

**SYNOPSIS**

**1.18.369 NMAC ERRDS, Commission of Public Records**

**1. Subject matter:** 1.18.369 NMAC, Executive Records Retention and Disposition Schedule for the Commission of Public Records. This is an amendment to modifying Sections 30 through 39, 41, 42, 72 and 75 of the existing executive records retention and disposition schedule for the Commission of Public Records, State Records Center and Archives. The records retention and disposition schedule is a timetable for the management of specific records series created by the Commission of Public Records, State Records Center and Archives. It describes each record series by record name, record function, record filing maintenance system, record content, 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 State Records Center and Archives as well as its final disposition. The retention and disposition requirements in this rule are based on the legal 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 and the New Mexico Commission of Public Records.

**2. Persons affected:** The persons affected are the record producing and record keeping personnel of the Commission of Public Records, State Records Center and Archives. Persons and entities normally subject to the rules and regulations of the Commission of Public Records, State Records Center and Archives may also be directly or indirectly affected by this rule.

**3. Interests of persons affected:** Interests include the records produced and maintained by the Commission of Public Records, State Records Center and Archives.

**4. Geographical applicability:** Geographical applicability is limited to areas within the State of New Mexico covered by the Commission of Public Records, State Records Center and Archives. Any person or entity outside the covered geographical area that conducts business with or through the Commission of Public Records, State Records Center and Archives 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 87505. Telephone number: (505) 476-7900.

**7. Effective date of this rule:** May 4, 2009.

**Certification**

As counsel for the State Records Center and Archives, I certify that this synopsis provides adequate notice of the content of 1.18.369 NMAC ERRDS, Commission of Public Records.

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Stephen Vigil  
Assistant Attorney General

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Date