

SYNOPSIS

1.18.479 NMAC ERRDS, Board of Veterinary Medicine

1. Subject matter: 1.18.479 NMAC, Executive Records Retention and Disposition Schedule for the Board of Veterinary Medicine. This rule is new and replaces 1.18.479 NMAC ERRDS, Board of Veterinary Examiners, an outdated version that was filed on 8/29/2001. This records retention and disposition schedule is a timetable for the management of specific records series of the Board of Veterinary Medicine. It describes each record series by record name, record function, record content, record filing system, record confidentiality, and record retention. The record retention is the life cycle of each records series. It indicates the retention or length of time a record series must be maintained by the department as well as its final disposition. The retention and disposition requirements in this rule are based on the legal and use requirements of the records as well as on their administrative, fiscal and archival value. This rule was developed by the Records Management Division of the State Records Center and Archives (New Mexico Commission of Public Records) and approved by the State Records Administrator, the New Mexico Commission of Public Records, the Director of Board of Veterinary Medicine and the legal counsel for the Board of Veterinary Medicine.

2. Persons affected: The persons affected are the record producing and record keeping personnel of the Board of Veterinary Medicine. Persons and entities normally subject to the rules and regulations of the Board of Veterinary Medicine may also be directly or indirectly affected by this rule.

3. Interests of persons affected: Interests include the records produced and maintained by the Board of Veterinary Medicine.

4. Geographical applicability: Geographical applicability is limited to areas within the State of New Mexico covered by the Board of Veterinary Medicine. Any person or entity outside the covered geographical area that conducts business with or through the Board of Veterinary Medicine may also be affected by this rule.

5. Commercially published materials incorporated: The New Mexico Statutes Annotated 1978 were used as reference in the development of this rule. However, they do not constitute a substantial portion of this rule.

6. Telephone number and address of issuing agency: New Mexico State Records Center and Archives, 1205 Camino Carlos Rey, Santa Fe, New Mexico 87507. Telephone number: (505) 476-7900.

7. Effective date of this rule: May 2, 2005.

Certification

As counsel for the State Records Center and Archives, I certify that this synopsis provides adequate notice of the content of 1.18.479 NMAC ERRDS, Board of Veterinary Medicine.

Roberta D. Joe
Assistant Attorney General

Date