

TITLE 1 GENERAL GOVERNMENT ADMINISTRATION
CHAPTER 18 EXECUTIVE RECORDS RETENTION AND DISPOSITION SCHEDULES (ERRDS)
PART 601 ERRDS, COMMISSION ON THE STATUS OF WOMEN

1.18.601.1 ISSUING AGENCY: State Commission of Public Records - State Records Center and Archives
[1.18.601.1 NMAC - Rp, 1.18.601.1 NMAC, 12/20/2010]

1.18.601.2 SCOPE: commission on the status of women
[1.18.601.2 NMAC - Rp, 1.18.601.2 NMAC, 12/20/2010]

1.18.601.3 STATUTORY AUTHORITY: Section 14-3-6 NMSA 1978. The administrator shall establish a records management program for the application of efficient and economical management methods for the creation, utilization, maintenance, retention, preservation and disposal of public records.
[1.18.601.3 NMAC - Rp, 1.18.601.3 NMAC, 12/20/2010]

1.18.601.4 DURATION: permanent
[1.18.601.4 NMAC - Rp, 1.18.601.4 NMAC, 12/20/2010]

1.18.601.5 EFFECTIVE DATE: December 20, 2010, unless a later date is cited at the end of a section.
[1.18.601.5 NMAC - Rp, 1.18.601.5 NMAC, 12/20/2010]

1.18.601.6 OBJECTIVE: To establish a records disposal schedules for the orderly management and retirement of records necessary for carrying out the Public Records Act per Section 14-3-6 NMSA 1978.
[1.18.601.6 NMAC - Rp, 1.18.601.6 NMAC, 12/20/2010]

1.18.601.7 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. "Archives"** means the state archives of the commission of public records.
- D. "Displaced homemakers"** means any individual who has worked in the home for a substantial number of years providing unpaid household services for family members and who: has difficulty obtaining adequate employment; or has been dependent on the income of another family member but is no longer supported by such income, has been dependent on federal assistance but is no longer eligible for such assistance or is supported as the parent of minor children by federal assistance or spousal support.
- E. "Disposition"** means final action that puts into effect the results of an appraisal decision for a series of records (i.e., transfer to archives or destruction).
- F. "Microphotography"** means the transfer of images onto film and electronic imaging or other information storage techniques that meet the performance guidelines for legal acceptance of public records produced by information system technologies pursuant to regulations adopted by the commission.
- G. "Non-record"** means extra copies of documents kept solely for convenience of reference, stocks of publications, records not usually included within the scope of the official records of an agency or government entity, and library material intended only for reference or exhibition. The following specific types of materials are non-records: materials neither made nor received in pursuance of statutory requirements nor in connection with the functional responsibility of the officer or agency; extra copies of correspondence; preliminary drafts or other material summarized in final or other form and which have no value once action has been taken; blank forms, transmittal letters or forms that do not add information; sample letters; and reading file or informational files.
- H. "Public record"** means all books, papers, maps, photographs or other documentary materials, regardless of physical form or characteristics, made or received by any agency in pursuance of law or in connection with the transaction of public business and preserved, or appropriate for preservation, by the agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations or other activities of the government, or because of the informational and historical value of data contained therein (Section 14-4-2
- I. "Records custodian"** means the statutory head of the agency using or maintaining the records or the custodian's designee.

J. "Records management" means the systematic control of all records from creation or receipt through processing, distribution, maintenance and retrieval, to their ultimate disposition.

K. "Records retention and disposition schedule" means rules adopted by the commission pursuant to Section 14-3-6 NMSA 1978 describing records of an agency, establishing a timetable for their life cycle and providing authorization for their disposition.

L. "Retention" 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.

M. "Teamworks" means a program that serves TANF eligible women who are heads of single-parent households in transitioning from welfare to work.

[1.18.601.7 NMAC - Rp, 1.18.601.7 NMAC, 12/20/2010]

1.18.601.8 ABBREVIATIONS AND ACRONYMS:

A. "CSW" stands for commission of the status of women.

B. "NMAC" stands for New Mexico administrative code.

C. "NMSA" stands for New Mexico statutes annotated.

D. "SRCA" stands for the state records center and archives.

E. "TANF" stands for temporary assistance for needy families.

[1.18.601.8 NMAC - Rp, 1.18.601.8 NMAC, 12/20/2010]

1.18.601.9 INSTRUCTIONS:

A. Records retention and disposition schedules identify the types of records maintained by state agencies and specify a period of time which records must be retained. A retention period may be stated in terms of months or years and is sometimes expressed as contingent upon the occurrence of an event. There are two types of records retention and disposition schedules created by the state records center and archives. General schedules that list records common to all agencies and executive schedules which are specific to an agency. Each record series will be represented in the format listed below.

(1) **Program** - describes the function of the records

(2) **Maintenance system** - describes how an agency files (organizes) records

(3) **Description** - describes the purpose and content of a record

(4) **Retention** - defines the length of time records must be kept before they are eligible for destruction or archival preservation.

B. For records of a general administrative nature, refer to the GRRDS, General Administrative Records Retention and Disposition Schedule, 1.15.2 NMAC.

C. For records of a financial nature, refer to the GRRDS, General Financial Records Retention and Disposition Schedule, 1.15.4 NMAC.

D. For records of a personnel nature, refer to the GRRDS, General Personnel Records Retention and Disposition Schedule, 1.15.6 NMAC, and for officers personnel records, refer to the GRRDS, General Personnel Records Retention and Disposition Schedule, 1.15.7 NMAC.

E. For records of a medical nature, refer to the GRRDS, General Medical Records Retention and Disposition Schedule, 1.15.8 NMAC.

F. 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.

G. The descriptions of files are intended to be evocative, 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.

H. Confidentiality is denoted for each file but all materials in a file may be confidential. Refer to note. Where portions of file may be confidential, refer to legal counsel for agency.

I. 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.

J. All records, papers or documents may be photographed, microfilmed, digitized, scanned imaging, microfilm or computer output microfilm systems shall be approved by the state records administrator prior to the destruction of source documents (Section 14-1-5, 14-1-6 NMSA 1978) 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 14-3-17 NMSA 1978)

K. Email messages that contain information sent or received by an agency in connection with the transaction of official state business or in pursuance of law are public records and are subject to retention requirements established in both general and executive records retention and disposition schedules.
[1.18.601.9 NMAC - Rp, 1.18.601.9 NMAC, 12/20/2010]

1.18.601.10 - 1.18.601.20 [RESERVED]

1.18.601.21 DISPLACED HOMEMAKERS, WOMEN IN TRANSITION FILES:

- A. Program:** workforce development
- B. Maintenance system:** chronological by fiscal year
- C. Description:** records document career and personal skill training activities sponsored by the CSW for the benefit of displaced homemakers. Training activities may include conferences, workshops, and job fairs which are held throughout the state and focus on specific topics related to issues faced by displaced homemakers. File may contain registration forms, sign-in sheets, curriculums, class evaluation forms; instructor notes, flyers, press releases, etc.
- D. Retention:** three years from close of fiscal year in which program activity conducted
[1.18.601.21 NMAC - Rp, 1.18.601.21 NMAC, 12/20/2010]

1.18.601.22 NEW MEXICO GIRLS INSTITUTE PROGRAM FILES:

- A. Program:** training development
- B. Maintenance system:** chronological by calendar year
- C. Description:** records document activities conducted by the New Mexico girls institute, a program of the CSW. Events are conducted annually throughout the state for girls ages 13 through 18 for the purpose of fostering leadership skills and to address issues specific to girls living in rural areas. File may include instructor proposal, curriculum, evaluations, surveys, registration packet information (e.g., parent signature, girls name, prescribed medication and contact information), copy of registration fee receipt, etc.
- D. Retention:** six years after close of calendar year in which event held
- E. Confidentiality:** Portions of this record may contain confidential information pursuant, but not limited to Section 14-6-1 NMSA 1978 (i.e., medical information).
[1.18.601.22 NMAC - Rp, 1.18.601.25 NMAC, 12/20/2010]

1.18.601.23 GOVERNOR'S AWARDS FOR OUTSTANDING NEW MEXICO WOMEN FILES:

- A. Program:** special events
- B. Maintenance system:** chronological by year nominated, then alphabetical by nominee's surname
- C. Description:** records document the annual nomination, selection process and award ceremony for presentation of the *governor's awards for outstanding New Mexico women*. File may include nominee packet, nominee information (e.g., name, address, contact information, etc.), supporting documentation (e.g., biographical material, newspaper articles, 500-word summary, etc.), tally sheet, copy of contribution receipt, information on award ceremonies, etc.
- D. Retention:**
 - (1) **Nominees:** one year from date of nomination review
 - (2) **Winners:** five years from date award presented
[1.18.601.23 NMAC - Rp, 1.18.601.26 NMAC, 12/20/2010]

1.18.601.24 ADVOCACY AND AWARENESS CONFERENCE FILES:

- A. Program:** community outreach
- B. Maintenance system:** chronological by date event conducted
- C. Description:** records document advocacy and awareness conferences held by the CSW to disseminate information on women's issues pertinent to specific geographic locations. File may include conference registration, evaluations, summary reports, research reports, programs, flyers, etc.
- D. Retention:** three years from date of conference
[1.18.601.24 NMAC - Rp, 1.18.601.24 NMAC, 12/20/2010]

1.18.601.25 TEAMWORK'S SIGN-IN SHEET:

- A. Program:** teamworks
- B. Maintenance system:** chronological by calendar year

C. Description: form used to document participants' visits and activities at the teamworks' facility. Participants who have chosen a teamworks' activity (e.g., computer classes, life skill classes, job search club, etc) are required under TANF to attend and participate in teamworks activities. Form may include name, phone number, date, time, activity participated in (e.g., career development specialist visit, computer class, life skills class, job search club, etc.), etc.

D. Retention: six months from date of last visit
[1.18.601.25 NMAC - N, 12/20/2010]
[Portions of this record are input to the *public assistance eligibility system*, 1.18.630.83 NMAC.]

1.18.601.26 TASKFORCE FILES:

A. Program: office of the governor's council on women's health
B. Maintenance system: chronological by calendar year, then alphabetical by taskforce name
C. Description: records document taskforce findings and recommendations to the New Mexico legislature. Taskforces are created at the request of the New Mexico legislature for the purpose of researching issue affecting women and reporting results back to the legislature. File many include memorials, agendas, minutes of taskforce meetings, final reports, etc.

D. Retention: permanent, transfer to archives 10 years after final report
[1.18.601.26 NMAC - N, 12/20/2010]

1.18.601.27 ANNUAL WOMEN'S HEALTH POLICY FORUM FILES:

A. Program: office of the governor's council on women's health
B. Maintenance system: chronological by calendar year
C. Description: record document annual women's health policy forums sponsored jointly by the CSW and the office of the governor's council on women's health. Forums are held throughout the state to provide information on women's health policies and issues; and to solicit comments and concerns from participants. File may contain forum programs; final report; facility rental agreements; participant evaluations; presenter documentation.

D. Retention: permanent, transfer to archives 10 years after final report
[1.18.601.27 NMAC - N, 12/20/2010]

HISTORY OF 1.18.601 NMAC:

Pre-NMAC Filing History: The material in this part was derived from that previously filed with the State Records Center under:
SRC Rule No. 89-10, Records Retention and Disposition Schedule for Commission on the Status of Women, filed 12/18/89.

History of Repealed Material:

1.18.601 NMAC, ERRDS, Commission on the Status of Women, filed 5/16/2001 - Repealed effective 7/25/2005
1.18.601 NMAC, ERRDS, Commission on the Status of Women, filed 6/24/2005 - Repealed effective 12/20/2010