

This is an amendment to 1.13.2 NMAC, Section 20 and adding Section 21, effective xx/xx/yyyy.

**1.13.2.7 DEFINITIONS:**

- A. **“Acid-free”** means having a pH of 7.0 or greater.
- B. **“Administrator”** means the state records administrator (Section 14-3-2 NMSA 1978).
- C. **“Administrative law division”** means an organizational unit of the commission of public records and is under the control of the state records administrator.
- D. **“Archival”** means the material properties inherent in any medium permitting its preservation under controlled conditions.
- E. **“Archives and historical services division”** means an organizational unit of the commission of public records and is under the control of the state records administrator.
- F. **“Certified copy”** means a reproduction of a public record expressly verified by the custodial agency as a true and accurate representation of the official copy of the record.
- G. **“Clip”** means a selected part of a motion picture film.
- H. **“Commission”** means the state commission of public records (Section 14-3-2 NMSA 1978).
- I. **“Digital restoration”** means digitally improving the overall appearance of a scanned photograph by adjusting brightness or contrast or both, sharpening, adjusting overall color, cropping, etc.
- J. **“DVD”** means digital video disc, an optical disc storage medium.
- K. **“Enhancement”** means digitally repairing a scanned photograph to remove signs of deterioration and damage (spots, tears, red eye, fold lines, etc.).
- L. **“Electronic media”** means optical storage discs and magnetic tapes. Does not include hard drives.

[L.] **M. “JPEG”** means a compressed image file format, commonly used for the compression of photographic images, developed by the joint photograph experts group.

[M.] **N. “MiniDV”** means a video digital storage format available in small cassettes with high storage capacity.

[N.] **O. “Oversized material”** means maps, architectural drawings, books and textual and other documents larger than 12 inches by 16 inches.

[O.] **P. “Record”** means all books, papers, maps, photographs, recordings, tapes or other documentary materials, regardless of physical form or characteristics.

[P.] **Q. “Requester”** means any individual who is not a commercial-use requester. This term does not include requests citing the Inspection of Public Records Act, which are handled in accordance with the law and agency policy.

[Q.] **R. “Records management division”** means an organizational unit of the commission of public records and is under the control of the state records administrator.

[R.] **S. “Rule”** means any rule, regulation, order, standard or statement of policy, including amendments thereto or repeals thereof, issued or promulgated by an agency of state government and purporting to affect one or more agencies besides the agency issuing the rule or to affect persons not members or employees of the issuing agency, and as further defined in [subsection C of Subsection] Subsection C of Section 14-4-2 NMSA 1978 and Attorney General Opinion No. 93-1, that is filed with the administrative law division.

[S.] **T. “State records center”** means the central records depository that is the principal state facility for the storage and disposition of inactive records of state agencies.

[T.] **U. “TIFF”** means tagged image file format, a bitmap image format used for storing images.

[1.13.2.7 NMAC - N, 3/14/01; A, 7/15/03; A, 6/30/05; A, 6/1/06; A, 7/1/09; A, 7/31/12; A, 9/15/14; A, xx/xx/yyyy]

**1.13.2.20 RECORDS STORAGE SERVICES:**

- A. **[State agency records, paper]**
  - (1) ~~Records that have not met their legal retention or that have been subpoenaed or are otherwise involved in on-going litigation or an active investigation~~ ~~no charge~~
  - (2) ~~Records that have met their legal retention and for which the records management division has issued a disposition notice~~ ~~\$0.50 per month per box (see 1.13.10 NMAC)~~
- B. **Municipal and county records, paper** ~~\$0.50 per box (either cubic foot or maps and drawings box)~~ per box, regardless of whether retention has been met (see 1.13.2 NMAC).
- C. **State agency records, microfilm**
  - (1) ~~Records that have not met their legal retention or that have been subpoenaed or are otherwise involved in on-going litigation or an active investigation~~ ~~no charge~~

(2) Records that have met their legal retention and for which the records management division has issued a disposition notice - \$0.25 per 16mm roll equivalent per month (see 1.13.10 NMAC)

D. Inactive municipal and county records, microfilm - \$0.25 per 16mm roll equivalent per month, regardless of whether retention has been met (see 1.13.10 NMAC).] Paper storage for state agencies:

(1) Records that have not met their legal retention - no charge

(2) Records that have met their legal retention and for which the records management division has issued a disposition notice - \$0.50 per box, per month (see Section 1.13.10.11 NMAC).

B. Paper storage for municipalities, the judicial branch and counties - \$0.50 per box, per month, regardless of whether retention has been met.

C. Microfilm storage for state agencies:

(1) Records that have not met their legal retention - no charge.

(2) Records that have met their legal retention and for which the records management division has issued a disposition notice - \$0.25 per roll, per month (see Section 1.13.10.11 NMAC).

D. Microfilm storage for municipalities, the judicial branch and counties - \$0.25 per roll, per month, regardless of whether retention has been met.

[1.13.2.20 NMAC - N, 6/30/05; A, 7/1/09; A, 9/15/14; A, xx/xx/xxxx]

**1.13.2.21 RECORDS DESTRUCTION SERVICES:**

A. Standard storage box equivalent (15" x 12" x 10") or smaller - \$0.50 per box

B. Map box equivalent (10x10x38) or smaller - \$0.75 per box

C. Microfilm - \$0.25 per roll

D. Microfiche - \$14.00 per standard storage box equivalent (15" x 12" x 10") or smaller

E. Electronic media - \$10.00 per standard storage box equivalent (15" x 12" x 10") or smaller

[1.13.2.21 NMAC - N, xx/xx/xxxx]