9/28/2001]

1.19.8.902 VEHICLE MAINTENANCE FILES

A. Program: motor pool records

B. Maintenance System: [municipal preference]

C. Description: records concerning the maintenance performed on municipal-owned vehicles. Files may include work orders, repair orders, work schedules, maintenance orders, maintenance schedules, work reports, etc.

D. Retention: three years after close of fiscal year in which created
[1.19.8.902 NMAC - Rp, 1 NMAC 3.2.94.900.902, 9/28/2001]

1.19.8.903-925 [RESERVED]

1.19.8.926 ANIMAL TRANSACTION FILES

A. Program: zoo records

B. Maintenance System: [municipal preference]

C. Description: records concerning the acquisition, disposition, or transport of animals. Files may contain receipts, transfer documentation, transaction confirmations, disposition orders, etc.

D. Retention: three years after close of fiscal year in which created
[1.19.8.926 NMAC - Rp, 1 NMAC 3.2.94.900.926, 9/28/2001]

1.19.8.927 HEALTH CERTIFICATES

- A. **Program:** zoo records
 - B. **Maintenance System:** [municipal preference]
 - C. **Description:** veterinarians inspection of an animal prior to shipment. Short-term expiration health certificates used for shipping purposes only. Certificates may show animal species, animal identification number, animal physical condition, date of inspection, veterinarians signature, etc.
 - D. **Retention:** one year after date created
- [1.19.8.927 NMAC - Rp, 1 NMAC 3.2.94.900.927, 9/28/2001]

1.19.8.928 INDIVIDUAL ANIMAL FILES

- A. **Program:** zoo records
 - B. **Maintenance System:** [municipal preference]
 - C. **Description:** records concerning individual animals. Files may contain veterinarian records, breeding information, shipment papers, data taken from daily reports, etc.
 - D. **Retention:** until disposition of animal
- [1.19.8.928 NMAC - Rp, 1 NMAC 3.2.94.900.928, 9/28/2001]

1.19.8.929 ANIMAL SHIPPING PERMITS

- A. **Program:** zoo records
 - B. **Maintenance System:** [municipal preference]
 - C. **Description:** United States department of agriculture permits concerning the shipment of both endangered and non-endangered species within the United States or worldwide import or export. Permits may show animal species, animal identification number, destination of shipment, endangered/non-endangered status, etc.
 - D. **Retention:** five years after date of expiration
- [1.19.8.929 NMAC - Rp, 1 NMAC 3.2.94.900.929, 9/28/2001]

1.19.8.930 STUD FILES

- A. **Program:** zoo records
 - B. **Maintenance System:** [municipal preference]
 - C. **Description:** records concerning the genealogy of endangered species. Records may show species name, origin, parents, date of birth, siblings, etc.
 - D. **Retention:** until disposition of animal
- [1.19.8.930 NMAC - Rp, 1 NMAC 3.2.94.900.930, 9/28/2001]

1.19.8.931 BREEDING LOAN FILES

- A. **Program:** zoo records
 - B. **Maintenance System:** [municipal preference]
 - C. **Description:** records concerning animals loaned to other zoos or loaned to this zoo for breeding purposes. Files may contain lists of animals loaned, loan conditions, etc.
 - D. **Retention:** one year after termination of loan
- [1.19.8.931 NMAC - Rp, 1 NMAC 3.2.94.900.931, 9/28/2001]

1.19.8.932 ANNUAL INVENTORY OF ANIMALS

- A. **Program:** zoo records
 - B. **Maintenance System:** [municipal preference]
 - C. **Description:** inventory of animals owned by or loaned to facility. Inventory may show births, acquisition, death of animals on hand, gender of each animal, etc.
 - D. **Retention:** until superseded by new information
- [1.19.8.932 NMAC - Rp, 1 NMAC 3.2.94.900.932, 9/28/2001]

1.19.8.933-940 [RESERVED]

1.19.8.941 BUS ROUTE PLANNING FILE

- A. **Program:** transportation and transit records
- B. **Maintenance System:** [municipal preference]
- C. **Description:** records used to establish and modify the municipal transit route system. File may include studies, maps, population surveys, schedule plans, route schedules, etc.

D. Retention:

- (1) **Route schedules and maps:** until superseded
- (2) **All other records:** three years after close of calendar year in which created

[1.19.8.941 NMAC - Rp, 1 NMAC 3.2.94.900.941, 9/28/2001]

1.19.8.942 CHARTER BUS FILES

- A. Program:** transportation and transit records
- B. Maintenance System:** [municipal preference]

C. Description: records concerning charter rentals of transit system buses to private groups. Files may include rental information, fiscal documentation, related correspondence, etc.

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

[1.19.8.942 NMAC - Rp, 1 NMAC 3.2.94.900.942, 9/28/2001]

1.19.8.943 DAILY BUS PASSENGER REPORT

- A. Program:** transportation and transit records
- B. Maintenance System:** [municipal preference]

C. Description: records concerning all municipal buses, including airport shuttle buses per route in the municipal transit system. Used to summarize operational statistics for management review purposes. Report may show name of operator, number of regular fares, senior citizen fares, handicapped persons fares, etc.

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

[1.19.8.943 NMAC - Rp, 1 NMAC 3.2.94.900.943, 9/28/2001]

1.19.8.944 BUS DRIVERS DAILY CHECKLIST

- A. Program:** transportation and transit records
- B. Maintenance System:** [municipal preference]

C. Description: record concerning the condition and appearance of municipal buses including airport shuttle buses used to identify maintenance problems on vehicles.

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

[1.19.8.944 NMAC - Rp, 1 NMAC 3.2.94.900.944, 9/28/2001]

1.19.8.945 TRANSIT OPERATION SUMMARY REPORTS

- A. Program:** transportation and transit records
- B. Maintenance System:** [municipal preference]

C. Description: reports documenting daily fares received. Reports may include monthly reports documenting ridership, revenue, route information, fuel usage, and other operational details.

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

[1.19.8.945 NMAC - Rp, 1 NMAC 3.2.94.900.945, 9/28/2001]

1.19.8.946 TRAFFIC SIGNALS INTERSECTION FILES

- A. Program:** transportation and transit records
- B. Maintenance System:** [municipal preference]

C. Description: records concerning the acquisition and maintenance of municipal traffic signals. Files may include product literature, traffic planning studies, traffic controller drawings, intersection drawings, timing progressions, turning count totals, etc.

- D. Retention:**

(1) **Product literature, drawings, and timing progressions:** until disposition of traffic controller unit

- (2) **All other records:** five years after date created

[1.19.8.946 NMAC - Rp, 1 NMAC 3.2.94.900.946, 9/28/2001]

1.19.8.947-950 [RESERVED]

1.19.8.951 AIRPORTS AND AVIATION REGULATIONS

- A. Program:** airport records
- B. Maintenance System:** [municipal preference]

C. **Description:** municipal, state, or federal regulations concerning the operation of the municipal owned airport.

D. **Retention:** five years after superseded or repealed
[1.19.8.951 NMAC - Rp, 1 NMAC 3.2.94.900.951, 9/28/2001]

1.19.8.952 AIRPLANE FILES

A. **Program:** airport records

B. **Maintenance System:** [municipal preference]

C. **Description:** records concerning the history of municipal-owned or leased airplanes. Files may include purchase or lease information, warranty documentation, maintenance documentation, disposal information, etc.

D. **Retention:** three years after disposition of airplane
[1.19.8.952 NMAC - Rp, 1 NMAC 3.2.94.900.952, 9/28/2001]

1.19.8.953 AIRPORT CRASH RESCUE OPERATION FILES

A. **Program:** airport records

B. **Maintenance System:** [municipal preference]

C. **Description:** records concerning crash incidents and actions taken. Files may include monthly activity reports documenting activities such as crash incidents, responses, inspections, copies of reports submitted to FAA, FAA findings, etc.

D. **Retention:** five years after date of incident
[1.19.8.953 NMAC - Rp, 1 NMAC 3.2.94.900.953, 9/28/2001]

1.19.8.954 EMERGENCY COMMUNICATION LOG

A. **Program:** airport records

B. **Maintenance System:** [municipal preference]

C. **Description:** listing of all emergency calls responded to by airport emergency or security services. Log may include information on ambulance, police, and fire.

D. **Retention:** five years after date created
[1.19.8.954 NMAC - Rp, 1 NMAC 3.2.94.900.954, 9/28/2001]

1.19.8.955 TRAFFIC TICKET LOG

A. **Program:** airport records

B. **Maintenance System:** [municipal preference]

C. **Description:** listing of all vehicles ticketed for traffic violations. Log may show ticketed vehicle make, model, color, license plate number, and traffic violation, drivers name, address, license number, etc.

D. **Retention:** five years after date created
[1.19.8.955 NMAC - Rp, 1 NMAC 3.2.94.900.955, 9/28/2001]

1.19.8.956 AIRPORT SAFETY OFFICERS FILES

A. **Program:** airport records

B. **Maintenance System:** [municipal preference]

C. **Description:** records concerning security of airport operation. File may contain first aid reports, daily logs, incident reports, photographs, safety officers court appearance documentation, etc.

D. **Retention:** five years after date created
[1.19.8.956 NMAC - Rp, 1 NMAC 3.2.94.900.956, 9/28/2001]

1.19.8.957 SECURITY GATE ENTRANCE APPLICATION AND CARD FILE

A. **Program:** airport records

B. **Maintenance System:** [municipal preference]

C. **Description:** records concerning applications for clearance badges allowing entrance to operations area. File may contain application, applicant background information, applicant photograph, investigative findings, etc.

D. **Retention:** three years after expiration security clearance
[1.19.8.957 NMAC - Rp, 1 NMAC 3.2.94.900.957, 9/28/2001]
[Note: information and documentation may be duplicated in employee files.]

1.19.8.958 SCREENING ACTIVITIES REPORT

- A. Program:** airport records
 - B. Maintenance System:** [municipal preference]
 - C. Description:** records concerning airport screening activities. Copy of monthly report submitted to FAA of all passengers boarded, detailing apprehensions for CCW (Carrying Concealed Weapon).
 - D. Retention:** six months after date submitted to FAA
- [1.19.8.958 NMAC - Rp, 1 NMAC 3.2.94.900.958, 9/28/2001]

1.19.8.959 AIRPORT CONDITION AND INSPECTION REPORTS

- A. Program:** airport records
 - B. Maintenance System:** [municipal preference]
 - C. Description:** copies of daily reports required by and submitted to FAA on light inspection, airfield inspection, field condition (NOT-AM, Notice to Airmen Report), etc.
 - D. Retention:** six months after date submitted to FAA
- [1.19.8.959 NMAC - Rp, 1 NMAC 3.2.94.900.959, 9/28/2001]

HISTORY OF 1.19.8 NMAC:

1 NMAC 3.2.94.900, Local Records Retention And Disposition Schedules For New Mexico Municipalities, 12-9-1996.
1 NMAC 3.2.94.900, Local Records Retention And Disposition Schedules For New Mexico Municipalities, 11-30-1998.

History of Repealed Material:

1 NMAC 3.2.94.900, Local Records Retention And Disposition Schedules For New Mexico Municipalities – Repealed 9-28-2001.