

TITLE 1 GENERAL GOVERNMENT ADMINISTRATION
CHAPTER 18 EXECUTIVE RECORDS RETENTION AND DISPOSITION SCHEDULES (ERRDS)
PART 924 ERRDS, PUBLIC EDUCATION DEPARTMENT

1.18.924.1 ISSUING AGENCY: New Mexico Commission of Public Records - State Records Center and Archives
[5/25/95; 1.18.924.1 NMAC - Rn, 1 NMAC 3.2.93.1, 10/1/2000]

1.18.924.2 SCOPE: department of education
[5/25/95; 1.18.924.2 NMAC - Rn, 1 NMAC 3.2.93.2, 10/1/2000; A, 1/5/2004]

1.18.924.3 STATUTORY AUTHORITY: Section 14-3-1 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.
[5/25/95; 1.18.924.2 NMAC - Rn, 1 NMAC 3.2.93.3, 10/1/2000; A, 1/5/2004]

1.18.924.4 DURATION: permanent
[5/25/95; 1.18.924.4 NMAC - Rn, 1 NMAC 3.2.93.4 10/1/2000]

1.18.924.5 EFFECTIVE DATE: October 1, 2000 unless a later date is specified at the end of a section.
[5/25/95; 1.18.924.5 NMAC - Rn, 1 NMAC 3.2.93.5, 10/1/2000]

1.18.924.6 OBJECTIVE: To establish a records retention schedule for the management and orderly retirement of records necessary for the carrying out the Public Records Act, Section 14-3-6 NMSA 1978.
[5/25/95; 1.18.924.6 NMAC - Rn, 1 NMAC 3.2.93.6, 10/1/2000; A, 1/5/2004]

1.18.924.7 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 permanent records of the state of New Mexico, which may include government and private collections of the Spanish, Mexican, territorial and statehood periods, assessed to have significant historical value to warrant their preservation by the state of New Mexico. The term also refers to the organizational unit of the SRCA storing these records.
- D. "Audit"** means periodic examination of an organization to determine whether appropriate procedures and practices are followed.
- 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; 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 NMSA 1978).

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.

[5/25/95; 5/19/97; 1.18.924.7 NMAC - Rn, 1 NMAC 3.2.93.7, 10/1/2000; A, 1/5/2004, A, 5/2/2011]

1.18.924.8 ABBREVIATIONS AND ACRONYMS:

A. "DOB" means date of birth.

B. "NMTA" means New Mexico teacher assessment.

C. "NTE" means national teachers exam.

D. "SSN" means social security number.

[5/25/95; 5/19/97; 1.18.924.8 NMAC - Rn, 1 NMAC 3.2.93.8, 10/1/2000; 1.18.924.8 NMAC - N, 1/5/2004, A, 5/2/2011]

1.18.924.9 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** - the length of time records must be kept before they are eligible for destruction or archival preservation.

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

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

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

E. For records of a medical nature, refer to the Records Retention and Disposition Schedule for General Medical Records, 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. Access to confidential documents and 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, 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).

J. Public records placed on magnetic tapes, disks or other data processing media shall be retained for the length of time specified in records retention and disposition schedules and are subject to the same confidentiality and access restrictions as paper records. See also 1.13.70 NMAC, Performance Guidelines for the Legal Acceptance of Public Records Produced by Information Technology Systems.

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.
[1.18.924.9 NMAC - Rn & A, 1.18.924.8 NMAC, 1/5/2004, A, 5/2/2011]

1.18.924.10-100 [RESERVED]

1.18.924.101 EDUCATION RELATED LEGISLATIVE WORKPLANS REPORT, QUARTERLY:

- A. Program:** executive services division, interagency services
 - B. Maintenance system:** chronological by date of report
 - C. Description:** report used by agency for implementation of education related bills or memorials. Report may show bill number, short title, and state department of education staff assignment, descriptions, activities, and benchmark date.
 - D. Retention:**
 - (1) **Agency copy:** four years after close of calendar year in which created
 - (2) **Staff working copies:** until superseded or no longer needed for reference
- [1.18.924.101 NMAC - Rp 1 NMAC 3.2.93.924.101, 10/1/2000]

1.18.924.102 SPECIAL PROJECTS FILE:

- A. Program:** executive services division, interagency services
 - B. Maintenance system:** chronological by year and subject or title name
 - C. Description:** records concerning education related special projects (i.e., school-to-work, dropout prevention, etc.) not categorized as general fund, legislative bills, resolutions, or memorials. File may contain copy of contract, request for proposal, information on project, project evaluations, newsletters, memoranda, correspondence, etc.
 - D. Retention:**
 - (1) **Fiscal services financial documents:** five years after the final financial status report filed with United States department of education (USDE) then transfer to archives for review [20 USCA 1234a(k)]
 - (2) **All other documents:** three years after termination of contract or agreement
- [1.18.924.102 NMAC - Rp 1 NMAC 3.2.93.924.102, 10/1/2000]

1.18.924.103-120 [RESERVED]

1.18.924.121 AGENDA ITEM PROPOSAL FORM:

- A. Program:** state board of education support records
 - B. Maintenance system:** chronological by meeting date
 - C. Description:** form used by agency staff and school districts when submitting proposed agenda items for state board meetings. Form may show meeting date, item title, name of presenter(s), length of time required for presentation, etc.
 - D. Retention:** until no longer needed for reference, but no longer than one month after meeting
- [1.18.924.121 NMAC - Rp 1 NMAC 3.2.93.924.121, 10/1/2000]

1.18.924.122-130 [RESERVED]

1.18.924.131 SUB-RECIPIENT AUDIT FILES:

- A. Program:** internal audit records
 - B. Maintenance system:** alphabetical by school district or entity name
 - C. Description:** records concerning audit required by federal government for any entity receiving federal financial assistance through SDE in accordance with the Single Audit Act of 1984, as amended by P.L. 104-156 and any audit requested by the Audit Act within New Mexico state statutes. Files may contain audit report, work papers, documentation relative to the resolution and closure of any findings noted, correspondence, memoranda, etc.
 - D. Retention:** five years after the final financial status report filed with USDE [20 USCA 1234a(k)]
- [1.18.924.131 NMAC - Rp 1 NMAC 3.2.93.924.131, 10/1/2000]

1.18.924.132 TRAINING AND EXPERIENCE AUDIT FILES:

- A. Program:** internal audit records
 - B. Maintenance system:** alphabetical by school district name
 - C. Description:** records concerning the training and experience of teachers. File may contain teacher transcript data, social security numbers, findings, recommendations, results of audit, corrective action request, final adjustments, correspondence, memoranda, etc.
 - D. Retention:** five years after close of fiscal year audited
 - E. Confidentiality:** portions of the record may contain confidential material.
- [1.18.924.132 NMAC - Rp 1 NMAC 3.2.93.924.132, 10/1/2000]

1.18.924.133 40TH DAY SCHOOL DISTRICT MEMBERSHIP AUDIT FILES:

- A. Program:** internal audit records
 - B. Maintenance system:** alphabetical by school district name
 - C. Description:** records concerning documentation of district students and December 1 child count membership on the 40th school day. File may contain special education student data, findings, recommendations, corrective action request, final adjustments, correspondence, and memoranda, etc.
 - D. Retention:** five years after close of fiscal year audited
 - E. Confidentiality:** portions of record may contain confidential material.
- [1.18.924.133 NMAC - Rp 1 NMAC 3.2.93.924.133, 10/1/2000]

1.18.924.134 40TH DAY PUPIL TRANSPORTATION AUDIT FILES:

- A. Program:** internal audit records
 - B. Maintenance system:** alphabetical by school district name
 - C. Description:** records concerning the documentation of pupils transported on a public school bus on the 40th day. File may contain special education student data, findings, recommendations, corrective action for compliance, correspondence, memoranda, etc.
 - D. Retention:** five years after close of fiscal year audited
 - E. Confidentiality:** portions of record may contain confidential material
- [1.18.924.134 NMAC - Rp 1 NMAC 3.2.93.924.134, 10/1/2000]

1.18.924.135 STATE DEPARTMENT OF EDUCATION STATE PLANS AND APPLICATIONS FOR FEDERAL OR OTHER FINANCIAL ASSISTANCE FILES:

- A. Program:** internal audit records
 - B. Maintenance system:** chronoalphabetical by year and program name
 - C. Description:** records concerning the internal review coordination process, used in the application for federal or other funds. Files may contain copy of state plan or application, correspondence, and result of internal review process.
 - D. Retention:** five years after the final financial status report filed with USDE [20 USCA 1234a(k)] [34 CFR 80.42]
- [1.18.924.135 NMAC - Rp 1 NMAC 3.2.93.924.135, 10/1/2000]

1.18.924.136-150 [RESERVED]

1.18.924.151 TERMINATION REPORT FILE:

- A. Program:** agency support division, legal services
 - B. Maintenance system:** chronoalphabetical by year and school district name
 - C. Description:** records concerning school district listing of terminations of certified school personnel for the year. File may contain district log (checked off as received), correspondence, memoranda, etc.
 - D. Retention:** five years after close of calendar year in which report due
- [1.18.924.151 NMAC - Rp 1 NMAC 3.2.93.924.151, 10/1/2000]

1.18.924.152 REGULATION SURVEY FORM:

- A. Program:** agency support division, legal services
- B. Maintenance system:** [RESERVED]

C. Description: form used to amend or revise an existing regulation. Form may show information on issue surveyed, assessment of current regulation, area for responding to additional components believed to be important, person completing survey, etc.

D. Retention: until regulation approved
[1.18.924.152 NMAC - Rp 1 NMAC 3.2.93.924.152, 10/1/2000]

1.18.924.153-160 [RESERVED]

1.18.924.161 PRINT SHOP REQUISITION FORM:

- A. Program:** print shop records
- B. Maintenance system:** alphabetical by director name
- C. Description:** request for print jobs and cost allocation. Form may show requester's name, job name or description, special instructions, etc.
- D. Retention:**
 - (1) **Print shop copy (yellow):** two years after job completed
 - (2) **Requesting department copy (pink):** until no longer needed for reference
 - (3) **Fiscal services copy (white):** five years after the final financial status report filed with USDE

[20 USCA 1234a(k)]

[1.18.924.161 NMAC - Rp 1 NMAC 3.2.93.924.161, 10/1/2000]

1.18.924.162 PRINT SHOP LOG:

- A. Program:** print shop records
- B. Maintenance system:** chronological by request date
- C. Description:** records concerning all print job requests. Log may show job number, director's name, date received, job description, and date completed.
- D. Retention:** two years after close of fiscal year in which created

[1.18.924.162 NMAC - Rp 1 NMAC 3.2.93.924.162, 10/1/2000]

1.18.924.163-170 [RESERVED]

1.18.924.171 ADMINISTRATIVE CORRESPONDENCE FILES (FISCAL UNIT FEDERAL FUNDS):

- A. Program:** fiscal services and ASD director
- B. Maintenance system:** chronological by date received
- C. Description:** records concerning correspondence related to the fiscal units federal fund programs. Files may contain financial reports, communications concerning program review or response before final action, reference, and program documentation materials.

D. Retention: five years after the final financial status report filed with USDE then transfer to archives for review [20 USCA 1234a(k)]

[1.18.924.171 NMAC - Rp 1 NMAC 3.2.93.924.171, 10/1/2000]

1.18.924.172 JOURNAL ENTRIES FILE:

- A. Program:** fiscal services and ASD director
- B. Maintenance system:** chronological by month and year
- C. Description:** records concerning documentation by fiscal staff to correct or make changes to CIMS (comprehensive information management for schools) database information. File may contain general journal entry form, documentation clarifying change or correction, copies of journal vouchers, and payment vouchers.

D. Retention: five years after the final financial status report filed with USDE [20 USCA 1234a(k)]
[1.18.924.172 NMAC - Rp 1 NMAC 3.2.93.924.172, 10/1/2000]

[Hard copy input record for CIMS financial operation database, 1.18.924.702 NMAC]

1.18.924.173 JOURNAL VOUCHERS APPROVED BY DFA:

- A. Program:** fiscal services and ASD director
- B. Maintenance system:** chronological by month and year

C. Description: record concerning correction of errors of previously posted or recorded transactions, summary entries, and accrual entries. Form shows DFA approval, agency name, page, date, agency code, document number, budget fiscal year, accounting period, accounting type, fund, agency code, organization code, appropriation unit code, object and revenue source, balance sheet account, report category, vendor code, description, debit amount, credit amount, totals, explanation, prepared by, date, phone number and agency authorized signature.

D. Retention: five years after the final financial status report filed with USDE [20 USCA 1234(k)] [34 CFR 80.42]

[1.18.924.173 NMAC - Rp 1 NMAC 3.2.93.924.173, 10/1/2000]

[Hard copy input record for CIMS financial operation database, 1.18.924.702 NMAC]

1.18.924.174 STATE TREASURER MONTHLY TRANSACTION REPORTS:

A. Program: fiscal services and ASD director

B. Maintenance system: chronological by month

C. Description: records concerning detail and breakdown of each transaction for agency. Report may show cash account number, agency code, agency name, beginning balance, transactions, computed ending balance, count of warrants redeemed for agency, and total dollar amount.

D. Retention: five years after the final financial status report filed with USDE [20 USCA 1234a(k)]

[1.18.924.174 NMAC - Rp 1 NMAC 3.2.93.924.174, 10/1/2000]

[Hard copy input record for CIMS financial operation database, 1.18.924.702 NMAC]

1.18.924.175 WARRANT CANCELLATIONS (FROM DFA):

A. Program: fiscal services and ASD director

B. Maintenance system: chronological by date issued and fiscal year

C. Description: warrants issued for payment of goods and or services but subsequently cancelled by the agency and returned to the agency. Warrant shows date, warrant number, to whom paid, amount, signature of finance officer, etc.

D. Retention: five years after the final financial status report filed with USDE [20 USCA 1234a(k)]

[1.18.924.175 NMAC - Rp 1 NMAC 3.2.93.924.175, 10/1/2000]

[Hard copy input record for CIMS financial operation database, 1.18.924.702 NMAC]

1.18.924.176 OUT-OF-STATE TRAVEL REQUEST FORM:

A. Program: fiscal services and ASD director

B. Maintenance system: chronoalphabetical by fiscal year and employee name

C. Description: records concerning an employee's request and approval for out-of-state travel. Form may show reference number, purchase order number, division, program name and code number, fund account, date, name of traveler, employee or board member designation, destination, departure and return dates, etc.

D. Retention: five years after the final financial status report filed with USDE [20 USCA 1234a(k)]

[1.18.924.176 NMAC - Rp 1 NMAC 3.2.93.924.176, 10/1/2000]

1.18.924.177 TRIAL BALANCES REPORT:

A. Program: fiscal services and ASD director

B. Maintenance system: chronological by year

C. Description: record concerning accounting transactions processed during the period. Report may show cash received for all funds, expenditures, and revenues. This data is used to compile report of financial statements for use by independent auditors.

D. Retention: five years after the final financial status report filed with USDE [20 USCA 1234a(k)]

[1.18.924.177 NMAC - Rp 1 NMAC 3.2.93.924.177, 10/1/2000]

1.18.924.178 STAFF DEVELOPMENT FORM:

A. Program: fiscal services and ASD director

B. Maintenance system: chronological by year

C. Description: records concerning application/request used to receive prior approval to enroll in a course/workshop or other training activity. Form shows data on employee, course/workshop, reason(s) for

enrollment, (i.e. requirement, personal growth, etc.), notarized signature of program manager, fiscal office authorization, and dates.

D. Retention: five years after the final financial status report filed with USDE [20 USCA 1234a(k)]
[1.18.924.178 NMAC - Rp 1 NMAC 3.2.93.924.178, 10/1/2000]

1.18.924.179 INTERNAL REQUISITION FORM:

A. Program: fiscal services and ASD director
B. Maintenance system: numerical by program number
C. Description: records final financial status concerning approval or denial of expenditures within department of education programs. Form may show program name and code number, dates submitted, approved or disapproved, fund account, code number billed to, description of purchase, and signature of approval.

D. Retention: five years after the final financial status report filed with USDE [20 USCA 1234a(k)]
[1.18.924.179 NMAC - Rp 1 NMAC 3.2.93.924.179, 10/1/2000]
[Hard copy input record for CIMS financial operation database, 1.18.924.702 NMAC]

1.18.924.180 PURCHASE ORDERS AND REQUEST FOR PROPOSAL FORM (RFP)(SPD-101A):

A. Program: fiscal services and ASD director
B. Maintenance system: numerical by purchase order number
C. Description: form used by agency to reserve their budget for a specific purchase (i.e., to records encumbrances and reserve or designate fund balances). Form shows vendor code, vendor name and address, seller fund, seller agency code, page, date, I/G (inter-governmental transfer) box, PC (purchase document) box, agency code, document number, terms, delivery date, FOB (free on board) code, ship to, bill to, agency contact, phone number, line number, fund code, agency code, organization code, object code, amount, for agency use, total, purchase type, agency authorized signature, approval (internal), commodity line, quantity, unit, commodity code, account line, article and description, unit cost, total cost, and total.

D. Retention: five years after the final financial status report filed with USDE [20 USCA 1234a(k)]
[1.18.924.180 NMAC - Rp 1 NMAC 3.2.93.924.180, 10/1/2000]
[Hard copy input records for CIMS financial operation database, 1.18.924.702 NMAC]

1.18.924.181 PURCHASE DOCUMENT MODIFICATION FORM (FCD C-FRAS-01):

A. Program: fiscal services and ASD director
B. Maintenance system: [RESERVED]
C. Description: form used to post adjustments to an existing purchase document (form SPD-101A). Form shows vendor code, vendor name and order address, seller fund, page, date, I/G (inter-governmental transfer) box, PC (purchase document) box, agency code, document number, line code, fund code, agency code, organization code, object code, amount, for agency use, total, commodity line, quantity, unit, commodity code, account line, article and description, unit cost, total cost, agency authorized signature and approval (internal).

D. Retention: five years after the final financial status report filed with USDE [20 USCA 1234a(k)]
[1.18.924.181 NMAC - Rp 1 NMAC 3.2.93.924.181, 10/1/2000]
[Filed with purchase order and request for proposal 1.18.924.180 NMAC. Hard copy input record for CIMS financial operation database, 1.18.924.702 NMAC.]

1.18.924.182 PAYMENT VOUCHERS FILE:

A. Program: fiscal services and ASD director
B. Maintenance system: [RESERVED]
C. Description: form used by agency to pay vendors external to New Mexico state government as well as to other state agencies. Form shows vendor code, vendor name and remittance address, agency name, page, date, agency code, document number, expiration date, contract number, warrant number, reference document, line, code, commodity line, invoice number, fund, organization code, object code, revenue source, balance sheet account, report category, description, amount, total, payee signature, agency approval, name or title, authorized signature and date.

D. Retention:

(1) DFA copy (white): for retention, see records retention and disposition schedule for department of finance and administration 1 NMAC 3.2.93.341.90.204.

(2) **Agency copy (yellow)- school accounting. Alphabetical by program name. Records used to post disbursements to ledgers by program number. File may contain advice sheet, bank account information, entity money transferred to, original cash request from districts (required by auditors), and copy of payment submitted to DFA:** five years after the final financial status report filed with USDE [20 USCA 1234a(k)] [34 CFR 80.42]

(3) **Agency copy (pink)-fiscal services. Numerical by voucher number. Records used for audit purposes and verification of disbursements. File may contain voucher, invoice, purchase order, contract, correspondence, copies of claim form, and staff development request:** five years after the final financial status report filed with USDE [20 USCA 1234a(k)] [34 CFR 80.42]

[1.18.924.182 NMAC - Rp 1 NMAC 3.2.93.924.182, 10/1/2000]

[Hard copy input record for CIMS financial operation database, 1.18.924.702 NMAC]

1.18.924.183 CASH ENVELOPE:

A. Program: fiscal services and ASD director

B. Maintenance system: chronological by month

C. Description: records concerning deposits with state treasurer for any refunds and reimbursements (e.g., payment for personal calls, miscellaneous expenses, etc.). File may contain copies of checks, backup documentation to account for refund check, deposit slip, copy of receipts for personal purchases to be reimbursed, edit listing/deposit listing (tracking each fund), and copies of operating transfers.

D. Retention: five years after the final financial status report filed with USDE [20 USCA 1234a(k)]

[1.18.924.183 NMAC - Rp 1 NMAC 3.2.93.924.183, 10/1/2000]

[Hard copy input record for CIMS financial operation database, 1.18.924.702 NMAC]

1.18.924.184 WARRANT REGISTER:

A. Program: fiscal services and ASD director

B. Maintenance system: chronological by date

C. Description: record documenting all warrants issued to agency by DFA based on related payment vouchers submitted by agency. Report is received daily for warrants on that day. Report shows warrant number, vendor name, vendor code, voucher number, voucher date, vendor invoice, fund, payment amount, delivered/mailed signature, date, received warrants signature and date, and total number of warrants.

D. Retention: six years after close of fiscal year in which created or five years after the final financial status report filed with USDE which ever is longer [20 USCA 1234a(k)]

[1.18.924.184 NMAC - Rp 1 NMAC 3.2.93.924.184, 10/1/2000]

[Hard copy input record for CIMS financial operation database, 1.18.924.702 NMAC]

1.18.924.185 "REGISTERS":

A. Program: fiscal services and ASD director

B. Maintenance system: chronological by date of payment

C. Description: records concerning four separate bound registers: vouchers, purchase orders, journal vouchers, and operating transfers. Records used by fiscal staff to track financial transactions. Register may show voucher number, payments made, fund, etc.

D. Retention:

(1) **Registers for federal program funds:** six years after close of fiscal year in which created or five years after the final financial status report filed with USDE whichever is longer [20 USCA 1234a(k)]

(2) **Registers for state program funds:** six years after close of fiscal year in which created [1.18.924.185 NMAC - Rp 1 NMAC 3.2.93.924.185, 10/1/2000]

[Hard copy input record for CIMS financial operation database, 1.18.924.702 NMAC]

1.18.924.186 RECEIPT BOOKS:

A. Program: fiscal services and ASD director

B. Maintenance system: chronological by date created

C. Description: agency documents that record the receipt of any form of payment to the state. Receipt may show date, receipt number, payer's name, payer's address, amount, reason for payment, account balance due, type of payment (e.g., cash, check, money order), etc.

D. Retention: five years after the final financial status report filed with USDE [20 USCA 1234a(k)]

[1.18.924.186 NMAC - Rp 1 NMAC 3.2.93.924.186, 10/1/2000]

1.18.924.187 INVENTORY OF FIXED ASSETS:

- A. **Program:** fiscal services and ASD director
- B. **Maintenance system:** chronological by year
- C. **Description:** records concerning holdings of furniture and equipment. Record shows item description, item location, identification number, serial number, model number, date of acquisition, original cost, etc.
- D. **Retention:** six years after close of fiscal year in which created or five years after the final financial status report filed with USDE whichever is longer [20 USCA 1234a(k)]

[1.18.924.187 NMAC - Rp 1 NMAC 3.2.93.924.187, 10/1/2000]

[Contains information on items purchased with federal funds.]

1.18.924.188 CONTRACT OR AGREEMENT FILES:

- A. **Program:** fiscal services and ASD director
- B. **Maintenance system:** chronological by year
- C. **Description:** records concerning contracts using federal funds and let through state purchasing division, technical and professional service contracts, lease and rental contracts, agreements, etc. File may include contract or agreement specifications, correspondence, memoranda, etc.
- D. **Retention:** six years after termination of contract or agreement or five years after the final financial status report filed with USDE whichever is longer [20 USCA 1234a(k)]

[1.18.924.188 NMAC - Rp 1 NMAC 3.2.93.924.188, 10/1/2000]

1.18.924.189 CONTRACT OR AGREEMENT IDENTIFICATION LOG:

- A. **Program:** fiscal services and ASD director
- B. **Maintenance system:** chronological by date of entry
- C. **Description:** log used by agency to track state or federal contracts or agreements. Log may show contractor name, contract number, contract begin/end dates, dollar amount, reason for services, etc
- D. **Retention:** six years after termination of last listed contract or five years after the final financial status report filed with USDE whichever is longer [20 USCA 1234a(k)]

[1.18.924.189 NMAC - Rp 1 NMAC 3.2.93.924.189, 10/1/2000]

1.18.924.190 JOINT POWERS AGREEMENTS:

- A. **Program:** fiscal services and ASD director
- B. **Maintenance system:** chronological by year
- C. **Description:** written contractual agreement using federal funds and entered into between two or more public agencies subject to any constitutional or legislative restrictions imposed upon any of the contracting public agencies, according to Joint Powers Agreement Act, 11-1-1 to 11-1-7 NMSA 1978.
- D. **Retention:** six years after termination of agreement or five years after the final financial status report filed with USDE whichever is longer [20 USCA 1234a(k)]

[1.18.924.190 NMAC - Rp 1 NMAC 3.2.93.924.190, 10/1/2000]

1.18.924.191 FEDERAL DRAW REQUEST FORM:

- A. **Program:** fiscal services and ASD director
- B. **Maintenance system:** alphabetical by program name
- C. **Description:** form documenting the wire transfer request withdrawal of funds from federal government. Form shows program code number, date, and worksheet itemizing the program fund request.
- D. **Retention:** five years after the final financial status report filed with USDE [20 USCA 1234a(k)]

[34 CFR 80.42]

[1.18.924.191 NMAC - Rp 1 NMAC 3.2.93.924.191, 10/1/2000]

1.18.924.192 272 REPORT AND FEDERAL CASH TRANSACTION REPORT:

- A. **Program:** fiscal services and ASD director
- B. **Maintenance system:** chronological by month

C. Description: report of federal cash transactions that identify activity of federal draw request. Report may show available cash, net disbursements, advances, time period of report, grant number identification, report line item, authorized certifying official's signature and date, etc.

D. Retention: five years after the final financial status report filed with USDE [20 USCA 1234a(k)] [34 CFR 80.42]
[1.18.924.192 NMAC - Rp 1 NMAC 3.2.93.924.192, 10/1/2000]

1.18.924.193 INDIRECT COST RATE PROPOSALS FORM:

A. Program: fiscal services and ASD director
B. Maintenance system: chronological by year
C. Description: federally required (office of management and budget circular A-87) request form for identifying indirect cost per year by school districts. Form shows school district name, title, signature of superintendent, date signed, proposal and percentages and dollar amounts for direct and indirect costs, time based on previous years actual expenditures.

D. Retention: five years after the final financial status report filed with USDE [20 USCA 1234a(k)]
[1.18.924.193 NMAC - Rp 1 NMAC 3.2.93.924.193, 10/1/2000]

1.18.924.194 CASH MANAGEMENT IMPROVEMENT ACT FORM:

A. Program: fiscal services and ASD director
B. Maintenance system: chronological by month
C. Description: form documenting financial transaction that falls under the Cash Management Improvement Act that prohibits states from placing withdrawals in accounts that generate interest. Form may show documentation of money withdrawn, disbursements, dates of each transaction, federal ID number, and CFDA number (code federal domestic assistance).

D. Retention: five years after the final financial status report filed with USDE [20 USCA 1234a(k)]
[1.18.924.194 NMAC - Rp 1 NMAC 3.2.93.924.194, 10/1/2000]

1.18.924.195 INSTRUCTIONAL MATERIALS CONSIGNMENT SALES REPORTS:

A. Program: fiscal services and ASD director
B. Maintenance system: chronological by month
C. Description: report listing payments to publishers. Report may show publisher name, code of publisher, item(s) shipped, back ordered, cancelled, total sales amount, dates, requisition number, etc.

D. Retention: three years after close of fiscal year in which created
[1.18.924.195 NMAC - Rp 1 NMAC 3.2.93.924.195, 10/1/2000]

1.18.924.196 INSTRUCTIONAL MATERIALS SCHOOL FILES:

A. Program: fiscal services and ASD director
B. Maintenance system: alphabetical by entity name
C. Description: records created concerning documentation on instructional materials funding. File may contain copies of award letters, fund transfers, monthly account balances, correspondence, memoranda, etc.

D. Retention: three years after close of fiscal year in which created
[1.18.924.196 NMAC - Rp 1 NMAC 3.2.93.924.196, 10/1/2000]

1.18.924.197 EDUCATION TECHNOLOGY FILE:

A. Program: fiscal services and ASD director
B. Maintenance system: alphabetical by school district name
C. Description: records concerning monthly disbursements, and expenditures for materials and training. File may contain vouchers, award letters and contract, budget adjustment requests, budget approvals, transfers, expenditure report, quarterly reports, list of allocations, correspondence, memoranda, etc.

D. Retention: six years after termination of contract or agreement then transfer to archives for review
[1.18.924.197 NMAC - Rp 1 NMAC 3.2.93.924.197, 10/1/2000]

1.18.924.198 MOTOR POOL AND ISD BILLING FILE:

A. Program: fiscal services and ASD director

B. Maintenance system: chronological by month and year
C. Description: records concerning billing and payment for data processing services, telephone bills, leases on vehicles; and the use of checked out vehicles. File may contain copy of itemized billing for payment, (i.e., invoice from GSD), journal vouchers, trip tickets, etc.

D. Retention: five years after the final financial status report filed with USDE [20 USCA 1234a(k)]
[1.18.924.198 NMAC - Rp 1 NMAC 3.2.93.924.198, 10/1/2000]

1.18.924.199 TELEPHONE BILLING BY STAFF- (SIGNED & VERIFIED) PRINTOUT:

A. Program: fiscal services and ASD director
B. Maintenance system: chronological by month
C. Description: verification printout of employee personal calls for reimbursement to agency and to monitor for problems with telephone usage.

D. Retention: five years after the final financial status report filed with USDE [20 USCA 1234a(k)]
[1.18.924.199 NMAC - Rp 1 NMAC 3.2.93.924.199, 10/1/2000]

1.18.924.200 CENTRAL COST ACCOUNTS FILE:

A. Program: fiscal services and ASD director
B. Maintenance system: chronological by month
C. Description: records concerning the billing of different programs/units or other state agencies for costs related to goods or services provided by the department of education. Files may contain print shop requisitions, journal entry, work sheets, trip tickets, supply log sheet, printout from postage machine, xerox readings from machines, etc.

D. Retention: five years after the final financial status report filed with USDE [20 USCA 1234a(k)].
[1.18.924.200 NMAC - Rp 1 NMAC 3.2.93.924.200, 10/1/2000]

1.18.924.201 GRANT AWARDS BINDER:

A. Program: fiscal services and ASD director
B. Maintenance system: alphabetical by program name
C. Description: (i.e. Title I, Idea B, etc.) records concerning documentation for grant awards and authorized expenditures for each grant award. Binder may contain instruction page and form giving authorization, dollar amount, specific codes, budget period, any requirement specific to the award, etc

D. Retention: six years after termination of grant or five years after the final financial status report filed with USDE which ever is longer [20 USCA 1234a(k)]
[1.18.924.201 NMAC - Rp 1 NMAC 3.2.93.924.201, 10/1/2000]

1.18.924.202 FEDERAL GRANT FILES:

A. Program: fiscal services and ASD director
B. Maintenance system: alphabetical by program name
C. Description: records tracking indirect cost expenditures by school districts for the indirect (administrative) cost of federal programs. Files may contain copies of grant award, request for increase, grant analysis, correspondence, memorandums, etc.

D. Retention: six years after termination of grant or five years after the final financial status report filed with USDE which ever is longer then transfer to archives for review [20 USCA 1234a(k)] [34 CFR 80.42]
[1.18.924.202 NMAC - Rp 1 NMAC 3.2.93.924.202, 10/1/2000]

1.18.924.203 SCHOLARSHIP FUND FILES:

A. Program: fiscal services and ASD director
B. Maintenance system: alphabetical by name of program or fund
C. Description: records concerning scholarship programs, (e.g., Robert Byrd, Tutors, Eva Lou Kelly, etc.). Files may contain application, verification of enrollment, transcript of grades, statement of assurance stating they are using funds for education, authorization payments to student and university/school, grant award, copy of checks, invoices, etc.

D. Retention:
(1) Federal fund Scholarships: six years after termination of grant or five years after the final financial status report filed with USDE which ever is longer [20 USCA 1234a(k)]

- (2) **State fund scholarships:** three years after close of fiscal year in which created
- E. Confidentiality:** portions of record may contain confidential information (20 USC 1232g).
[1.18.924.203 NMAC - Rp 1 NMAC 3.2.93.924.203, 10/1/2000]

1.18.924.204 CARRYOVER MEMO FILES:

- A. Program:** fiscal services and ASD director
- B. Maintenance system:** chronoalphabetical by year and program name
- C. Description:** records concerning remaining funds from one school year transferred to the coming school year. File may contain memo or document sent to the educational entity or district showing carryover balances, budget adjustment request, etc.
- D. Retention:** five years after the final financial status report filed with USDE [20 USCA 1234a(k)]
[1.18.924.204 NMAC - Rp 1 NMAC 3.2.93.924.204, 10/1/2000]

1.18.924.205 RECONCILIATION FILE:

- A. Program:** fiscal services and ASD director
- B. Maintenance system:** chronological by month
- C. Description:** record concerning reconciliation of accounts with DFA report and CIMS data base information. File may contain programs monthly report (e.g., instructional materials sales report reconciliation), sent to fiscal unit for review and sign off or approval.
- D. Retention:** five years after the final financial status report filed with USDE [20 USCA 1234(k)]
- (1) **Federal program fund:** five years after the final financial status report filed with USDE [20 USCA 1234(k)]
- (2) **State program funds:** three years after close of fiscal year in which created
[1.18.924.205 NMAC - Rp 1 NMAC 3.2.93.924.205, 10/1/2000]

1.18.924.206 STUDENT NUTRITION PROGRAMS CLAIM FOR REIMBURSEMENT FILES:

- A. Program:** fiscal services and ASD director
- B. Maintenance system:** chronological by month or alphabetical by school or entity
- C. Description:** records concerning nutrition program reimbursements received by each school district or entity. Files may contain claim for reimbursement form SDE-562-95, payment voucher, advice report, distribution, copy of warrant, operating transfer with back-up documents, deposit slip to state treasurer, JIC (just in case), and draw used for transfer of funds from federal government.
- D. Retention:** five years after the final financial status report filed with USDE [20 USCA 1234a(k)]
[1.18.924.206 NMAC - Rp 1 NMAC 3.2.93.924.206, 10/1/2000]
[For retention of school or entity (pink copy) refer to records retention and disposition schedule for New Mexico public schools, SRC Rule No. 92-08, Item No. 721.]

1.18.924.207 FINANCIAL STATUS REPORT FILE:

- A. Program:** fiscal services and ASD director
- B. Maintenance system:** chronological by quarter and fiscal year
- C. Description:** records concerning financial status report sent to department of education in Washington, D.C. File may contain report, cover letter/correspondence, initial financial status report, carryover financial status report, final financial status report, etc.
- D. Retention:** five years after the final financial status report filed with USDE [20 USCA 1234a(k)]
[34 CFR 80.42]
[1.18.924.207 NMAC - Rp 1 NMAC 3.2.93.924.207, 10/1/2000]

1.18.924.208 REPORT OF SCHOOL PROGRAM OPERATIONS (FORM FNS-10):

- A. Program:** fiscal services and ASD director
- B. Maintenance system:** chronological by month and calendar year
- C. Description:** record required by U.S. department of agriculture-food and nutrition service for school nutrition program monies or benefits paid. Form may show number of schools (public and private) with lunch programs, school breakfast programs, special milk programs, residential child care institutions (RCCI), summer camps, number of children approved, etc.

D. Retention: five years after the final financial status report filed with USDE then transfer to archives for review [20 USCA 1234a(k)]
[1.18.924.208 NMAC - Rp 1 NMAC 3.2.93.924.208, 10/1/2000]

1.18.924.209-230 [RESERVED]

1.18.924.231 BUDGET WORK PAPERS:

- A. Program:** budget and payroll records
- B. Maintenance system:** chronological by year
- C. Description:** work papers used in preparing the appropriations request and operating budget.
- D. Retention:** five years after the final financial status report filed with USDE [20 USCA 1234a(k)]
[1.18.924.231 NMAC - Rp 1 NMAC 3.2.93.924.231, 10/1/2000]

1.18.924.232 APPROPRIATIONS REQUEST AND OPERATING BUDGET:

- A. Program:** budget and payroll records
- B. Maintenance system:** chronological by year
- C. Description:** records concerning final draft of proposed annual budget submitted by agency to DFA and final budget as approved by the state legislature. File may contain operating budget input form (OPBUD-3), form S-1 certification, form S-4 organization chart, form S-5 program overview, form S-6 program financial data, form S-7 program measurement data, form R-1 detail of transfers from the general fund, form R-2 summary of non-reverting fund balances, form R-3 detail of operating transfers in, form R-4 detail of internal SVC/enterprise revenues, form R-5 detail of federal revenues, form R-6 detail of other revenues, form E-4 line item detail for base requests all base out-of-state travel requests and all base capital outlay requests, form E-6A base automotive replacements line item 088, lease vehicles line item 028, and any revisions or other related documentation generated during the approval process.

D. Retention: five years after the final financial status report filed with USDE [20 USCA 1234a(k)]
[1.18.924.232 NMAC - Rp 1 NMAC 3.2.93.924.232, 10/1/2000]
[Hard copy input record for CIMS financial operation database, 1.18.924.702 NMAC]

1.18.924.233 BUDGET ADJUSTMENT REQUESTS:

- A. Program:** budget and payroll records
- B. Maintenance system:** chronological by year
- C. Description:** records concerning adjustments to agency operating budgets (e.g., increase or decrease in expenditures from other state funds, internal service funds or interagency transfer; transfer of funds from one division of an agency to other divisions of that agency; transfer of funds between budget categories within an agency or a division or authorization to expend federal funds). File may contain copy of budget adjustment request form and associated justification attachments.

D. Retention: five years after the final financial status report filed with USDE [20 USCA 1234a(k)]
[34 CFR 80.42]
[1.18.924.233 NMAC - Rp 1 NMAC 3.2.93.924.233, 10/1/2000]
[Hard copy input record for CIMS financial operation database, 1.18.924.702 NMAC]

1.18.924.234 MONTHLY BUDGET STATUS REPORT:

- A. Program:** budget and payroll records
- B. Maintenance system:** chronological by month
- C. Description:** report generated by DFA concerning monthly budget information by fund and organization for the agency. Report shows approved budget, budget adjustments, adjusted budget, expenditures to date, outstanding encumbrances, unencumbered budget balances, and amounts expended in the current month.

D. Retention: five years after the final financial status report filed with USDE [20 USCA 1234a(k)].
[1.18.924.234 NMAC - Rp 1 NMAC 3.2.93.924.234, 10/1/2000]
[Hard copy input record for CIMS financial operation database, 1.18.924.702 NMAC]

1.18.924.235 MONTHLY BUDGET STATUS REPORT (AGENCY GENERATED):

- A. Program:** budget and payroll records
- B. Maintenance system:** chronological by month

C. Description: report generated by the agency concerning monthly budget information by fund and organization. This "agency-generated" report is used to reconcile against DFA's monthly budget status report (NM02). Report shows approved budget, budget adjustments, and adjusted budget, expenditures to date, outstanding encumbrances, unencumbered budget balances, and unencumbered purchase documents.

D. Retention: five years after the final financial status report filed with USDE [20 USCA 1234a(k)].
[1.18.924.235 NMAC - Rp 1 NMAC 3.2.93.924.235, 10/1/2000]
[Hard copy output record produced by CIMS financial operation database, 1.18.924.702 NMAC]

1.18.924.236 MONTHLY REVENUE STATUS REPORT:

A. Program: budget and payroll records

B. Maintenance system: chronological by month

C. Description: report generated by DFA concerning monthly revenue budget information by fund. Report shows original approved budgets, budget adjustments, adjusted budget amount, current revenues realized, fiscal year-to-date revenues realized and unrealized budget balance.

D. Retention: five years after the final financial status report filed with USDE [20 USCA 1234a(k)]
[1.18.924.236 NMAC - Rp 1 NMAC 3.2.93.924.236, 10/1/2000]
[Hard copy input record for CIMS financial operation database, 1.18.924.702 NMAC]

1.18.924.237 MONTHLY REVENUE STATUS REPORT (AGENCY GENERATED):

A. Program: budget and payroll records

B. Maintenance system: chronological by month

C. Description: report generated by the agency concerning monthly revenue budget information by fund. This "agency-generated" report is used to reconcile against DFA's monthly revenue status report (A203NM). Report shows revenue account, description, deposits, payment vouchers, transfers, journal vouchers, and totals.

D. Retention: five years after the final financial status report filed with USDE [20 USCA 1234a(k)]
[1.18.924.237 NMAC - Rp 1 NMAC 3.2.93.924.237, 10/1/2000]
[Hard copy output record produced by CIMS financial operation database, 1.18.924.702 NMAC]

1.18.924.238 JOURNALS:

A. Program: budget and payroll records

B. Maintenance system: chronological by date of entry

C. Description: agency machine or hand posted records of original financial entry transactions routinely organized by account type (i.e., encumbrances, vouchers, deposits, transfers, etc.)

D. Retention: six years after close of fiscal year in which created or five years after the final financial status report filed with USDE which ever is longer [20 USCA 1234a(k)]
[1.18.924.238 NMAC - Rp 1 NMAC 3.2.93.924.238, 10/1/2000]
[These are budget, encumbrance, and transaction journals.]
[Hard copy input record for CIMS financial operation database, 1.18.924.702 NMAC]

1.18.924.239 LEDGERS:

A. Program: budget and payroll records

B. Maintenance system: chronological by date of entry

C. Description: agency machine or hand posted summary records of final entry financial transactions routinely organized by object code, (i.e., expenditure line item, revenue codes).

D. Retention: six years after close of fiscal year in which created or five years after the final financial status report filed with USDE which ever is longer [20 USCA 1234a(k)] [34 CFR 80.42]
[1.18.924.239 NMAC - Rp 1 NMAC 3.2.93.924.239, 10/1/2000]
[These are the administrative controlling, general, and accounts payable ledgers.]
[Hard copy input record for CIMS financial operation database, 1.18.924.702 NMAC]

1.18.924.240 PAYROLL FILE:

A. Program: budget and payroll records

B. Maintenance system: chronological by pay period date

C. Description: records concerning internal tracking of payroll distribution for both federal and state funds. File may contain voucher, leave attendance records, time sheets, allocation of expenditure, copies of employee changes, credit union deductions, W-2s, payroll register, etc.

D. Retention: five years after the final financial status report filed with USDE. [20 USCA 1234a(k)]
[1.18.924.240 NMAC - Rp 1 NMAC 3.2.93.924.240, 10/1/2000]
[Hard copy input record for CIMS financial operation database, 1.18.924.702 NMAC]

1.18.924.241 EMPLOYEE ON "TIME" ATTENDANCE FORM:

A. Program: budget and payroll records
B. Maintenance system: chronological by pay period
C. Description: verification of time and attendance sheets submitted by employee and which fund employee's are paid from. Form may show payroll time attendance sheets, federal program name, program code, etc.

D. Retention: five years after the final financial status report filed with USDE [20 USCA 1234a(k)]
[1.18.924.241 NMAC - Rp 1 NMAC 3.2.93.924.241, 10/1/2000]
[Hard copy input record for CIMS financial operation database, 1.18.924.702 NMAC]

1.18.924.242-250 [RESERVED]

1.18.924.251 SCHOOL BREAKFAST AND LUNCH PROGRAM FILES:

A. Program: school transportation and support services, student nutrition programs
B. Maintenance system: alphabetical by program type
C. Description: (i.e. public, private, bureau of Indian affairs [BIA], and [RCCI] residential child care institutions). Records concerning schools or entities authorized to participate in the school breakfast or lunch program. File may contain copy of agreement or application, correspondence and memoranda relating to program, coordinated review effort (CRE), administrative reviews of the national school lunch program (NSLP), and/or school breakfast program (SBP). Reviews are scheduled on a three-year cycle.

D. Retention: five years after the final financial status report filed with USDE [20 USCA 1234a(k)]
[1.18.924.251 NMAC - Rp 1 NMAC 3.2.93.924.251, 10/1/2000]

1.18.924.252 SPECIAL MILK PROGRAM FILES:

A. Program: school transportation and support services, student nutrition programs
B. Maintenance system: alphabetical by program
C. Description: records concerning schools/entities that participate in the special milk program. File may contain copy of agreement/application, correspondence and memoranda relating to program, coordinated review effort (CRE), administrative reviews of the special milk program (SMP). Reviews are scheduled on a three-year cycle.

D. Retention: five years after the final financial status report filed with USDE [20 USCA 1234a(k)]
[1.18.924.252 NMAC - Rp 1 NMAC 3.2.93.924.252, 10/1/2000]

1.18.924.253 SUMMER SPECIAL MILK PROGRAM:

A. Program: school transportation and support services, student nutrition programs
B. Maintenance system: alphabetical by program
C. Description: records concerning schools or entities that participate in the summer special milk program. File may contain copy of agreement/application, correspondence and memoranda relating program, coordinated review effort (CRE), administrative reviews of the special milk program (SMP). Reviews are scheduled on a three-year cycle.

D. Retention: five years after the final financial status report filed with USDE [20 USCA 1234a(k)]
[1.18.924.253 NMAC - Rp 1 NMAC 3.2.93.924.253, 10/1/2000]

1.18.924.254 SEVERE NEED BREAKFAST STUDY:

A. Program: school transportation and support services, student nutrition programs
B. Maintenance system: alphabetical by school district name
C. Description: study required from school district applying for additional funding. Study may contain information on schools applying for the additional funding, financial data, and number of free and reduced lunches served, cost incurred in breakfast preparation, etc.

D. Retention: five years after the final financial status report filed with USDE then transfer to archives for review [20 USCA 1234a(k)]
[1.18.924.254 NMAC - Rp 1 NMAC 3.2.93.924.254, 10/1/2000]

1.18.924.255-260 [RESERVED]

1.18.924.261 PUBLISHER CONTRACT FILES:

A. Program: instructional materials records
B. Maintenance system: alphabetical by subject area (i.e.science, math, etc), and publisher name
C. Description: records concerning information on and from publishers of instructional materials. Files may contain publisher cover sheet-attachment B and bid form-C-2, contract, copies of additions to series contract, mid-contract price revisions, and form from review/screening committee.

D. Retention: six years after termination of contract or agreement
[1.18.924.261 NMAC - Rp 1 NMAC 3.2.93.924.261, 10/1/2000]

1.18.924.262 ANNUAL INSTRUCTIONAL MATERIALS INVENTORY:

A. Program: instructional materials records
B. Maintenance system: [RESERVED]
C. Description: school district inventory of instructional materials. Inventory shows listing of instructional materials and purchases during the previous fiscal year.

D. Retention: [RESERVED]
[1.18.924.262 NMAC - Rp 1 NMAC 3.2.93.924.262, 10/1/2000]
[Filed with unit school district files, 1.18.924.701 NMAC]

1.18.924.263 PUBLISHERS LIST DATABASE:

A. Program: instructional materials records
B. Maintenance system: [RESERVED]
C. Description: database of most current publisher information. Database may contain publisher name, address, contacts, and publisher code, regional and local address; phone contacts, six sections by subject of book or other instructional material (i.e., math, science, etc.), subject area and category (i.e., workbook, teacher edition, map, etc.), stock number, grade level, copyright and date, price and comments.

D. Retention: until superseded by new information
[1.18.924.263 NMAC - Rp 1 NMAC 3.2.93.924.263, 10/1/2000]
[Database is contained in AS/400 operating system, 1.18.924.601 NMAC]

1.18.924.264 PUBLISHERS COVERSHEET-ATTACHMENT B, & BID FORM C-2:

A. Program: instructional materials records
B. Maintenance system: [RESERVED]
C. Description: records concerning information on publisher and on types of educational/instructional materials. Attachment B form may show name of publisher, main address, person signing and date, publisher code, contract manager, regional office information, local office information. Bid form C-2 may show date of contract, material titles, types of material (i.e., textbook, teacher's edition, software, etc.), grade levels, subject, category, and ISBN identification number.

D. Retention: [RESERVED]
[1.18.924.264 NMAC - Rp 1 NMAC 3.2.93.924.264, 10/1/2000]
[Cover sheet-attachment B, and bid form C-2 are filed in publisher contract files, 1.18.924.261 NMAC]
[Hard copy input record for publisher list data base, 1.18.924.263 NMAC]

1.18.924.265 PUBLISHERS LIST REPORT AND/OR PUBLISHERS INSTRUCTIONAL MATERIALS LIST:

A. Program: instructional materials records
B. Maintenance system: [RESERVED]
C. Description: reports concerning a listing of publishers or instructional materials. Reports produced in response to requests by school districts or other publishers. List may show publishers name, address,

contact person(s), regional and local address, phone contacts, ISBN number, publisher code, list of materials, types of materials, subject and categories, grade level, copyright date, price, comments, etc.

- D. Retention:** one year after termination of contract or agreement
[1.18.924.265 NMAC - Rp 1 NMAC 3.2.93.924.265, 10/1/2000]
[Hard copy output records produced by publishers list data base, 1.18.924.263 NMAC]

1.18.924.266-270 [RESERVED]

1.18.924.271 TRANSPORTATION BUDGET & DISTRIBUTION REPORT FILES:

- A. Program:** school transportation
- B. Maintenance system:** alphabetical by school district name
- C. Description:** records which created concerning school district budgets and dollar distribution information related to transportation. Files may contain 40th day transportation report, semi-annual transportation reports, total square miles served, number of students transported, dollar distribution for transportation by school district, expenditure reports, etc.
- D. Retention:** three years after close of fiscal year in which created
[1.18.924.271 NMAC - Rp 1 NMAC 3.2.93.924.271, 10/1/2000]

1.18.924.272 SCHOOL BUS INSPECTION REPORTS BI-ANNUAL:

- A. Program:** school transportation
- B. Maintenance system:** alphabetical by school district name
- C. Description:** results which created of third party inspection of school buses. Reports may show inspector name, certification number, date of inspection, bus number, vehicle owner, chassis make, year, body make, capacity rating, mileage, vehicle license number, chassis identification number, brake adjustment measures, violations listed and repaired, signature of school district official, etc.
- D. Retention:** two years after close of fiscal year in which created
[1.18.924.272 NMAC - Rp 1 NMAC 3.2.93.924.272, 10/1/2000]

1.18.924.273 SCHOOL BUS TRANSPORTATION REPORT FILES, ANNUAL:

- A. Program:** school transportation
- B. Maintenance system:** alphabetical by school district name
- C. Description:** record concerning report submitted by each school district pertaining to school bus routes. Report may show name of owner and driver, route description, number of children transported daily, vehicle description and reimbursement computation. File may also contain correspondence and memoranda.
- D. Retention:** three years after close of fiscal year in which created
[1.18.924.273 NMAC - Rp 1 NMAC 3.2.93.924.273, 10/1/2000]

1.18.924.274 SCHOOL BUS ACCIDENT REPORT FILES:

- A. Program:** school transportation
- B. Maintenance system:** alphabetical by school district name
- C. Description:** records concerning information on school bus accidents. Files may contain school bus accident report form, insurance form, charges filed, accident victim information, other vehicle information, witnesses, investigation information, summary report and recommendations, adjudication form, etc.
- D. Retention:**
 - (1) **Fatalities:** 25 years after close of fiscal year in which accident occurred
 - (2) **No fatalities:** 10 years after close of fiscal year in which accident occurred
[1.18.924.274 NMAC - Rp 1 NMAC 3.2.93.924.274, 10/1/2000]

1.18.924.275 APPROVAL TO PURCHASE OR REPLACE A SCHOOL BUS FILES:

- A. Program:** school transportation
- B. Maintenance system:** alphabetical by school district name
- C. Description:** Form used to request approval to purchase or replace a district school bus. Form shows approval date, control number, school district, information on the school bus replaced (i.e., year, seating capacity, etc.), information on the school bus purchased, authorization signatures, etc.
- D. Retention:**

- (1) **Approved:** five years after close of fiscal year in which created
- (2) **Not approved:** three years after close of fiscal year in which created

[1.18.924.275 NMAC - Rp 1 NMAC 3.2.93.924.275, 10/1/2000]

[Form received from school districts is hard copy input record for *school bus replacement system*, 1.18.924.283 NMAC]

1.18.924.276 TRANSPORTATION COMPLIANCE REVIEW FILES:

- A. Program:** school transportation
- B. Maintenance system:** alphabetical by county and school district name
- C. Description:** records concerning reports for state and federal compliance with regulations and laws relating to school transportation of school children. Files may contain information on bus routes, student numbers, drug testing policy of districts, school sites, bus inspection profiles, bus maintenance records, bus driver certification, work papers, etc.

- D. Retention:** permanent

[1.18.924.276 NMAC - Rp 1 NMAC 3.2.93.924.276, 10/1/2000]

[File was formerly known as transportation survey reports.]

[Transfer to archives 20 years after close of school calendar year in which created.]

1.18.924.277 SCHOOL BUS CONTRACT FILES:

- A. Program:** school transportation
- B. Maintenance system:** alphabetical by school district name
- C. Description:** records of fiscal year in concerning contracts, per capita feeder agreements between local board of education and private or fleet bus owner operators. Files may contain fleet service contract SBE regulations, individual owner operator equipment contract SBE regulations, transportation allocations for districts transporting fewer than seventy-five students SBE regulation, etc.

- D. Retention:** six years after close of fiscal year in which agreement or contract terminates

[1.18.924.277 NMAC - Rp 1 NMAC 3.2.93.924.277, 10/1/2000]

1.18.924.278 SCHOOL CONSOLIDATION AND ANNEXATION FILES:

- A. Program:** school transportation
- B. Maintenance system:** alphabetical by school district name
- C. Description:** records concerning local school district consolidation of schools and permanent adjustments to school boundaries. Files may contain property valuations from county assessors, legal descriptions, maps, boundaries, reports, excerpts from state board minutes, correspondence, memoranda, etc.

- D. Retention:** permanent

[1.18.924.278 NMAC - Rp 1 NMAC 3.2.93.924.278, 10/1/2000]

[Transfer to archives 20 years after close of school calendar year in which created.]

1.18.924.279 INSTITUTE TRAINING AND STATE DRIVER AWARD FILES:

- A. Program:** school transportation
- B. Maintenance system:** alphabetical by school district name
- C. Description:** records created concerning proper safety training and state driver awards for school bus drivers. Files may contain list of drivers on the three year cycle of classroom and driving training and certification, list of classes for each driver, scores, attendance dates, evaluations, number of years driving a bus, last award issued, days absent, days worked, national safety council data sheets, etc.

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

[1.18.924.279 NMAC - Rp 1 NMAC 3.2.93.924.279, 10/1/2000]

1.18.924.280 NEW MEXICO SCHOOL BUS ACCIDENT REPORT SUMMARY SYSTEM:

- A. Program:** school transportation
- B. Maintenance system:** [RESERVED]
- C. Description:** system captures and maintains statewide information on school bus accidents during the school year. Database may contain number of school buses, number of students transported daily, total daily route miles, total annual route miles, longest route one-way, average route one-way, accidents reported, gender, age, experience and prior accidents for each driver, injury by type and individual, investigation information,

environmental related factors, chronological/usage factors, collision location (point of impact), and human related factors, etc.

D. Retention:

(1) **Data:** two years after annual New Mexico school bus accident report is submitted to the national safety council

(2) **System:** one year after discontinuance of system provided all magnetic data files are authorized for disposal or transferred to new or alternate system

[1.18.924.280 NMAC - Rp 1 NMAC 3.2.93.924.280, 10/1/2000]

1.18.924.281 SCHOOL BUS ACCIDENT REPORT FORM:

A. Program: school transportation

B. Maintenance system: [RESERVED]

C. Description: form required for the national safety council's annual summary of school bus accidents. Form shows district name, bus owner, bus make, model/year, bus driver name, age, license number, date, location of accident, property damage and dollar amounts, collision analysis, type of accident, occupants and non-occupants involved, contributing circumstances, etc.

D. Retention: [RESERVED]

[1.18.924.281 NMAC - Rp 1 NMAC 3.2.93.924.281, 10/1/2000]

[Filed with school bus accident report files, 1.18.924.274 NMAC]

[Hard copy input record for New Mexico school bus accident report summary system, 1.18.924.280 NMAC]

1.18.924.282 NEW MEXICO SCHOOL BUS ACCIDENT REPORT SUMMARY (ANNUAL):

A. Program: school transportation

B. Maintenance system: [RESERVED]

C. Description: reports produced in response to request by school districts or others, summarizing statistical information from school bus accident report forms.

D. Retention: [RESERVED]

[1.18.924.282 NMAC - Rp 1 NMAC 3.2.93.924.282, 10/1/2000]

[Copy is submitted to the national safety council.]

[Hard copy output record produced by New Mexico school bus accident report summary system, 1.18.924.280 NMAC]

1.18.924.283 SCHOOL BUS REPLACEMENT SYSTEM:

A. Program: school transportation

B. Maintenance system: [RESERVED]

C. Description: system captures and maintains information on school bus purchases and replacements. The information is used for a twelve-year replacement cycle. Database may contain justification for capital outlay, approval date, school district information on the school bus to be replaced, information on the school bus to be purchased, etc.

D. Retention:

(1) **Data:** 12 years after close of fiscal year in which created

(2) **System:** one year after discontinuance of system provided all magnetic data files are authorized for disposal or transferred to new or alternate system

[1.18.924.283 NMAC - Rp 1 NMAC 3.2.93.924.283, 10/1/2000]

1.18.924.284 APPROVAL TO PURCHASE OR REPLACE A SCHOOL BUS FORM:

A. Program: school transportation

B. Maintenance system: [RESERVED]

C. Description: form produced in response to request by school districts for purchase or replacement of district school buses.

D. Retention: [RESERVED]

[1.18.924.284 NMAC - Rp 1 NMAC 3.2.93.924.284, 10/1/2000]

[Hard copy output is blank form mailed out to school district. Completed forms are returned to department of education for use as input documents to database and filed with approval to purchase or replace a school bus files, 1.18.924.275 NMAC]

1.18.924.285-300 [RESERVED]

1.18.924.301 STATE PLAN FOR EDUCATIONAL TECHNOLOGY FILES:

A. Program: educational technology and data management
B. Maintenance system: alphabetical by school district name
C. Description: records concerning education plan for spending of technology (i.e., computers, training, etc.) funds. Files may contain copy of letter of allocation of funds, mission, goals, statement of goals and objectives, implementation, estimated costs, student assessment (test scores), evaluations and summaries of long and short term plans, etc.

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

[1.18.924.301 NMAC - Rp 1 NMAC 3.2.93.924.301, 10/1/2000]

[Letter of allocation of funds filed with education technology file, 1.18.924.197 NMAC]

1.18.924.302 ENROLLMENTS, RETURNS AND WITHDRAWALS FORM SDE 807-78 (ES RS & WS):

A. Program: educational technology and data management
B. Maintenance system: alphabetical by school district name
C. Description: form used to compute student mobility. Form shows the number of students entering, reentering, and withdrawing from public schools, original entries, out of state entries, transfers, etc.

D. Retention: two years after close of school calendar year in which created

[1.18.924.302 NMAC - Rp 1 NMAC 3.2.93.924.302, 10/1/2000]

[Hard copy input record for enrollments, returns and withdrawals system, 1.18.924.321 NMAC]

1.18.924.303 HIGH SCHOOL COMPLETERS SURVEY:

A. Program: educational technology and data management
B. Maintenance system: alphabetical by school district name
C. Description: survey concerning the number of high school graduates and other high school completers (public school seniors who graduate or complete high school) in New Mexico's public, nonpublic, and state supported schools. Survey may show number of seniors who graduate or complete high school, the number planning to attend a postsecondary institution, gender and ethnicity, number of foreign exchange students, number receiving state certificates of completion, number receiving high school diploma, number passing the high school competency examination, etc.

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

[1.18.924.303 NMAC - Rp 1 NMAC 3.2.93.924.303, 10/1/2000]

[Hard copy input record for high school completers system, 1.18.924.326 NMAC]

1.18.924.304 DROPOUT STUDY REPORT SYSTEM:

A. Program: educational technology and data management
B. Maintenance system: [RESERVED]
C. Description: system captures and maintains student dropout information in a given school year. Database may contain names of junior, middle and high school students dropping out, number of male and female dropouts in each of five racial and ethnic categories for grades seven through twelve, reason for students dropping out, dropout rates by school, dropout rates by district, etc.

D. Retention:

(1) **Data:** 10 years after close of school calendar year in which created

(2) **System:** one year after discontinuance of system provided all magnetic data files are authorized for disposal or transferred to new or alternate system

E. Confidentiality: portions of record may contain confidential information (20 USC 1232g).

[1.18.924.304 NMAC - Rp 1 NMAC 3.2.93.924.304, 10/1/2000]

1.18.924.305 DROPOUT STUDY DISKETTE:

A. Program: educational technology and data management
B. Maintenance system: [RESERVED]
C. Description: diskette formatted with program fields for dropout study database and received from school districts. Diskette contains data on numbers of dropouts for a given school district, school, numbers of

male dropouts, female dropouts in each of five racial or ethnic categories for grades seven through twelve, and reason for students dropping out.

D. Retention: until entered into system

[1.18.924.305 NMAC - Rp 1 NMAC 3.2.93.924.305, 10/1/2000]

1.18.924.306 DROPOUT STUDY REPORT (ANNUAL):

A. Program: educational technology and data management

B. Maintenance system: chronological by date create

C. Description: report of student of school calendar dropouts. Reports may include student dropout rates from year 1977 to current year, students dropping out of a given school, dropout rates by school district, number of male and female dropouts in each of five racial/ethnic categories for grades seven through twelve, and reason for students dropping out.

D. Retention: 25 years after close of school calendar year in which created then transfer to archives for review and final disposition

[1.18.924.306 NMAC - Rp 1 NMAC 3.2.93.924.306, 10/1/2000]

[Hard copy output record produced by dropout study report system, 1.18.924.304 NMAC]

1.18.924.307 STUDENT DROPOUT RATES REPORT (ANNUAL):

A. Program: educational technology and data management

B. Maintenance system: chronological by date created

C. Description: ad hoc report of state dropout rates. Report may show number of dropouts for grades 9-12 and dropouts by ethnic groups beginning 1977 through the current year.

D. Retention: until superseded by new report

[1.18.924.307 NMAC - Rp 1 NMAC 3.2.93.924.307, 10/1/2000]

[Hard copy output record produced by dropout study report system, 1.18.924.304 NMAC]

1.18.924.308 STUDENT DROPOUTS BY HIGH SCHOOL REPORT (ANNUAL):

A. Program: educational technology and data management

B. Maintenance system: chronological by date created

C. Description: ad hoc report concerning number and percentage of students who dropped out of each of New Mexico's public high schools, etc.

D. Retention: until superseded by new report

[1.18.924.308 NMAC - Rp 1 NMAC 3.2.93.924.308, 10/1/2000]

[Hard copy output record produced by dropout study report system, 1.18.924.304 NMAC]

1.18.924.309 STUDENT DROPOUT BY ETHNICITY REPORT (ANNUAL):

A. Program: educational technology and data management

B. Maintenance system: chronological by date created

C. Description: ad hoc report on numbers and percentages of students dropping out of high school, by ethnic group and district, etc.

D. Retention: until superseded by new report

[1.18.924.309 NMAC - Rp 1 NMAC 3.2.93.924.309, 10/1/2000]

[Hard copy output record produced by dropout study report system, 1.18.924.304 NMAC]

1.18.924.310 ACCOUNTABILITY REPORT SYSTEM:

A. Program: educational technology and data management

B. Maintenance system: [RESERVED]

C. Description: system captures and maintains information extracted from blue sheet data form, finance unit documents, budget unit documents, assessment unit documents and commission of higher education to compile the annual public school accountability report. Database may contain statistics on enrollment, dropouts, graduation, test scores, teacher salaries, per-pupil expenditures, federal programs, enrollment trends, and enrollment by ethnicity.

D. Retention:

(1) **Data:** five years after close of school calendar year in which created

(2) **System:** one year after discontinuance of system provided all magnetic data files are authorized for disposal or transferred to new or alternate system
[1.18.924.310 NMAC - Rp 1 NMAC 3.2.93.924.310, 10/1/2000]

1.18.924.311 BLUE SHEET AND DISTRICT REPORTED DATA:

A. Program: educational technology and data management
B. Maintenance system: alphabetical by school district name
C. Description: report submitted by school districts concerning student information used in the annual New Mexico public school accountability report. Form shows numbers of seniors beginning the school year, number of seniors that graduated in district, number of seniors applying for entrance into post-secondary schools, number of students enrolled in advanced placement courses, numbers and grade levels of students in federal programs, etc.

D. Retention: until New Mexico accountability report released
[1.18.924.311 NMAC - Rp 1 NMAC 3.2.93.924.311, 10/1/2000]
[Hard copy input records for accountability report system, 1.18.924.310 NMAC]

1.18.924.312 PUBLIC SCHOOL ACCOUNTABILITY REPORT (ANNUAL):

A. Program: educational technology and data management
B. Maintenance system: chronological by year of report
C. Description: report concerning status of public education in New Mexico. Report may show statistics on enrollment, dropouts, graduation, test scores, teacher salaries, per-pupil expenditures, federal programs, enrollment by ethnicity, etc.

D. Retention: permanent
[1.18.924.312 NMAC - Rp 1 NMAC 3.2.93.924.312, 10/1/2000]
[Transfer to archives 20 years after close of school calendar year in which created.]
[Hard copy output records produced by accountability report system, 1.18.924.310 NMAC]

1.18.924.313 SENIORS APPLYING TO POST-SECONDARY INSTITUTIONS REPORT (ANNUAL):

A. Program: educational technology and data management
B. Maintenance system: chronological by year of report
C. Description: report concerning the number and percentage of graduating seniors by district, who applied to two-year and four-year post-secondary institutions. Report may contain the total number of graduating seniors by district.

D. Retention: until superseded by new report
[1.18.924.313 NMAC - Rp 1 NMAC 3.2.93.924.313, 10/1/2000]
[Hard copy output records produced by accountability report system, 1.18.924.310 NMAC]

1.18.924.314 LEGISLATIVE SURVEY SYSTEM:

A. Program: educational technology and data management
B. Maintenance system: [RESERVED]
C. Description: system captures and maintains information on survey data received from all school districts. Database may contain series of district answers received on each question about proposed legislation.

D. Retention:
(1) **Data:** one year after close of fiscal year in which created
(2) **System:** one after discontinuance of system provided all magnetic data files are authorized for disposal or transferred to new or alternate system.
[1.18.924.314 NMAC - Rp 1 NMAC 3.2.93.924.314, 10/1/2000]

1.18.924.315 LEGISLATIVE SURVEY FORM:

A. Program: educational technology and data management
B. Maintenance system: alphabetical by school district name
C. Description: legislative survey form containing a series of questions to be answered by public school superintendents concerning proposed educational legislation. Survey may show information on school district name, nurse services, flexible funding, professional development, special education, educational technology, school enrollment, transportation, strategic planning, capital outlay, etc.

D. Retention: until no longer needed for reference, but no longer than one year after date created
[1.18.924.315 NMAC - Rp 1 NMAC 3.2.93.924.315, 10/1/2000]

1.18.924.316 LEGISLATIVE SURVEY REPORT (ANNUAL):

A. Program: educational technology and data management
B. Maintenance system: alphabetical by school district name
C. Description: report concerning results and issues in legislative survey answered by public school superintendents. The survey provides information for the legislative package to request funding for educational services.

D. Retention: until supersede by new report
[1.18.924.316 NMAC - Rp 1 NMAC 3.2.93.924.316, 10/1/2000]
[Hard copy output records produced by legislative survey system, 1.18.924.314 NMAC]

1.18.924.317 SCHOOL PERSONNEL REPORT DATABASE:

A. Program: educational technology and data management
B. Maintenance system: [RESERVED]
C. Description: database contains information on all school district licensed personnel to verify licensing, determine the district's accreditation status, and to provide statistics to the U.S. department of education. Database contains personnel by name, file I.D., experience, salary, position, ethnicity, gender, course taught with the number of students in each course, etc.

D. Retention: 10 years after close of school calendar year in which created
[1.18.924.317 NMAC - Rp 1 NMAC 3.2.93.924.317, 10/1/2000]
[Database is contained in the system 38 (Sys/38) operating system, 1.18.924.602 NMAC]

1.18.924.318 SCHOOL PERSONNEL DISKETTE:

A. Program: educational technology and data management
B. Maintenance system: [RESERVED]
C. Description: diskette formatted with program fields for school system personnel database and received from school districts. Diskette contains data on numbers of licensed personnel by name, file I.D., experience, salary, position, ethnicity, gender, course taught with the number of students in each course.

D. Retention: until entered into system
[1.18.924.318 NMAC - Rp 1 NMAC 3.2.93.924.318, 10/1/2000]

1.18.924.319 PERSONNEL DIRECTORY INFORMATION SHEET:

A. Program: educational technology and data management
B. Maintenance system: alphabetical by school district name
C. Description: corrected printout compiled from data submitted by districts and needed to provide accurate information in the annual New Mexico educational personnel directory. Returned printout shows the names, addresses and phone numbers of educational personnel in the public, state-supported, and nonpublic schools.

D. Retention: until information entered and verified in database
[1.18.924.319 NMAC - Rp 1 NMAC 3.2.93.924.319, 10/1/2000]
[Hard copy output records produced by school personnel report database 1.18.924.317 NMAC]

1.18.924.320 NEW MEXICO EDUCATIONAL PERSONNEL DIRECTORY:

A. Program: educational technology and data management
B. Maintenance system: chronological by year of report
C. Description: publication compiled from data submitted by all public, state-supported, and nonpublic schools. Directory may show personnel by name, file I.D., experience, salary, position, ethnicity, gender, and course taught with the number of students in each course.

D. Retention: 10 years after close of school calendar year in which created then transfer to archives for review
[1.18.924.320 NMAC - Rp 1 NMAC 3.2.93.924.320, 10/1/2000]
[Hard copy output record produced by school personnel report database, 1.18.924.317 NMAC]

1.18.924.321 VIOLENCE AND VANDALISM REPORT SYSTEM:

- A. **Program:** educational technology and data management
 - B. **Maintenance system:** [RESERVED]
 - C. **Description:** system captures and maintains data submitted by districts on the number of incidents of violence and vandalism in each district. Database contains statistics on type of violence and vandalism, victim and perpetrator information, types of discipline administered, and costs to the districts, etc.
 - D. **Retention:**
 - (1) **Data:** five years after close of school calendar year in which created
 - (2) **System:** one year after discontinuance of system provided all magnetic data files are authorized for disposal or transferred to new or alternate system
- [1.18.924.321 NMAC - Rp 1 NMAC 3.2.93.924.321, 10/1/2000]

1.18.924.322 VIOLENCE AND VANDALISM DISKETTE:

- A. **Program:** educational technology and data management
 - B. **Maintenance system:** [RESERVED]
 - C. **Description:** diskette formatted with program fields for the violence and vandalism database and received from school districts. Diskette contains data on the number of incidents of violence and vandalism in each district, statistics on type of violence/vandalism, victim and perpetrator data, types of discipline administered, and costs to the district.
 - D. **Retention:** until entered into system
- [1.18.924.322 NMAC - Rp 1 NMAC 3.2.93.924.322, 10/1/2000]

1.18.924.323 VIOLENCE AND VANDALISM REPORT:

- A. **Program:** educational technology and data management
 - B. **Maintenance system:** chronological by year of report
 - C. **Description:** compilation of self-reported data from New Mexico school districts. Annual report shows number of 1 incidents of violence and vandalism in each district, statistics by type of violence and vandalism, victim and perpetrator information, types of discipline administered, costs to the districts, etc.
 - D. **Retention:** 10 years after close of school calendar years in which created then transfer to archives for review
- [1.18.924.323 NMAC - Rp 1 NMAC 3.2.93.924.323, 10/1/2000]
 [Hard copy output record produced by violence & vandalism report system, 1.18.924.321 NMAC]

1.18.924.324 ENROLLMENTS, RETURNS AND WITHDRAWALS SYSTEM:

- A. **Program:** educational technology and data management
 - B. **Maintenance system:** [RESERVED]
 - C. **Description:** system captures and maintains data from form (SDE 807-78) enrollments, returns and withdrawals. Database may contain number of students entering, reentering, and withdrawing from public schools.
 - D. **Retention:**
 - (1) **Data:** five years after close of school calendar year in which created
 - (2) **System:** one year after discontinuance of system provided all magnetic data files are authorized for disposal or transferred to new or alternate system
- [1.18.924.324 NMAC - Rp 1 NMAC 3.2.93.924.324, 10/1/2000]

1.18.924.325 MOBILITY REPORT:

- A. **Program:** educational technology and data management
 - B. **Maintenance system:** chronological by year of report
 - C. **Description:** annual compilation of data on student mobility. Report shows numbers of students entering, reentering, and withdrawing from public schools, numbers of original entries, out of state entries, transfers, etc.
 - D. **Retention:** 10 years after close of school calendar year in which created then transfer to archives for review
- [1.18.924.325 NMAC - Rp 1 NMAC 3.2.93.924.325, 10/1/2000]
 [Hard copy output record produced by enrollments, returns and withdrawals system, 1.18.924.324 NMAC]

1.18.924.326 HIGH SCHOOL COMPLETERS SYSTEM:

A. Program: educational technology and data management

B. Maintenance system: [RESERVED]

C. Description: system captures and maintains information on numbers of high school graduates and other high school completers (public school seniors who graduate or complete high school) in New Mexico's public, nonpublic, and state supported schools. Database may contain number of seniors who graduate or complete high school, the number planning to attend a post-secondary institution, gender and ethnicity, number of foreign exchange students, number receiving state certificates of completion, number receiving high school diploma, number passing the high school competency examination. Information is used by colleges and universities for planning purposes and by the New Mexico state department of education and the U.S. department of education for statistical indicators.

D. Retention:

(1) **Database:** five years after close of school calendar year in which created

(2) **System:** one year after discontinuance of system provided all magnetic data files are authorized for disposal or transferred to new or alternate systems

[1.18.924.326 NMAC - Rp 1 NMAC 3.2.93.924.326, 10/1/2000]

1.18.924.327 HIGH SCHOOL COMPLETERS STATISTICAL INFORMATION REPORT:

A. Program: educational technology and data management

B. Maintenance system: chronological by year of report

C. Description: annual report concerning total number of high school graduates and other high school completers in New Mexico's public, nonpublic, and state supported schools.

D. Retention: until superseded by new report

[1.18.924.327 NMAC - Rp 1 NMAC 3.2.93.924.327, 10/1/2000]

[Copy of annual report is submitted to United States department of education.]

[Hard copy output record produced by high school completers system, 1 NMAC 3.2.93.924.326.]

1.18.924.328-350 [RESERVED]

1.18.924.351 EDUCATOR LICENSURE FILES:

A. Program: educator quality

B. Maintenance system: numerical by license number (teacher file number)

C. Description: records documenting an applicant's qualifications for the issuance of a New Mexico educator license. Portions of this record are input to the *AS/400 database*, 1.18.924.361 NMAC. Files may include applications, copy of official transcripts, verification of teaching experience, NTE scores, NMTA scores, superintendent verification forms, superintendent recommendation forms, copy of New Mexico teaching licenses, copy of out-of-state or out-of-country licenses, background check results, copy of state board of education licensure approval notifications, copy of state board of education licensure denial notifications, correspondence, etc.

D. Retention:

(1) **Approved licensure:** five calendar years from date license expires

(2) **Denied licensure:** five calendar years from date of denial, suspension or revocation

E. Confidentiality: Portions of file may be confidential pursuant, but not limited to 5 USC, Section 552a (i.e., social security number), Section 14-6-1 NMSA 1978 (i.e., health information), Section 14-2-1 NMSA 1978 (i.e., "law enforcement records that reveal confidential sources, methods, information or individuals accused but not charged with a crime"), and Section 22-10A-5(B) NMSA 1978 (i.e., background check records not to be disclosed to a person not directly involved in the licensure or employment decision).

[1.18.924.351 NMAC - Rp 1 NMAC 3.2.93.924.351, 10/1/2000, A, 5/2/2011]

[The NTE scores and the New Mexico teacher assessment scores is a CD download to the AS/400 database.

Fingerprint card destroyed upon receipt of Federal Bureau of Investigation results. Licensure files are imaged and retained on Onbase imaging system]

1.18.924.352 LIFE CERTIFICATION FILES:

A. Program: educator quality

B. Maintenance system: numerical by teacher license number

C. Description: records concerning lifetime license certifications issued before 1978. Portions of this file are input to the *AS/400 database*, 1.18.924.361 NMAC. Files may include application, official transcripts, correspondence, copies of New Mexico teaching license, copy of out of state license, etc.

D. Retention: 80 years from date of birth

E. Confidentiality: Portions of file may be confidential pursuant, but not limited to 5 USC, Section 552a (i.e., social security number) and Section 14-6-1 NMSA 1978 (i.e., health information).

[1.18.924.352 NMAC - Rp 1 NMAC 3.2.93.924.352, 10/1/2000, A, 5/2/2011]

[Files dated 1992 and prior are filed by license number. Files after 1992 are filed numerical by date of scanning.]

1.18.924.353 EDUCATOR VIOLATION INVESTIGATION CASE FILES:

A. Program: educator quality

B. Maintenance system: numerical by teacher license number

C. Description: records concerning investigations of possible criminal wrong doing violation, ethics violations and non-payment of child support violations of a New Mexico licensed educator. Portions of this file are input to the *AS/400 database*, 1.18.924.361 NMAC. Files may include documentation referring to criminal acts (i.e., allegations of misconduct), student interviews, parent interviews, witness statements, police reports, copies of application for license and teaching licenses, copy of official transcripts, NTE scores, copy of out of state licenses, secretary of education final decisions, copy of notices of suspension or revocation, children, youth and families department notification of child support violations, correspondence, etc.

D. Retention:

(1) **Substantiated investigation:** 20 calendar years from date of licensure suspension or revocation

(2) **Unsubstantiated investigation:** 20 calendar years from date investigation closed

(3) **Children, youth and families department violation notifications:** six months from date of compliance

E. Confidentiality: Portions of file may be confidential pursuant, but not limited to 5 USC, Section 552a (i.e., social security number), Section 14-6-1 NMSA 1978 (i.e., health information), Section 14-2-1 NMSA 1978 (i.e., "law enforcement records that reveal confidential sources, methods, information or individuals accused but not charged with a crime"), and Section 22-10A-5(B) NMSA 1978 (i.e., background check records not to be disclosed to a person not directly involved in the licensure or employment decision).

[1.18.924.353 NMAC - Rp 1 NMAC 3.2.93.924.353, 10/1/2000, A, 5/2/2011]

1.18.924.354 [RESERVED]

[1.18.924.354 NMAC - Rp 1 NMAC 3.2.93.924.354, 10/1/2000; Repealed, 5/2/2011]

1.18.924.355 [RESERVED]

[1.18.924.355 NMAC - Rp 1 NMAC 3.2.93.924.355, 10/1/2000; Repealed, 5/2/2011]

1.18.924.356 [RESERVED]

[1.18.924.356 NMAC - Rp 1 NMAC 3.2.93.924.356, 10/1/2000; Repealed, 5/2/2011]

1.18.924.357 [RESERVED]

[1.18.924.357 NMAC - Rp 1 NMAC 3.2.93.924.357, 10/1/2000; Repealed, 5/2/2011]

1.18.924.358 [RESERVED]

[1.18.924.358 NMAC - Rp 1 NMAC 3.2.93.924.358, 10/1/2000; Repealed, 5/2/2011]

1.18.924.359 [RESERVED]

[1.18.924.359 NMAC - Rp 1 NMAC 3.2.93.924.359, 10/1/2000; Repealed, 5/2/2011]

1.18.924.360 [RESERVED]

[1.18.924.360 NMAC - Rp 1 NMAC 3.2.93.924.360, 10/1/2000, Repealed, 5/2/2011]

1.18.924.361 AS/400 DATABASE:

A. Program: educator quality

B. Maintenance system: numerical by primary key

C. Description: database maintains information on the application, issuance, revocation and suspension of New Mexico educator licenses. Data may include applicant name, address, DOB, SSN, type of educator licensure, college transcripts information, NTE scores, NMTA scores, degree information, waiver approval or denial information, date of licensure, date of denial, date of suspension, date of revocation, etc.

D. Data retention:

- (1) **Approved licensure data:** five calendar years from date license expires
- (2) **Denied licensure data:** five calendar years from date of denial, suspension or revocation
- (3) **Life certification data:** 80 years from date of birth of life certification recipient
- (4) **Substantiated violation data:** 20 calendar years from date of licensure suspension or revocation
- (5) **Unsubstantiated investigation:** 20 calendar years from date investigation closed
- (6) **Children, youth and families department violation notifications:** six months from date of compliance

E. Confidentiality: Portions of file may be confidential pursuant, but not limited to 5 USC, Section 552a (i.e., social security number), Section 14-6-1 NMSA 1978 (i.e., health information), and Section 14-2-1 NMSA 1978 (i.e., "law enforcement records that reveal confidential sources, methods, information or individuals accused but not charged with a crime") and Section 22-10A-5(B) NMSA 1978 (i.e., background check records not to be disclosed to a person not directly involved in the licensure or employment decision).

F. Input: documents used as input for the *AS/400 database* are filed in the *educator licensure files, 1.18.924.351 NMAC, life certification files, 1.18.924.352 NMAC* and the *educator violation investigation case files, 1.18.924.353 NMAC*.

G. Output: Because the *AS/400 database* is a data-based system, ad hoc and regularly scheduled reports may be generated upon request or demand. When produced these reports are forwarded to the requesting entity.

[1.18.924.361 NMAC - Rp, 1.18.924.601 NMAC, 5/2/2011]

1.18.924.362 LICENSURE DOCUMENT MANAGEMENT SYSTEM (ONBASE):

A. Program: educator quality

B. Maintenance system: numerical by primary key

C. Description: Document management system used to capture and manage digital images of application, issuance, revocation and suspension of New Mexico educator licenses. Data may include the scanned image of the record, administrative metadata (image identification number, image size, image type, etc.), descriptive metadata, (license number, licensure expiration date, etc.), etc.

D. Data retention:

- (1) **Metadata:** 25 years from the disposition date of the image
- (2) **Approved licensure images:** five calendar years from date license expires (see 1.18.924.351 NMAC)
- (3) **Denied licensure images:** five calendar years from date of denial, suspension or revocation (see 1.18.924.351 NMAC)
- (4) **Substantiated violation images:** 20 calendar years from date of licensure suspension or revocation (see 1.18.924.353 NMAC)
- (5) **Unsubstantiated investigation:** 20 calendar years from date investigation closed (see 1.18.924.353 NMAC)

E. Confidentiality: Portions of file may be confidential pursuant, but not limited to 5 USC, Section 552a (i.e., social security number), Section 14-6-1 NMSA 1978 (i.e., health information), and Section 14-2-1 NMSA 1978 (i.e., "law enforcement records that reveal confidential sources, methods, information or individuals accused but not charged with a crime") and Section 22-10A-5(B) NMSA 1978 (i.e., background check records not to be disclosed to a person not directly involved in the licensure or employment decision).

F. Input: documents scanned into the *licensure document management system (OnBase)* are accumulated from the *educator licensure files, 1.18.924.351 NMAC* and the *educator violation investigation case files, 1.18.924.353 NMAC*.

G. Output: Because the *licensure document management system (OnBase)* is a data-based system, ad hoc and regularly scheduled reports may be generated upon request or demand. When produced these reports are forwarded to the requesting entity.

[1.18.924.362 NMAC - N, 05/02/2011]

1.18.924.363-380 [RESERVED]

1.18.924.381 DISTRICT CREATION FILES:

- A. Program:** school management accountability administration
 - B. Maintenance system:** alphabetical by school district
 - C. Description:** records of fiscal year in concerning creation of new school districts within the state of New Mexico. Files may contain public opinion polls, reports and minutes on public meetings, copies of legislative bills, feasibility studies, minutes of task force meetings, etc.
 - D. Retention:** 25 years after close of fiscal year in which district created then transfer to archives for review and final disposition
- [1.18.924.381 NMAC - Rp 1 NMAC 3.2.93.924.381, 10/1/2000]

1.18.924.382 TAKE OVER FILE:

- A. Program:** school management accountability administration
 - B. Maintenance system:** alphabetical by school district name
 - C. Description:** records closed concerning department of education assuming control of a troubled school district. File may contain copy of school budget, department of education board minutes of meetings, accreditation report, correspondence, memorandums, etc.
 - D. Retention:** 10 years after file closed
- [1.18.924.382 NMAC - Rp 1 NMAC 3.2.93.924.382, 10/1/2000]

1.18.924.383-390 [RESERVED]

1.18.924.391 STUDENT ASSESSMENT RESULT FILES:

- A. Program:** assessment and evaluation
 - B. Maintenance system:** alphabetical by student name
 - C. Description:** records concerning student assessment results from state mandated tests (i.e., Iowa tests of basic skills/ITBS, high school competency examination, New Mexico portfolio writing assessment, etc.). File may contain individual student test results, school results, school district results, and statewide results.
 - D. Retention:** five years after close of calendar year in which created
 - E. Confidentiality:** portions of record may contain confidential information
- [1.18.924.391 NMAC - Rp 1 NMAC 3.2.93.924.391, 10/1/2000]
[Confidential, (20 USC 1232g).]

1.18.924.392 GENERAL EDUCATION DEVELOPMENT (GED) RECORDS MANAGEMENT SYSTEM:

- A. Program:** assessment and evaluation
 - B. Maintenance system:** [RESERVED]
 - C. Description:** system maintains and captures information on individuals who successfully completed the general educational development (GED) test. Database may contain name, address, date of birth, scores, test date, GED test center number, name of school last attended, social security number, authorization to release scores (i.e., secondary education, employment, military service), etc.
 - D. Retention:**
 - (1) **Data:** 80 years from date of issuance of the state GED credential
 - (2) **System:** one year after discontinuance of system provided all magnetic data files are authorized for disposal or transferred to new or alternate system
 - E. Confidentiality:** portions of the record may contain confidential information under family Educational Rights and Privacy Act (20 USC 1232g).
- [1.18.924.392 NMAC - Rp 1 NMAC 3.2.93.924.394, 10/1/2000]

1.18.924.393 GED SCORE CARD:

- A. Program:** assessment and evaluation
- B. Maintenance system:** chronological by the year GED diploma issued, then alphabetical by student last name

C. Description: hard copy input for 1.18.924.394 NMAC *general education development records management system*. Record concerning test scores for GED students throughout the state of New Mexico. Document shows last name, first name, middle name, sex, address, social security number, date of birth, date battery completed, date certificate sent, individual test scores, total score, average score, signature of official GED examiner, GED center number, New Mexico driver's license or New Mexico non-driver's identification number, students signature and date. If student under 18 years of age at time of testing, the file may also contain date of withdrawal from school, the name of school last attended, and the grade last attended.

D. Retention: 80 years from date GED issued

E. Confidentiality: portions of the record may contain confidential information under family Educational Rights and Privacy Act (20 USC 1232g).

[1.18.924.393 NMAC -Rp 1 NMAC 3.2.93.924.393, 10/1/2000]

1.18.924.394 UNDERAGE PERMISSION FORM:

A. Program: assessment and evaluation

B. Maintenance system: chronological by year GED diploma issued, then alphabetical by student last name and attached to GED score card

C. Description: hard copy input for 1.18.924.394 NMAC *general education development records management system*. Record concerning parental or guardian permission of underage student requesting to take the GED test for the purpose of a special need for example; education, employment, or military service. Document shows date, students name, official GED testing center, date of birth, date of withdrawal from school, highest grade completed, special need for GED testing, parent or guardian signature, GED testing center chief examiner, district superintendent (authorized representative) signature, and public school district.

D. Retention: 80 years from date GED issued. Form is filed in 1.18.924.395 NMAC *GED score card*

E. Confidentiality: portions of the record may contain confidential information under family Educational Rights and Privacy Act (20 USC 1232g).

[1.18.924.394 NMAC - Rp 1 NMAC 3.2.93.924.393, 10/1/2000]

1.18.924.395 OFFICIAL GED TRANSCRIPTS:

A. Program: assessment and evaluation

B. Maintenance system: [RESERVED]

C. Description: hard copy output for 1.18.924.394 NMAC *general education development records management system*. Record concerning student scores of the individual tests of the GED test, for use of educational verification. Document shows name of examinee, last, first, middle, address, phone number, date issued, date of birth, social security number, test date, individual test scores, total score, standard score average, signature of chief examiner, name of center, center phone number, address of center, center identification number, date transcripts issued, test format, and date reported.

D. Retention: no retention issued upon request

E. Confidentiality: portions of the record may contain confidential information under family Educational Rights and Privacy Act (20 USC 1232g).

[1.18.924.395 NMAC - N, 10/1/2000]

1.18.924.396 NEW MEXICO HIGH SCHOOL DIPLOMA:

A. Program: assessment and evaluation

B. Maintenance system: alphabetical by sur name

C. Description: hard copy output for 1.18.924.394 NMAC *general education development records management system*. Record concerning certification from New Mexico state board of education of a New Mexico high school diploma. Document shows students name, official seal of the New Mexico state board of education, date of issuance, and signature of the state superintendent of public instruction.

D. Retention:

(1) **Official copy:** no retention issued upon request

(2) **Returned copy:** 80 years from date diploma issued

E. Confidentiality: portions of the record may contain confidential information under family Educational Rights and Privacy Act (20 USC 1232g).

[1.18.924.396 NMAC - N, 10/1/2000]

1.18.924.397 NEW MEXICO GED TESTING PROGRAM ANNUAL DATA SUMMARY:

A. Program: assessment and evaluation

B. Maintenance system: [RESERVED]

C. Description: hard copy output from 1.18.924.394 NMAC *general education development records management system*. Record of four consecutive years of annual statistics of students who have taken the GED tests. Document shows an explanation of the GED testing process, the number of candidates who took one or more subtest of the GED tests, the number of candidates who completed the entire battery of tests, the number and percentage of candidates who took the Spanish language version of the tests, the number of requests for special accommodations to testing were granted, the average age of all GED candidates, the average highest grade completed of all GED candidates, the number and percentage of candidates who successfully completed the GED tests, and the average age of the New Mexico high school diploma recipient. It shows the percentages of candidates who received the New Mexico high school diploma, according to gender and ethnicity, the percentage of candidates who indicated they took the GED test for further education, percentage of candidates who indicated they took the GED test for employment, and the percentage of increase in the number of the New Mexico high school diplomas issued from the previous year. Summary also contains a table of four years of data, which include, testing centers locations, the total number tested and the passing rate percent, and the statewide totals.

D. Retention: until superseded by new report
[1.18.924.397 NMAC - N, 10/1/2000]

1.18.924.398-400 [RESERVED]

1.18.924.401 BUDGET AND FINANCIAL REPORT FOLDERS:

A. Program: school budget planning and capital outlay

B. Maintenance system: alphabetical by school district name

C. Description: records concerning final budget information on school districts. Files may contain bank account information, periodic and year-end financial reports from districts including actual revenues, expenditures, salaries, budget adjustment request and cash transfer request sent by school district to department of education, correspondence, memorandums, etc.

D. Retention: 10 years after close of fiscal year in which created
[1.18.924.401 NMAC- Rp 1 NMAC 3.2.93.924.401, 10/1/2000]

1.18.924.402 VALUATION AND TAX RATE INFORMATION FILES:

A. Program: school budget planning and capital outlay

B. Maintenance system: alphabetical by county

C. Description: records concerning school districts tax valuations. Files may contain tax valuation amounts, supporting documentation from NM taxation & revenue department, tax rate documentation submitted to local government division of department of finance and administration, etc.

D. Retention: 10 years after close of fiscal year in which created
[1.18.924.402 NMAC - Rp 1 NMAC 3.2.93.924.402, 10/1/2000]

1.18.924.403 TENTATIVE BUDGET FILES:

A. Program: school budget planning and capital outlay

B. Maintenance system: alphabetical by school district name

C. Description: records concerning the district's budget request for the ensuing fiscal year, salary information, membership projections, and the state department of education approved tentative budget.

D. Retention: three years after close of fiscal year in which created
[1.18.924.403 NMAC- Rp 1 NMAC 3.2.93.924.403, 10/1/2000]

1.18.924.404 SCHOOL PLANT AND PLAN BLUEPRINT APPROVAL FILES:

A. Program: school budget planning and capital outlay

B. Maintenance system: alphabetical by school district name

C. Description: records concerning a schools request for building projects (i.e., additions, renovations, etc.) plan approval (i.e, building plans, blueprints, etc.). Files may contain approval from concerns for the handicapped, energy, minerals & natural resources department, correspondence, memoranda, etc.

D. Retention:

- (1) **Approved plans:** five years after close of fiscal year in which approved
- (2) **Disapproved plans:** returned to school district for modification or addendum

[1.18.924.404 NMAC - Rp 1 NMAC 3.2.93.924.404, 10/1/2000]

1.18.924.405 COUNTY TREASURER FINANCIAL STATEMENTS:

- A. Program:** school budget planning and capital outlay
- B. Maintenance system:** alphabetical by county
- C. Description:** county treasurer created financial statements for school districts. Financial statements show beginning balances, ending balances, receipts for the month, payments during the month, transfer report of taxes from county treasurer showing total remitted to school district, etc.

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

[1.18.924.405 NMAC- Rp 1 NMAC 3.2.93.924.405, 10/1/2000]

1.18.924.406 SCHOOL BUDGET DATABASE:

- A. Program:** school budget planning and capital outlay
- B. Maintenance system:** [RESERVED]
- C. Description:** database contains information on budgeted revenue, expenditures and full time employees (FTE) and actual expenditures, receipts, and full time employees.

- D. Retention:** until superseded by new information

[1.18.924.406 NMAC - Rp 1 NMAC 3.2.93.924.406, 10/1/2000]

[Portions of database are transferred to diskette and used as input into accountability report system, 1.18.924.310 NMAC for the annual public school accountability report.]

[Database is contained in AS/400 operating system, 1.18.924.601 NMAC]

1.18.924.407 SCHOOL BUDGET DISKETTE:

- A. Program:** school budget planning and capital outlay
- B. Maintenance system:** [RESERVED]
- C. Description:** diskette formatted with program fields for the school budget database and received by school districts. Diskette contains data on districts budgeted revenue, expenditures, full time employees

- D. Retention:** until entered into system

[1.18.924.407 NMAC- Rp 1 NMAC 3.2.93.924.407, 10/1/2000]

1.18.924.408 FINAL BUDGET FOLDERS:

- A. Program:** school budget planning and capital outlay
- B. Maintenance system:** alphabetical by school district name
- C. Description:** records concerning budgeted revenue, expenditures, quarterly and final financial reports from districts. Folders may contain year end reports on salaries, average salary information, debt service information, report of investments, school calendar, budget adjustment request, cash transfers, correspondence, etc.

- D. Retention:** 10 years after close of fiscal year in which created

[1.18.924.408 NMAC - Rp 1 NMAC 3.2.93.924.408, 10/1/2000]

1.18.924.409 SCHOOL BUDGET'S MEMBERSHIP DATABASE:

- A. Program:** school budget planning and capital outlay
- B. Maintenance system:** [RESERVED]
- C. Description:** database contains information on the number of students by school, grade, ethnicity, and sex, for grades kindergarten through twelve. Database may contain information on membership projections for ensuing fiscal year, special education, etc. The information is used to determine level of funding for the current year and the projected level for the ensuing year.

- D. Retention:** until superseded by new information

[1.18.924.409 NMAC- Rp 1 NMAC 3.2.93.924.409, 10/1/2000]

[Database is contained in AS/400 operating system, 1.18.924.601 NMAC]

1.18.924.410 MEMBERSHIP DISKETTE:

- A. **Program:** school budget planning and capital outlay
- B. **Maintenance system:** alphabetical by county
- C. **Description:** diskette formatted with program fields for school budget's membership database and received from school districts. Diskette contains data on numbers of students by school, grade, ethnicity, and sex for grades kindergarten through twelve, special education, membership projections for ensuing fiscal year.

D. **Retention:** until entered into system
 [1.18.924.410 NMAC - Rp 1 NMAC 3.2.93.924.410, 10/1/2000]

1.18.924.411 MEMBERSHIP REPORTS:

- A. **Program:** school budget planning and capital outlay
- B. **Maintenance system:** alphabetical by school district
- C. **Description:** report of data submitted by each school district showing total student enrollment on the 40th day and December 1 and used to base funding amounts. Report may show number of students by grade, for grades kindergarten through twelve, membership projections for ensuing fiscal year, special education, etc.

D. **Retention:** 10 years after close of fiscal year in which created
 [1.18.924.411 NMAC- Rp 1 NMAC 3.2.93.924.411, 10/1/2000]
 [Hard copy output records produced by school budget's membership database, 1.18.924.409 NMAC]

1.18.924.412 TRAINING AND EXPERIENCE DATABASE:

- A. **Program:** school budget planning and capital outlay
- B. **Maintenance system:** [RESERVED]
- C. **Description:** database contains information on the number of full time employees by years of experience and educational level and is used to determine training and experience index in the funding formula.

D. **Retention:** until superseded by new information
 [1.18.924.412 NMAC - Rp 1 NMAC 3.2.93.924.412, 10/1/2000]
 [Database is contained in AS/400 operating system, 1.18.924.601 NMAC]

1.18.924.413 TRAINING AND EXPERIENCE DISKETTE:

- A. **Program:** school budget planning and capital outlay
- B. **Maintenance system:** [RESERVED]
- C. **Description:** diskette formatted with program fields for training system and experience database and produced by school budget planning. Diskette contains data on number of full time employees by years of experience and educational level.

D. **Retention:** until entered into system
 [1.18.924.413 NMAC- Rp 1 NMAC 3.2.93.924.413, 10/1/2000]

1.18.924.414 TRAINING AND EXPERIENCE REPORTS:

- A. **Program:** school budget planning and capital outlay
- B. **Maintenance system:** alphabetical by school district
- C. **Description:** report on the number of full time employees by years of experience and educational level. Report is used to determine training and experience index for the district and used in the funding formula as required by state statute.

D. **Retention:** five years after close of fiscal year in which report created
 [1.18.924.414 NMAC - Rp 1 NMAC 3.2.93.924.414, 10/1/2000]
 [Hard copy output records produced by training and experience database, 1.18.924.412 NMAC]

1.18.924.415 ASBESTOS MANAGEMENT PLANS AND FILES:

- A. **Program:** school budget planning and capital outlay
- B. **Maintenance system:** chronoalphabetical by testing year and school district
- C. **Description:** records of studies relating to radon, and asbestos testing of all public schools. Files may contain results of OSHA (occupational safety and health administration) required lab test, studies, management plans, etc.

D. **Retention:** permanent
 [1.18.924.415 NMAC- Rp 1 NMAC 3.2.93.924.415, 10/1/2000]

[Transfer to archives 20 years after close of fiscal year in which created.]

1.18.924.416-430 [RESERVED]

1.18.924.431 HOME SCHOOL STUDENTS DATABASE:

- A. Program:** management support and intervention
- B. Maintenance system:** [RESERVED]
- C. Description:** database contains information on the establishment or operation of a home school and annual notification to local school district superintendent and the state department of education as required by statute. Information is used to fulfill requirements of the public school code: "test students annually....as determined by the state superintendent." (section 22-1-2,1., NMSA, 1978). Database may contain student data on residing school district, school year, name of parent/legal guardian, address, child's name, birth date, gender, grade, social security number, file identification number (ID) for tracking of home school enrollment, etc.
- D. Retention:** 16 years after close of fiscal year in which created
- E. Confidentiality:** portions of record may contain confidential information (20 USC 1232g)

[1.18.924.431 NMAC - Rp 1 NMAC 3.2.93.924.431, 10/1/2000]

[Database is contained in AS/400 operating system, 1.18.924.601 NMAC]

1.18.924.432 HOME SCHOOL STUDENTS DISKETTE:

- A. Program:** management support and intervention
- B. Maintenance system:** [RESERVED]
- C. Description:** diskette formatted with program fields for home school students database and received from school districts. Diskette contains data on student, residing school district, school year, parent/legal guardian, address, child's name, birth date, gender, grade, and social security number, file identification number.
- D. Retention:** until entered into system

[1.18.924.432 NMAC- Rp 1 NMAC 3.2.93.924.432, 10/1/2000]

1.18.924.433 HOME SCHOOL STUDENTS REPORTS:

- A. Program:** management support and intervention
- B. Maintenance system:** alphabetical by school district name
- C. Description:** report produced periodically (when figures change significantly) by department of education listing the number of students by grade and district being home schooled in New Mexico.
- D. Retention:** five years after close of fiscal year in which created then transfer to archives for review

[1.18.924.433 NMAC - Rp 1 NMAC 3.2.93.924.433, 10/1/2000]

[Hard copy output records produced by home school students database, 1.18.924.431 NMAC]

1.18.924.434 ACCREDITATION REPORTS FOR NONPUBLIC SCHOOLS FILES:

- A. Program:** management support and intervention
- B. Maintenance system:** chronoalphabetical by year and school name
- C. Description:** records concerning report of private/church schools accredited. File may contain type of accreditation, on-site summary reports for individual schools, grade levels at school, etc.
- D. Retention:** 50 years after close of fiscal year in which created then transfer to archives for review and final disposal

[1.18.924.434 NMAC- Rp 1 NMAC 3.2.93.924.434, 10/1/2000]

1.18.924.435 YEAR ROUND SCHOOL FILES:

- A. Program:** management support and intervention
- B. Maintenance system:** alphabetical by school district name
- C. Description:** records concerning New Mexico schools with year round programs. File may contain procedures for district to operate year round school, work papers relating to adoption of regulation, district plan for year round program, schedule, list of schools in the program, correspondence, etc.
- D. Retention:** 10 years after close of calendar year in which created

[1.18.924.435 NMAC - Rp 1 NMAC 3.2.93.924.435, 10/1/2000]

1.18.924.436-450 [RESERVED]

1.18.924.451 SPECIAL EDUCATION FILES (DISTRICT OR AGENCY):

- A. Program:** learning services special education
 - B. Maintenance system:** alphabetical by school district or state supported agencies, then numerical by regional cooperative for member districts and agencies
 - C. Description:** record concerning special education students. File may contain correspondence, funding sources, ethnicity counts, caseload waivers, complaint reports, IDEA (Individuals with Disabilities Education Act) applications, monitoring reports, technical assistance summaries, etc.
 - D. Retention:** seven years after close of fiscal year in which created
 - E. Confidentiality:** portions of record may be confidential
- [1.18.924.451 NMAC- Rp 1 NMAC 3.2.93.924.451, 10/1/2000]

1.18.924.452-454 [RESERVED]

1.18.924.455 COMPLAINT FILES:

- A. Program:** learning services special education
 - B. Maintenance system:** chrononumerical by case number
 - C. Description:** record concerning complaints by students, parents and teachers regarding possible violations of special education student rights. File may contain complaint response and status, parent and teacher notes, complaint form and complaint summary, school name and district number, student name and address, parent name and address, teacher name and address, due process hearing status, investigative reports, correspondence, etc.
 - D. Retention:** 10 years after case closed, or until any minor reaches age 21, which ever is longer
 - E. Confidentiality:** portions of records may contain confidential material (20 USC 1232g)
- [1.18.924.455 NMAC - Rp 1 NMAC 3.2.93.924.455, 10/1/2000]

1.18.924.456-460 [RESERVED]

1.18.924.461 ACCREDITED SCHOOL LISTING, ANNUAL:

- A. Program:** accreditation
 - B. Maintenance system:** chronological by year
 - C. Description:** state board of education's list of accredited schools kindergarten through grade twelve. Listing shows final list of accredited schools for the year.
 - D. Retention:** 50 years after close of fiscal year in which created then transfer to archives for final review and disposal
- [1.18.924.461 NMAC- Rp 1 NMAC 3.2.93.924.461, 10/1/2000]

1.18.924.462 ACCREDITATION REPORT FILES:

- A. Program:** accreditation
 - B. Maintenance system:** alphabetical by school district name
 - C. Description:** records concerning the state mandated accreditation process which determines adequacy of pupil gain, staff preparation and other matters bearing upon the education of students. Files may contain school accreditation cycle list, information on visits to schools, special education documentation, school programs (i.e., title I, title II, title VI), final accreditation report, correspondence, memoranda, etc.
 - D. Retention:** seven years after close of fiscal year in which created
- [1.18.924.462 NMAC - Rp 1 NMAC 3.2.93.924.462, 10/1/2000]

1.18.924.463-470 [RESERVED]

1.18.924.471 OFFICE OF CIVIL RIGHTS FILES (OCR):

- A. Program:** bilingual and multicultural
- B. Maintenance system:** alphabetical by school district name
- C. Description:** records concerning the U.S. department of education office of civil rights (Denver bureau) that conducts investigations of violations of civil rights against a school district. Files may contain reports from office of civil rights, monitoring requirements, copy of original complaint, correspondence, memoranda, etc.

D. Retention: 10 years after case closed or until any minor involved attains age 21 whichever is longer then transfer to archives for review
[1.18.924.471 NMAC- Rp 1 NMAC 3.2.93.924.471, 10/1/2000]

1.18.924.472 EMERGENCY IMMIGRANT PROGRAM FILES UNDER TITLE VII:

A. Program: bilingual and multicultural
B. Maintenance system: alphabetical by school district name
C. Description: records concerning federally funded allocations for bilingual programs in the public schools. Files may contain listing of programs active or inactive, funding request from school, funding request application, student identification survey results, accounting documentation from schools, budget adjustment request, name of person in charge of implementation, district and state department of education approval signatures, etc.

D. Retention: five years after the final financial status report filed with USDE then transfer to archives for review
[1.18.924.472 NMAC - Rp 1 NMAC 3.2.93.924.472, 10/1/2000]

1.18.924.473 PRUEBA DE ESPAÑOL PARA LA CERTIFICACIÓN BILINGÜE (SPANISH LANGUAGE PROFICIENCY EXAM):

A. Program: multicultural education
B. Maintenance system: chronological by test date, then individual by social security number
C. Description: record concerning Spanish language proficiency exam for bilingual education endorsement of teachers. Record contains completed test booklet with answers and cassette tape recording of test.

D. Retention: two years after test date
E. Confidentiality: portions of this file may be confidential, (social security number), per Section 57-12B-3 NMSA 1978.

[1.18.924.473 NMAC - N, 1/5/2004]

[As of December 31, 2003 ENMU will start administering and maintaining the certification tests.]

1.18.924.474 PRUEBA DE ESPAÑOL PARA LA CERTIFICACIÓN BILINGÜE SYSTEM:

A. Program: multicultural education
B. Maintenance system: numerical by primary key
C. Description: systems tracks and maintains test results of Spanish language proficiency exam for bilingual education endorsement of teachers. Data includes individual test dates, social security number, and test results, (pass or fail).

D. Retention: two years after test date
E. Hardcopy input documents: examinee test results and scores for the proficiency exam are entered into system from the graded test *prueba de español para la certificación bilingüe (Spanish language proficiency exam)* booklets.]

F. Hardcopy output documents: no documents are generated from this system. It is maintained for informational use only.

G. Confidentiality: portions of this file may be confidential, (social security number), per Section 57-12B-3 NMSA 1978.

[1.18.924.474 NMAC - N, 1/5/2004]

1.18.924.475 PRUEBA DE ESPAÑOL PARA LA CERTIFICACIÓN BILINGÜE TEST SCORE SHEET FILE:

A. Program: multicultural education
B. Maintenance system: chronological by test date, then alphabetical by teacher name
C. Description: test scores for *prueba de español para la certificación bilingüe (Spanish language proficiency exam)*. Information on score sheet includes test dates, social security number, test results (pass or fail). File contains score sheet and letter informing the person of their pass or fail of exam.]

D. Retention: ten years from test date
E. Confidentiality: portions of this file may be confidential, (social security number), per Section 57-12B-3 NMSA 1978.

[1.18.924.475 NMAC - N, 1/5/2004]

1.18.924.476-480 [RESERVED]

1.18.924.481 TITLE IX FORMULA GRANT FILES:

- A. Program:** Indian education
- B. Maintenance system:** alphabetical by school district name
- C. Description:** records concerning title IX requests for federal funds for Indian students. Files may contain copy of proposal or application, review, recommendations of proposals sent to federal government, correspondence, memoranda, etc.
- D. Retention:** six years after termination of grant or five years after the final financial status report filed with USDA which ever is longer then transfer to archives for review
[1.18.924.481 NMAC- Rp 1 NMAC 3.2.93.924.481, 10/1/2000]

1.18.924.482 TITLE VII: IMPACT AID SURVEY (P.L. 81-874 FORM) FILES:

- A. Program:** Indian education
- B. Maintenance system:** alphabetical by school district name
- C. Description:** records concerning federal government fund allocation to school districts with Indian students residing on Indian lands. Files may contain documentation on numbers of eligible Indian students, copy of application, district budget, budget adjustment request, copy of Indian policy and procedures from individual tribes, correspondence, memoranda, etc.
- D. Retention:** five years after the final financial status report filed with USDE then transfer to archives close of fiscal year in which created
[1.18.924.482 NMAC - Rp 1 NMAC 3.2.93.924.482, 10/1/2000]

1.18.924.483 ACCREDITATION FILES FOR INDIAN EDUCATION PROGRAMS:

- A. Program:** Indian education
- B. Maintenance system:** alphabetical by school district name
- C. Description:** records concerning accreditation for Indian education programs. Files may contain copy of final accreditation report, information on school visits, review of Indian education unit, correspondence, memoranda, etc.
- D. Retention:** three years after close of fiscal year in which created
[1.18.924.483 NMAC- Rp 1 NMAC 3.2.93.924.483, 10/1/2000]
[Original accreditation report is filed with accreditation report files, 1.18.924.462 NMAC]

1.18.924.484-490 [RESERVED]

1.18.924.491 ANNUAL EVALUATION REPORT FILES:

- A. Program:** title I, migrant, and homeless
- B. Maintenance system:** alphabetical by school district name
- C. Description:** records concerning achievement and participation of title I students. Report may contain evaluation report with narrative of program effectiveness, expenditures for program, parent involvement for programs, etc.
- D. Retention:** until end of school year then filed in unit district files
[1.18.924.491 NMAC - Rp 1 NMAC 3.2.93.924.491, 10/1/2000]
[At the end of school year this file is merged with title I unit school district files, 1.18.924.701 NMAC]

1.18.924.492 UNITED STATES DEPARTMENT OF EDUCATION (USDE) FILES:

- A. Program:** title I, migrant, and homeless
- B. Maintenance system:** alphabetical by program name
- C. Description:** records concerning United States department of education programs (i.e., title I, migrant, etc). Files may contain copies of federal registers, interpretations documentation, program directives, review documentation, state plan, correspondence, memorandum, etc.
- D. Retention:** five years after the final financial status report filed with USDE [20 USCA 1234a(k)]
[1.18.924.492 NMAC - Rp 1 NMAC 3.2.93.924.492, 10/1/2000]

1.18.924.493 REVIEW CHECKLIST FILES:

- A. Program:** title I, migrant, and homeless
- B. Maintenance system:** [RESERVED]
- C. Description:** records concerning the federal governments review of the title I application process.

Files may contain review checklist, allocation of funds form, documentation from district, comparability study documentation showing equivalent staffing and salaries used to prove that state funding is equal, correspondence, memoranda, etc.

- D. Retention:** [RESERVED]

[1.18.924.493 NMAC - Rp 1 NMAC 3.2.93.924.493, 10/1/2000]

[Review checklist file is filed with title I unit school district files, 1.18.924.701 NMAC [34 CFR 80.42]]

1.18.924.494 CENSUS FILE:

- A. Program:** title I, migrant, and homeless
- B. Maintenance system:** alphabetical by program name
- C. Description:** records concerning census information from U.S. census bureau in Washington and used for allocation of education funds. File may contain census data report, statewide totals, list of state expenditures per pupil, copies of formulas used in fund distribution to each county for title I, etc.

File may contain census data report, statewide totals, list of state expenditures per pupil, copies of formulas used in fund distribution to each county for title I, etc.

- D. Retention:** 20 years after close of calendar year in which census conducted

[1.18.924.494 NMAC - Rp 1 NMAC 3.2.93.924.494, 10/1/2000]

1.18.924.495 MIGRANT FILES:

- A. Program:** title I, migrant, and homeless
- B. Maintenance system:** [RESERVED]
- C. Description:** records concerning allocation of funds to districts for the migrant program. File may contain application, budget adjustment requests, amendments, etc.

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

[1.18.924.495 NMAC- Rp 1 NMAC 3.2.93.924.495, 10/1/2000]

[Migrant files are filed with title I unit school district files, 1.18.924.701 NMAC [34 CFR 80.42]]

1.18.924.496-500 [RESERVED]

1.18.924.501 TITLE II APPLICATIONS FILE:

- A. Program:** title II
- B. Maintenance system:** chronological by year
- C. Description:** records concerning Eisenhower Grant and professional development programs.

Files may contain consolidated state plan application submitted to the federal government requesting state funding, budget and design for the district's title II program, and disbursement records for funds to individual districts.

- D. Retention:** six years after termination of grant or five years after the final financial status report filed with USDE whichever is longer [20 USCA 1234a(k)] [34 CFR 80.42]

[1.18.924.501 NMAC - Rp 1 NMAC 3.2.93.924.501, 10/1/2000]

1.18.924.502 FISCAL DOCUMENT LOG:

- A. Program:** title II
- B. Maintenance system:** chronological by date received
- C. Description:** log used to track receipt of fiscal documents from school districts. Log may show fiscal year, budget adjustment request, increase or decrease, date received and forwarded, district name, type of document, amount, description, forwarded to, etc.

- D. Retention:** five years after the final financial status report filed with USDE [20 USCA 1234a(k)]

[1.18.924.502 NMAC- Rp 1 NMAC 3.2.93.924.502, 10/1/2000]

1.18.924.503 STATE YEAR END REPORTS:

- A. Program:** title II
- B. Maintenance system:** chronological by date of report

C. Description: report (from school districts) required by the New Mexico department of education title II program and submitted to U.S. department of education. Report provides detail how funds were spent, information on participation, focus and duration of activities, collaboration with other programs, non-public school participation, classroom instruction impact, direct student impact, etc.

D. Retention: five years after the final financial status report filed with USDE [20 USCA 1234a(k)]
[1.18.924.503 NMAC - Rp 1 NMAC 3.2.93.924.503, 10/1/2000]

1.18.924.504-510 [RESERVED]

1.18.924.511 EDUCATIONAL PLANS FILES

A. Program: title VI and school improvement

B. Maintenance system: chronological by year

C. Description: records concerning program committee review of individual school district educational programs plans for incorporation into final consolidated plan. Files may contain individual school district plans, plans from all title programs (i.e., title I, title II, etc.), final consolidated state plan, correspondence, memoranda, etc.

D. Retention: five years after close of fiscal year in which created
[1.18.924.511 NMAC - Rp 1 NMAC 3.2.93.924.511, 10/1/2000]

1.18.924.512 APPLICATIONS FOR TITLE VI FUNDING FILES:

A. Program: title VI and school improvement

B. Maintenance system: alphabetical by school district name

C. Description: records concerning a school district's request for school improvement title VI federal funding. Files may contain application from school district, report with number and ethnicity of children enrolled, budget adjustment request, etc

D. Retention: five years after the final financial status report filed with USDE [20 USCA 1234a(k)]
[1.18.924.512 NMAC- Rp 1 NMAC 3.2.93.924.512, 10/1/2000]

1.18.924.513 APPLICATION TRACKING LOG:

A. Program: title VI and school improvement

B. Maintenance system: alphabetical by school district name

C. Description: log used to track which districts have responded to title VI application process. Log may show school district name, superintendent name, date received, date sent to fiscal, date completed and returned to district, etc.

D. Retention: one year after close of calendar year in which created
[1.18.924.513 NMAC - Rp 1 NMAC 3.2.93.924.513, 10/1/2000]

1.18.924.514 ROBERT BYRD SCHOLARSHIP TRACKING LOG:

A. Program: title VI and school improvement

B. Maintenance system: chronoalphabetical by year and student name

C. Description: log used to track eligibility and verification of students applying for and receiving scholarship funds. Log may show student name, school year, documents received, dates, date check sent, comments, etc.

D. Retention: one year after close of calendar year in which created
[1.18.924.514 NMAC- Rp 1 NMAC 3.2.93.924.514, 10/1/2000]

1.18.924.515-530 [RESERVED]

1.18.924.531 NEW MEXICO EDUCATION 2000 FILES:

A. Program: goals 2000

B. Maintenance system: alphabetical by school district name

C. Description: records concerning U.S. department of education accountability and documentation to support the development of a school district plan for educational improvement, professional development and pre-service teacher education. Files may contain original proposal from districts, independent evaluation rating

forms, progress status reports, budget forms, improvement plans, handbooks, technical assistance documents, curriculum, quarterly status reports, final reports, correspondence, memorandum, etc.

D. Retention: five years after the final financial status report filed with USDE [20 USCA 1234a(k)]
[1.18.924.531 NMAC - Rp 1 NMAC 3.2.93.924.531, 10/1/2000]

1.18.924.532 EPPS (EDUCATION PLAN FOR STUDENT SUCCESS) BINDERS:

A. Program: goals 2000
B. Maintenance system: alphabetical by school district name
C. Description: records concerning state mandated requirement for school districts (six-year cycle) to develop, implement, assess, and evaluate the strategic plan for improvement to student learning and success. Binders may contain reviewed plans from school districts, revisions to plan, correspondence, memorandum, etc.

D. Retention: permanent
[1.18.924.532 NMAC - Rp 1 NMAC 3.2.93.924.532, 10/1/2000]

1.18.924.533 GOALS 2000 FINAL PROJECT PERFORMANCE REPORT:

A. Program: goals 2000
B. Maintenance system: chronological by year of report
C. Description: final project performance reports from districts detailing information on the goals 2000 funded projects. Report may show documentation and accountability of project goals and accomplishments, how standards are addressed, the impact of the resource on the district, evaluation and project effectiveness, etc.

D. Retention: permanent
[1.18.924.533 NMAC- Rp 1 NMAC 3.2.93.924.533, 10/1/2000]
[After 20 years at close of school calendar year transfer to archives for review.]

1.18.924.534-540 [RESERVED]

1.18.924.541 CENTERS FOR DISEASE CONTROL FILES:

A. Program: school health and school health policy
B. Maintenance system: chronological by federal fiscal year
C. Description: records years after the final concerning federal funding that flows through the U.S. department of health and human services pertaining to a grant for health education. Files may contain grant reports, project description, supporting documents, etc.

D. Retention: six years after termination of grant or five years after the final financial status report filed with USDE whichever is longer [20 USCA 1234a(k)]
[1.18.924.541 NMAC - Rp 1 NMAC 3.2.93.924.541, 10/1/2000]

1.18.924.542 EDUCATION FOR ZERO INFECTION FILES (EZI):

A. Program: school health and school health policy
B. Maintenance system: chronological by date of training session
C. Description: records concerning training received by teachers, administrators, and school nurses on health education issues, (e.g., health education, health services under title I program, HIV education, infrastructure for school health and safe & drug free schools). Files may contain copies of joint powers agreements, copies of budgets, instructional materials, surveys, training agenda and documentation, original correspondence from U.S. government, copies of certificates, etc.

D. Retention: five years after the final financial status report filed with USDE [20 USCA 1234a(k)]
E. Confidentiality: portions of record may contain confidential material
[1.18.924.542 NMAC- Rp 1 NMAC 3.2.93.924.542, 10/1/2000]

1.18.924.543 SCHOOL NURSE END-OF-THE-YEAR REPORT:

A. Program: school health and school health policy
B. Maintenance system: alphabetical by school district name
C. Description: assessment report of school nurses in public schools. Report may show the number of nursing procedures performed during the year, primary care, screening, kinds of conditions observed, narratives describing student education, staff education, community involvement, etc. Data from school districts is compiled into report for state department of education legislative funding purposes.

- D. **Retention:** five years after the final financial status report filed with USDE [20 USCA 1234a(k)]
 - E. **Confidentiality:** portions of record may contain confidential material
- [1.18.924.543 NMAC - Rp 1 NMAC 3.2.93.924.543, 10/1/2000]

1.18.924.544 TITLE IV SAFE AND DRUG-FREE SCHOOLS GRANT FILES:

- A. **Program:** school health and school health policy
- B. **Maintenance system:** alphabetical by school district name
- C. **Description:** records concerning federal funded grant program for title IV safe and drug-free schools. Files may contain school district budgets and program design for title IV safe and drug-free schools program, application for the consolidated plan, program objectives, details of progress toward meeting objectives, demographic data on populations served, yearend evaluation, federal report, accountability for funds, school district polices (i.e., drugs, alcohol, guns, and tobacco) etc.

- D. **Retention:** five years after the final financial status report filed with USDE [20 USCA 1234a(k)]
- [1.18.924.544 NMAC - Rp 1 NMAC 3.2.93.924.544, 10/1/2000]
[Grant award filed within grant awards binder, 1 NMAC 3.2.93.924.201.]

1.18.924.545-560 [RESERVED]

1.18.924.561 CARL PERKINS (VOCATIONAL EDUCATION) FILES:

- A. **Program:** vocational education division
- B. **Maintenance system:** alphabetical by name of institution
- C. **Description:** records concerning federal program (Carl Perkins Technology Act) money used for vocational education. File may contain proposal, contract, status and final reports, program funding, plans and monitoring of expenditures, number of students, etc.

- D. **Retention:** six years after termination of contract or agreement or five years after the final financial status report filed with USDE whichever is longer [20 USCA 1234a(k)]
- [1.18.924.561 NMAC- Rp 1 NMAC 3.2.93.924.561, 10/1/2000]

1.18.924.562 ADULT BASIC EDUCATION FILES:

- A. **Program:** vocational education division
- B. **Maintenance system:** alphabetical by name of institution
- C. **Description:** records conclusion of concerning district compliance and monitoring of adult basic education programs. File may contain proposal, financial reports, status reports, student attendance, activities, claim for reimbursement, statistical information, expenditures, etc.

- D. **Retention:** five after conclusion of program year
- [1.18.924.562 NMAC - Rp 1 NMAC 3.2.93.924.562, 10/1/2000]

1.18.924.563 SLIAG (STATE LEGISLATION IMPACT ASSISTANCE GRANT) FILES:

- A. **Program:** vocational education division
- B. **Maintenance system:** alphabetical by name of institution
- C. **Description:** records concerning legal immigrants seeking naturalization with INS (immigration and naturalization service) program. File may contain copy of federal grant, compliance and monitoring reports, grant extension documentation, budget information, etc.

- D. **Retention:** six years after termination of grant or five years after conclusion of program whichever is longer then transfer to archives for review
- [1.18.924.563 NMAC- Rp 1 NMAC 3.2.93.924.563, 10/1/2000]

1.18.924.564-570 [RESERVED]

1.18.924.571 INDUSTRIAL DEVELOPMENT TRAINING PROGRAM FILES:

- A. **Program:** industrial development training
- B. **Maintenance system:** filed numerical by project number
- C. **Description:** records concerning financial assistance to assist new or expanding businesses with the cost associated in training employees. File may contain proposal, contract, training data, copy of claim for

reimbursement form (SDE-685-91) for training services, general correspondence, project number, project name, names of students, social security numbers, etc.

- D. Retention:** six years after termination of contract
[1.18.924.571 NMAC - Rp 1 NMAC 3.2.93.924.571, 10/1/2000]
[Claim form (SDE-685-91) is hard copy input record for industrial development system, 1.18.805.572 NMAC]

1.18.924.572 INDUSTRIAL DEVELOPMENT SYSTEM (APPRENTICESHIP ASSISTANCE PROGRAM):

- A. Program:** industrial development training
B. Maintenance system: [RESERVED]
C. Description: system captures and maintains information on state funded industrial development/apprenticeship training program hours and reimbursement to program. Database may contain training hours per individual, hourly rates, periods covered, amounts reimbursed, program names, line item, name/number, payables expended per period, to date, etc.
D. Retention:
(1) **Data:** five years after close of fiscal year in which created
(2) **System:** one year after discontinuance of system provided all magnetic data files are authorized for disposal or transferred to new or alternate system
E. Confidentiality: portions of record may contain confidential information
[1.18.924.572 NMAC - Rp 1 NMAC 3.2.93.924.572, 10/1/2000]

1.18.924.573 INDUSTRIAL DEVELOPMENT BUDGET APPROVAL AND CLAIM FOR REIMBURSEMENT (FORM NO. SDE-685-91):

- A. Program:** industrial development training
B. Maintenance system: [RESERVED]
C. Description: form produced by Industrial development database and completed by training agency or company seeking reimbursement for employee training. Completed form is used as input for industrial development database.
D. Retention: [RESERVED]
[1.18.924.573 NMAC- Rp 1 NMAC 3.2.93.924.573, 10/1/2000]
[Hard copy output is blank mail out form produced by industrial development system, 1.18.924.572 NMAC]

1.18.924.574-600 [RESERVED]

1.18.924.601 [RESERVED]

[1.18.924.601 NMAC - Rp 1 NMAC 3.2.93.924.601, 10/1/2000, Repealed, 5/2/2011]

1.18.924.602 [RESERVED]

[1.18.924.602 NMAC - Rp 1 NMAC 3.2.93.924.602, 10/1/2000, Repealed, 5/2/2011]

1.18.924.603-700 [RESERVED]

1.18.924.701 SCHOOL DISTRICT FILES:

- A. Program:** records common to all offices and units in the New Mexico department of education system
B. Maintenance system: alphabetical by school district name
C. Description: records concerning routine program management files for each school district retained by several divisions within the department. Files may contain general information and fiscal documentation for each district/entity pertaining to special programs of each division, (i.e., special education, instructional materials, title I, etc.), program goals, evaluation plan, copies of budgets, funding request, (BAR's) budget adjustment request, monitoring reports, expenditure reports, correspondence, etc.
D. Retention:
(1) **Federal fund programs:** five years after the final financial status report filed with USDE [20 USCA 1234a(k)]
(2) **State fund programs:** five years after close of fiscal year in which created

[1.18.924.701 NMAC - Rp 1 NMAC 3.2.93.924.701, 10/1/2000]

[Retention periods shall be extended until all current or pending litigation, current claims, audit exceptions or court orders involving a record have been resolved or concluded. Refer to section 9 instructions 9.5 for retention schedules-executive 93 (1 NMAC 3.93).]

1.18.924.702 CIMS (COMPREHENSIVE INFORMATION MANAGEMENT FOR SCHOOLS) FINANCIAL OPERATIONS DATABASE:

A. Program: records common to all offices and units in the New Mexico department of education system

B. Maintenance system: [RESERVED]

C. Description: database contains information on the computerized accounting system including federal funds. Database contains all internal financial transactions for agency.

D. Retention: five years after the final financial status report filed with USDE [20USCA 1234(k)]

[1.18.924.702 NMAC - Rp 1 NMAC 3.2.93.924.702, 10/1/2000]

[This data base is utilized by several divisions within the agency. Inputs for this data base are information from financial documents in finance unit, budget unit and program offices (i.e., title I, title II, etc.) and are in the appropriate (user/originator) division.][Portions of data base are transferred to diskette and used as input into accountability report system, 1 NMAC 3.2.93.924.310 for the annual public school accountability report.]

[Database is contained in AS/400 operating system, 1.18.924.601 NMAC]

1.18.924.703-707 [RESERVED]

1.18.924.708 DISTRICT ACCREDITATION, TRAVEL AND CORRESPONDENCE FILE:

A. Program: curriculum instruction and learning technologies

B. Maintenance system: alphabetical by district name

C. Description: record concerning the state mandated accreditation process which determines adequacy of pupil gain, staff preparation and other matters bearing upon the education of students. File may contain school accreditation cycle list, field forms concerning minimal instructional requirements, graduation requirements, school programs, final accreditation report, travel form, correspondence, memoranda, etc.

D. Retention: seven years after close of state fiscal year in which created
[1.18.924.708 NMAC - N, 12/15/2000]

1.18.924.709 EDUCATIONAL TECHNOLOGY DISTRICT FILE:

A. Program: curriculum instruction and learning technologies

B. Maintenance system: chronoalphabetical by year and district name

C. Description: record of education plan for spending of technology funds (i.e., computers, training, etc.) from the state of New Mexico for the districts. File may contain copies of plan of technology fund, letter of allocation of funds, budget adjustment request, correspondence, memorandums, previous year annual report, etc.

D. Retention: three years after close of state fiscal year in which created
[1.18.924.709 NMAC - N, 12/15/2000]

1.18.924.710 TECHNOLOGY LITERACY CHALLENGE FUND DISTRICT FILE:

A. Program: curriculum instruction and learning technologies

B. Maintenance system: chronoalphabetical by year and district name

C. Description: record monitoring the use of technology literacy district funds through federal funding. File may contain copies of original proposal, award letter, review forms, correspondence, memoranda, budget adjustment request forms, status reports for grant, samples of school and student products, etc.

D. Retention: six years after termination of grant or five years after the final financial status report filed with USDE which ever is longer then transfer to archives for review [20 USCA 1234a(k)] [34 CFR 80.42]
[1.18.924.710 NMAC - N, 12/15/2000]

1.18.924.711 INTERAGENCY TEMPORARY ASSISTANCE FOR NEEDY FAMILIES PROGRAM FILE:

A. Program: curriculum instruction and learning technologies

B. Maintenance system: alphabetical by agency contact

C. Description: record concerning interaction with New Mexico Human Services Department regarding districts responding to the application for the temporary assistance for needy families (TANF) program. File may contain copies of request for application proposal, monitoring field forms, training and technical assistance, yearend report, correspondence, memoranda, etc.

D. Retention: six years after termination of grant or five years after the final financial status report filed with USDE which ever is longer [20 USCA 1234a(k)]

E. Confidentiality: portions of the record may contain confidential information under Family Educational Rights and Privacy Act (20 USC 1232g)
[1.18.924.711 NMAC - N, 12/15/2000]

1.18.924.712 TEMPORARY ASSISTANCE FOR NEEDY FAMILIES DISTRICT FILE:

A. Program: curriculum instruction and learning technologies

B. Maintenance system: alphabetical by district name

C. Description: record concerning the monitoring and administering of the (TANF) program to the district granted the award. File may contain copies of the award letter, proposal, copy of request for application, approved budget, results of monitoring visits, training and technical assistance, desk audits, yearend report, correspondence, memoranda, etc.

D. Retention: six years after termination of grant or five years after the final financial status report filed with USDE which ever is longer then transfer to archives for review [20 USCA 1234a(k)] [34 CFR 80.42]
[1.18.924.712 NMAC - N, 12/15/2000]

1.18.924.713 EVEN START FAMILY LITERACY PROGRAM GRANT FILE:

A. Program: curriculum instruction and learning technologies

B. Maintenance system: alphanumeric by district then by year of grant

C. Description: record concerning implementation of plan and distribution of grant monies to awarded district. File may contain copies of notification for grant award allocation, letter of continuation, application, application checklist, copy of proposal, proposed yearly budget, budget justification, monitoring report, implementation plan, correspondence, memoranda, etc.

D. Retention: six years after termination of grant or five years after the final financial status report filed with USDE which ever is longer then transfer to archives for review [20 USCA 1234a(k)] [34 CFR 80.42]
[1.18.924.712 NMAC - N, 12/15/2000]

HISTORY OF 1.18.924 NMAC:

Pre-NMAC Filing History: The history in this part was derived from that previously filed with the State Records Center under:

SRC Rule No. 69-3, Records Retention and Disposal Schedule for Department of Education, 1/30/1969.

SRC Rule No. 79-15, Records Retention and Disposal Schedule for Department of Education; supersedes SRC Rule No. 73-8, filed 9-5-73, 1/22/1979.

SRC Rule No. 86-14, Records Retention and Disposition Schedule for Department of Education; supersedes SRC Rule No. 79-15, filed 1-22-79, 9/11/1986.

History of Repealed Material:

1 NMAC 3.2.93.924, Records Retention and Disposition Schedule for State Department of Education - Repealed, 10/1/00.