

TITLE 1 GENERAL GOVERNMENT ADMINISTRATION
CHAPTER 19 LOCAL GOVERNMENT RECORDS RETENTION AND DISPOSITION SCHEDULES
(LGRRS)
PART 4 LGRRS BOARD OF COUNTY COMMISSIONERS, COUNTY MANAGERS

1.19.4.1 ISSUING AGENCY: New Mexico Commission of Public Records - State Records Center and Archives
[1.19.4.1 NMAC - N, 1-6-02]

1.19.4.2 SCOPE: All New Mexico board of county commissioners and county managers - local government
[1.19.4.2 NMAC - N, 1-6-02]

1.19.4.3 STATUTORY AUTHORITY: Section 14-3-4 NMSA 1978, it shall be the duty of the commission to adopt and publish rules to carry out the purposes of the Public Records Act. Section 14-3-6 NMSA 1978, the administrator shall establish a records management program for the application of efficient and economical management methods for the creation, utilization, maintenance, retention, preservation and disposal of public records and Section 14-3-18 NMSA 1978, The administrator may advise and assist county and municipal officials in the formulation of programs for the disposition of public records maintained in county and municipal offices.
[1.19.4.3 NMAC - N, 1-6-02; A, 4-30-12; A, 7-29-13]

1.19.4.4 DURATION: Permanent
[1.19.4.4 NMAC - N, 1-6-02]

1.19.4.5 EFFECTIVE DATE: January 10, 1997 unless a later date is specified at the end of a section.
[1-10-97; 1.19.4.5 NMAC - N, 1-6-02]

1.19.4.6 OBJECTIVE: To establish a records retention schedule for the orderly management, retention, disposition and preservation of records necessary for carrying out the Public Records Act pursuant to Section 14-3-6 NMSA 1978.
[1.19.4.6 NMAC - N, 1-6-02; A, 4-30-12; A, 7-29-13]

1.19.4.7 DEFINITIONS:

- A. "Administrator"** means the state records administrator (Section 14-3-2 NMSA 1978).
- B. "Agency"** means any institution or other organization of local government in New Mexico.
- 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 a periodic examination of an organization to determine whether appropriate procedures and practices are followed.
- E. "Commission"** means the state commission of public records (Section 14-3-2 NMSA 1978).
- F. "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).
- G. "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.
- H. "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.
- I. "Pending litigation"** means a proceeding in a court of law whose activity is in progress but not yet completed.

J. "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).

K. "Records custodian" means the statutory head of the agency using or maintaining the records or the custodian's designee.

L. "Record destruction" means the process of totally obliterating information on records by any method to make the information unreadable or unusable under any circumstances.

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

N. "Records retention and disposition schedule" means rules adopted by the commission pursuant to Section 14-3-4 NMSA 1978 describing records of an agency, establishing a timetable for their life cycle and providing authorization for their disposition.

O. "Retention" means the period of time during which records must be maintained by an organization because they are needed for operational, legal, fiscal, historical or other purposes. [1.19.4.7 NMAC - N, 4-30-12; A, 7-29-13]

1.19.4.8 ABBREVIATIONS AND ACRONYMS:

- A.** "ACA" stands for American correctional association.
- B.** "CFR" stands for code of federal regulations.
- C.** "EDRRDS" stands for education records retention and disposition schedules.
- D.** "ERRDS" stands for executive records retention and disposition schedules.
- E.** "GRRDS" stands for general records retention and disposition schedules.
- F.** "JRRDS" stands for judicial records retention and disposition schedules.
- G.** "LRRDS" stands for legislative records retention and disposition schedules.
- H.** "LGRRDS" stands for local government records retention and disposition schedules.
- I.** "SRCA" stands for state records center and archives.
- J.** "USC" stands for United States code.

[1.19.4.8 NMAC - N, 4-30-12]

1.19.4.9 INSTRUCTIONS:

A. Records retention and disposition schedules identify the types of records maintained by by local government and educational institutions 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 several types of records retention and disposition schedules promulgated by the commission for state agencies. General schedules list records common to all agencies and executive schedules list records specific to an agency. Each record series will be represented in the format listed below.

- (1) **Program** - describes the function of the records
- (2) **Maintenance system** - describes how an agency files (organizes) records
- (3) **Description** - describes the purpose and content of a record
- (4) **Retention** - defines the length of time records must be kept before they are eligible for destruction or archival preservation.

B. For records of a general administrative nature, refer to the GRRDS, General Administrative, 1.15.3 NMAC.

C. For records of a financial nature, refer to the GRRDS, General Financial, 1.15.5 NMAC.

D. For records of a personnel nature, refer to the GRRDS, General Personnel, 1.15.7 NMAC.

E. For records of a medical nature, refer to the GRRDS, General Medical, 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 included in a file that are not listed in the description, and similarly, not every file will contain an example of each document listed in the description.

H. Confidentiality is denoted for files likely to contain confidential materials or information; however files without a confidentiality note may contain confidential or privileged information. Failure to include a

confidentiality note in the description of a record series does not waive confidentiality. Refer questions concerning the confidentiality of a file to legal counsel for the agency.

I. Records may be photographed, microfilmed, digitized or converted to computer output microfilm provided a microphotography plan has been approved by the state records administrator (Section 14-3-17 NMSA 1978). Such photographs, microfilms, photographic film or microphotographs shall be deemed to be an original record for all purposes, including introduction as evidence in all courts or administrative agencies (Section 14-1-6 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 is a transmission medium for content that may or may not be a public record. 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 records retention and disposition schedules. Email messages are required to be categorized, filed and retained on the basis of content (1.13.4 NMAC, Records Management Requirements for Electronic Messaging). The content of email messages may vary considerably; therefore, each email shall be evaluated to determine if it meets the definition of a public record as defined in the Public Records Act. Non-records or transitory emails that do not provide evidence of official agency policies or business transactions may be deleted.

L. Non-scheduled public records created by an agency in pursuance of law or in connection with the transaction of public business shall have a retention period of permanent until such time the non-scheduled record has been scheduled and a retention period adhering to operational, legal, fiscal, historical or other purposes is established.

[1.19.4.9 NMAC - N, 4-30-12; A, 7-29-13]

1.19.4.10 - 100 [RESERVED]

1.19.4.101 PRIMARY MISSION FILES:

- A. Program:** general files
- B. Maintenance system:** local government preference
- C. Description:** files concerning, for example, the establishment of the agency, its development and policy, its progress, operation summaries, organizational charts and plans for future development.
- D. Retention:** permanent

[1-10-97; 1.19.4.101 NMAC - Rn, 1 NMAC 3.2.94.300.05.101, 1-6-02]

1.19.4.102 CORRESPONDENCE:

- A. Program:** general files
- B. Maintenance system:** local government preference
- C. Description:** administrative correspondence and memorandums which concern agency policy or operations. Routine correspondence and memorandums which have transitory significance, such as routine inquiries, responses and acknowledgements.

D. Retention:

(1) Elected and appointed officials:

- (a) Administrative:** two years and then transfer to county archives for review
- (b) Routine:** one year after the close of fiscal year in which created

(2) All other agency personnel:

- (a) Administrative:** two years after the close of fiscal year in which created
- (b) Routine:** one year after the close of fiscal year in which created

[1-10-97; 1.19.4.102 NMAC - Rn, 1 NMAC 3.2.94.300.05.102, 1-6-02]

1.19.4.103 ATTORNEY GENERAL OPINION REQUESTS AND OPINIONS:

- A. Program:** general files
- B. Maintenance system:** local government preference
- C. Description:** none
- D. Retention:**

(1) Attorney general's office: permanent

(2) **Agency copy:** until purpose is served
[1-10-97; 1.19.4.103 NMAC - Rn, 1 NMAC 3.2.94.300.05.103, 1-6-02]

1.19.4.104 ROUTINE CONTROL RECORDS:

- A. Program:** general files
 - B. Maintenance system:** local government preference
 - C. Description:** documents used for program control or to facilitate work in progress. They include work sheets, personal work papers, rough drafts, reading files, transcribed shorthand notes, tickler files, etc.
 - D. Retention:** until purpose is served
- [1-10-97; 1.19.4.104 NMAC - Rn, 1 NMAC 3.2.94.300.05.104, 1-6-02]

1.19.4.105 CEMETERIES FILES:

- A. Program:** general files
 - B. Maintenance system:** local government preference
 - C. Description:** include burial records, plots, etc.
 - D. Retention:** permanent
- [1-10-97; 1.19.4.105 NMAC - Rn, 1 NMAC 3.2.94.300.05.105, 1-6-02]

1.19.4.106 UNCLAIMED AND INDIGENT DECEDENTS INTERMENT OR CREMATION FILES:

- A. Program:** local government preference
 - B. Maintenance system:** chronological by fiscal year, then alphabetical by surname
 - C. Description:** records documenting the interment or cremation of the body of any unclaimed decedent or indigent person. Files may include decedent information forms, unclaimed decedent and bodies of indigent decedent forms, cremation authorization forms, interment authorization forms, correspondence, etc.
 - D. Retention:** seven years from the close of the fiscal year from date of cremation or interment
 - E. Confidentiality:** Portions of this record may be confidential.
- [1.19.4.106 NMAC - N, 7-29-13]

1.19.4.107 INDIGENT PAY-UP SLIPS:

- A. Program:** indigent fund
 - B. Maintenance system:** local government preference
 - C. Description:** show date, name and address, hospital, amount paid.
 - D. Retention:** five years from date of final payment
 - E. Confidential:** confidential
- [1-10-97; 1.19.4.107 NMAC - Rn, 1 NMAC 3.2.94.300.10.101, 1-6-02]

1.19.4.108 INDIGENT HOSPITAL CLAIM:

- A. Program:** indigent fund
 - B. Maintenance system:** local government preference
 - C. Description:** shows name and address of claimants, hospital, date of hospitalization, claim, amount, approval date, voucher number, filing date, etc.
 - D. Retention:**
 - (1) **Approved claims:** five years from date of final payment
 - (2) **Disapproved claims:** five years from date the claim was denied
 - E. Confidential:** confidential
- [1-10-97; 1.19.4.108 NMAC - Rn, 1 NMAC 3.2.94.300.10.102, 1-6-02]

1.19.4.109 INDIGENT CLAIM CONTROL CARD:

- A. Program:** indigent fund
 - B. Maintenance system:** local government preference
 - C. Description:** shows name and address of claimant, claim number, social security number, hospital, approval or disapproval, and total amount paid.
 - D. Retention:** 25 years from date of last entry
 - E. Confidential:** confidential
- [1-10-97; 1.19.4.109 NMAC - Rn, 1 NMAC 3.2.94.300.10.103, 1-6-02]

1.19.4.110 INDIGENT CLAIM FOLDER:

- A. Program:** indigent fund
 - B. Maintenance system:** local government preference
 - C. Description:** shows name and address of patient, occupation, history, income assets, liabilities, medical reports, hospital bills, credit reports, etc.
 - D. Retention:**
 - (1) **Approved claims:** five years from date the claim was approved
 - (2) **Disapproved claims:** five years from the date the claim was denied
 - E. Confidential:** confidential
- [1-10-97; 1.19.4.110 NMAC - Rn, 1 NMAC 3.2.94.300.10.104, 1-6-02]

1.19.4.111 PRE-APPLICATION FOR TENANT ELIGIBILITY:

- A. Program:** housing authority
 - B. Maintenance system:** local government preference
 - C. Description:** includes applicants name, address, source of income, amount, name of family members, signature of applicant, etc.
 - D. Retention:** three years after close of fiscal year in which created
- [1-10-97; 1.19.4.111 NMAC - Rn, 1 NMAC 3.2.94.300.15.101, 1-6-02]

1.19.4.112 CERTIFICATION AND RECERTIFICATION OF TENANT ELIGIBILITY:

- A. Program:** housing authority
 - B. Maintenance system:** local government preference
 - C. Description:** includes general information, tenant information, family composition, income and assets, rent calculations, unit assignments, official verifications, etc.
 - D. Retention:** three years after close of fiscal year in which created
- [1-10-97; 1.19.4.112 NMAC - Rn, 1 NMAC 3.2.94.300.15.102, 1-6-02]

1.19.4.113 SECTION 8 EXISTING HOUSING PROGRAM - CERTIFICATE OF FAMILY PARTICIPATION:

- A. Program:** housing authority
 - B. Maintenance system:** local government preference
 - C. Description:** certificate listing public housing agency will assist in housing payments on behalf of participating families.
 - D. Retention:** three years after close of fiscal year in which created
- [1-10-97; 1.19.4.113 NMAC - Rn, 1 NMAC 3.2.94.300.15.103, 1-6-02]

1.19.4.114 SECTION 8 EXISTING HOUSING PROGRAM - REQUEST FOR LEASE APPROVAL:

- A. Program:** housing authority
 - B. Maintenance system:** local government preference
 - C. Description:** shows type of house being leased, name and signature of owner executing lease, name and signature of family representative, etc.
 - D. Retention:** three years after close of fiscal year in which created
- [1-10-97; 1.19.4.114 NMAC - Rn, 1 NMAC 3.2.94.300.15.104, 1-6-02]

1.19.4.115 UNIT INSPECTION REPORT:

- A. Program:** housing authority
 - B. Maintenance system:** local government preference
 - C. Description:** shows name of tenant, owner, address, phone grade, date of inspection, signature of person doing inspection, etc.
 - D. Retention:** three years after close of fiscal year in which created
- [1-10-97; 1.19.4.115 NMAC - Rn, 1 NMAC 3.2.94.300.15.105, 1-6-02]

1.19.4.116 COMPUTATION OF SHOPPING CREDIT AND HOUSING ASSISTANCE PAYMENT:

- A. Program:** housing authority
- B. Maintenance system:** local government preference

C. Description: application, includes applicants' name and address, rental unit address, name of owner, computation of shopping incentive credit, computation of housing assistance payments.

D. Retention: three years after close of fiscal year in which created
[1-10-97; 1.19.4.116 NMAC - Rn, 1 NMAC 3.2.94.300.15.106, 1-6-02]

1.19.4.117 HOUSING DISCRIMINATION COMPLAINT:

A. Program: housing authority

B. Maintenance system: local government preference

C. Description: shows name of aggrieved, address, complaint against, type of discrimination, house or property involved, summary of what happened, etc.

D. Retention: three years after close of fiscal year in which created
[1-10-97; 1.19.4.117 NMAC - Rn, 1 NMAC 3.2.94.300.15.107, 1-6-02]

1.19.4.118 - 120 [RESERVED]

1.19.4.121 ANIMAL BITE REPORT:

A. Program: animal control division

B. Maintenance system: local government preference

C. Description: shows name of victim, hour of bite, how reported, time received, nature and location of wound, name of animal owner, address of owner, etc.

D. Retention: three years from date of report
[1-10-97; 1.19.4.121 NMAC - Rn, 1 NMAC 3.2.94.300.20.101, 1-6-02]

1.19.4.122 ANIMAL QUARANTINE NOTICE:

A. Program: animal control division

B. Maintenance system: local government preference

C. Description: contain information to animal owner, name of owner, general information on dog, etc.

D. Retention: three years from date of notice
[1-10-97; 1.19.4.122 NMAC - Rn, 1 NMAC 3.2.94.300.20.102, 1-6-02]
[Note: Is attached to Item 401.]

1.19.4.123 CONFINEMENT AGREEMENT:

A. Program: animal control division

B. Maintenance system: local government preference

C. Description: agreement instructing owner to confine animal to kennel or veterinarian for 10 day observation, includes name and address of owner, name and address of victim bitten, date, and time of alleged incident, etc.

D. Retention: three years from impoundment (Section 77-1-6 NMSA 1978)
[1-10-97; 1.19.4.123 NMAC - Rn, 1 NMAC 3.2.94.300.20.103, 1-6-02]
[Note: Is attached to Item 401.]

1.19.4.124 NOTICE OF IMPOUNDMENT:

A. Program: animal control division

B. Maintenance system: local government preference

C. Description: shows date, time, kind of animal, color, reason for impoundment, etc.

D. Retention: one year from date of release
[1-10-97; 1.19.4.124 NMAC - Rn, 1 NMAC 3.2.94.300.20.104, 1-6-02]

1.19.4.125 RELEASE AGREEMENT:

A. Program: animal control division

B. Maintenance system: local government preference

C. Description: agreement surrendering animal to the division for adoption or to be humanely destroyed, shows owner's signature, address, type of identification and rabies number.

D. Retention: one year from date of release
[1-10-97; 1.19.4.125 NMAC - Rn, 1 NMAC 3.2.94.300.20.105, 1-6-02]

1.19.4.126 OFFENSE AND COMPLAINT:

- A. **Program:** animal control division
 - B. **Maintenance system:** local government preference
 - C. **Description:** includes case number, complainant's name and address, how reported, time received, time dispatched, complaint, etc.
 - D. **Retention:** three years after case closed
- [1-10-97; 1.19.4.126 NMAC - Rn, 1 NMAC 3.2.94.300.20.106, 1-6-02]

1.19.4.127 ANIMAL TRAP AGREEMENT:

- A. **Program:** animal control division
 - B. **Maintenance system:** local government preference
 - C. **Description:** agreement showing the name address, date, time, and signature of person borrowing a humane animal trap.
 - D. **Retention:** one year from date of agreement
- [1-10-97; 1.19.4.127 NMAC - Rn, 1 NMAC 3.2.94.300.20.107, 1-6-02]

1.19.4.128 RABIES VACCINATION:

- A. **Program:** animal control division
 - B. **Maintenance system:** local government preference
 - C. **Description:** a certification, shows owner, address, animal rabies tag number, date administered, veterinarian, date etc.
 - D. **Retention:** one year from date of vaccination (Section 77-1-3 NMSA 1978)
- [1-10-97; 1.19.4.128 NMAC - Rn, 1 NMAC 3.2.94.300.20.108, 1-6-02]

1.19.4.129 MONTHLY REPORT:

- A. **Program:** animal control division
 - B. **Maintenance system:** local government preference
 - C. **Description:** lists officer's name, location, complaint, animal, of animal disposed of, or released, total, etc.
 - D. **Retention:** two years after close of fiscal year in which created
- [1-10-97; 1.19.4.129 NMAC - Rn, 1 NMAC 3.2.94.300.20.109, 1-6-02]

1.19.4.130 [RESERVED]

1.19.4.131 SHOPS AND TRANSPORTATION GAS METER AND TANK READINGS:

- A. **Program:** vehicle maintenance department
 - B. **Maintenance system:** local government preference
 - C. **Description:** none
 - D. **Retention:** one year after close of fiscal year in which created
- [1-10-97; 1.19.4.131 NMAC - Rn, 1 NMAC 3.2.94.300.25.101, 1-6-02]

1.19.4.132 VEHICLE MAINTENANCE WORK ORDER:

- A. **Program:** vehicle maintenance department
 - B. **Maintenance system:** local government preference
 - C. **Description:** shows unit number, department name, work number, instructions, work done, date, total amount, etc.
 - D. **Retention:** one year after close of fiscal year in which created
- [1-10-97; 1.19.4.132 NMAC - Rn, 1 NMAC 3.2.94.300.25.102, 1-6-02]

1.19.4.133 COUNTY FUEL CONSUMPTION:

- A. **Program:** vehicle maintenance department
 - B. **Maintenance system:** local government preference
 - C. **Description:** list showing how much fuel was used by each department in the county.
 - D. **Retention:** one year after close of fiscal year in which created
- [1-10-97; 1.19.4.133 NMAC - Rn, 1 NMAC 3.2.94.300.25.103, 1-6-02]

1.19.4.134 COUNTY ALLOCATIONS AND BALANCES:

- A. **Program:** vehicle maintenance department
- B. **Maintenance system:** local government preference
- C. **Description:** list showing department, fuel used, allocation, and balance.
- D. **Retention:** one year after close of fiscal year in which created

[1-10-97; 1.19.4.134 NMAC - Rn, 1 NMAC 3.2.94.300.25.104, 1-6-02]

1.19.4.135 COUNTY VEHICLES MAINTENANCE AND REPAIRS:

- A. **Program:** vehicle maintenance department
- B. **Maintenance system:** local government preference
- C. **Description:** list showing each department, pre-charged, charged back and total maintenance and repairs.
- D. **Retention:** one year after close of fiscal year in which created

[1-10-97; 1.19.4.135 NMAC - Rn, 1 NMAC 3.2.94.300.25.105, 1-6-02]

1.19.4.136 - 140 [RESERVED]

1.19.4.141 FIRE INVESTIGATION REPORT:

- A. **Program:** fire and rescue service
- B. **Maintenance system:** local government preference
- C. **Description:** type of report includes date of fire, address, owner, investigator, cause of ignition, dollar loss, evidence taken, witnesses, insurance company, suspect, etc.
- D. **Retention:** five years from date of report (Section 30-1-8D NMSA 1978)

[1-10-97; 1.19.4.141 NMAC - Rn, 1 NMAC 3.2.94.300.30.101, 1-6-02]

1.19.4.142 INSPECTION REPORT:

- A. **Program:** fire and rescue service
- B. **Maintenance system:** local government preference
- C. **Description:** shows property involved, address, owner, occupancy, type of construction, hazard location, type of hazard and recommendation to correct.
- D. **Retention:** five years from date of report (Section 30-1-8D NMSA 1978)

[1-10-97; 1.19.4.142 NMAC - Rn, 1 NMAC 3.2.94.300.30.102, 1-6-02]

1.19.4.143 FIRE RUN REPORT:

- A. **Program:** fire and rescue service
- B. **Maintenance system:** local government preference
- C. **Description:** includes date, day persons responding, units responding, type of alarm, type of fire, alarm, address, owner, etc.
- D. **Retention:** five years from date of report (Section 30-1-8D NMSA 1978)

[1-10-97; 1.19.4.143 NMAC - Rn, 1 NMAC 3.2.94.300.30.103, 1-6-02]

1.19.4.144 REPORT OF ACCELERANT RESIDUE ANALYSIS:

- A. **Program:** fire and rescue service
- B. **Maintenance system:** local government preference
- C. **Description:** shows date of report, address, owner, evidence collected, description of evidence, summary of results, etc.
- D. **Retention:** five years from date of report (Section 30-1-8D NMSA 1978)

[1-10-97; 1.19.4.144 NMAC - Rn, 1 NMAC 3.2.94.300.30.104, 1-6-02]

[Note: Attached to Item 601.]

1.19.4.145 MOBILE HOME OR RECREATIONAL VEHICLE FIRE REPORT FORM:

- A. **Program:** fire and rescue service
- B. **Maintenance system:** local government preference
- C. **Description:** includes date, location, type of mobile home, type of recreational vehicle, fire date, origin, extent and cause of fire, etc.

D. Retention: five years from date of report
[1-10-97; 1.19.4.145 NMAC - Rn, 1 NMAC 3.2.94.300.30.105, 1-6-02]

1.19.4.146 CONSENT TO SEARCH OCCUPIED STRUCTURE:

A. Program: fire and rescue service
B. Maintenance system: local government preference
C. Description: statement signed by occupant allowing fire department personnel to search structure and seize any evidence found.

D. Retention: five years from date of consent statement
[1-10-97; 1.19.4.146 NMAC - Rn, 1 NMAC 3.2.94.300.30.106, 1-6-02]
[Note: Attached to Item 601.]

1.19.4.147 CONSENT TO SEARCH VEHICLES:

A. Program: fire and rescue service
B. Maintenance system: local government preference
C. Description: statement signed by vehicle owner allowing fire department personnel to search vehicle and seize any evidence found.

D. Retention: five years from date of consent statement
[1-10-97; 1.19.4.147 NMAC - Rn, 1 NMAC 3.2.94.300.30.107, 1-6-02]
[Note: Attached to Item 601.]

1.19.4.148 COURT ORDER-CONFISCATED ITEMS:

A. Program: fire and rescue service
B. Maintenance system: local government preference
C. Description: order by district court judge ordering the destruction of confiscated items that have been processed.

D. Retention: five years from conclusion of investigation
[1-10-97; 1.19.4.148 NMAC - Rn, 1 NMAC 3.2.94.300.30.108, 1-6-02]
[Note: Attached to Item 601.]

1.19.4.149 COURT ORDER-JUVENILE RECORDS:

A. Program: fire and rescue service
B. Maintenance system: local government preference
C. Description: order authorizing fire department officials juvenile social and legal records maintained by law enforcement agencies.

D. Retention: five years from conclusion of investigation
[1-10-97; 1.19.4.149 NMAC - Rn, 1 NMAC 3.2.94.300.30.109, 1-6-02]
[Note: Attached to Item 601.]

1.19.4.150 EMERGENCY VEHICLE PERMITS:

A. Program: fire and rescue service
B. Maintenance system: local government preference
C. Description: shows owner, address, type, year, identification number, license number.
D. Retention: until vehicle disposed of
[1-10-97; 1.19.4.150 NMAC - Rn, 1 NMAC 3.2.94.300.30.110, 1-6-02]

1.19.4.151 EMERGENCY OPERATOR'S PERMITS:

A. Program: fire and rescue service
B. Maintenance system: local government preference
C. Description: shows name, address, license number, DOB and social security number.
D. Retention: one year from date of issue
[1-10-97; 1.19.4.151 NMAC - Rn, 1 NMAC 3.2.94.300.30.111, 1-6-02]

1.19.4.152 RESCUE RUN REPORT:

A. Program: fire and rescue service
B. Maintenance system: local government preference

C. Description: includes date, day, rescue number, units at scene, time call received, transported by, ambulance requested time, patient's name, address, patient's doctor, injuries, treatments, etc.

D. Retention: five years from date of report
[1-10-97; 1.19.4.152 NMAC - Rn, 1 NMAC 3.2.94.300.30.112, 1-6-02]

1.19.4.153 MEDICAL RECORDS:

A. Program: fire and rescue service
B. Maintenance system: local government preference
C. Description: records which document the illness, treatment, care and diagnostic studies of individuals.

D. Retention:
(1) Adult medical records: inactive records shall be kept 10 years [SRC Rule No. 80-1, M-1A (1.15.8.101.1 NMAC)]
(2) Minor medical records: inactive records shall be kept 10 years, or one year after the person reaches the age of majority, whichever period of time is greater [SRC Rule No. 80-1, M-1B (1.15.8.101.2 NMAC)]
[1-10-97; 1.19.4.153 NMAC - Rn, 1 NMAC 3.2.94.300.30.113, 1-6-02]

1.19.4.154 CONTROLLED DRUG CHECK LIST:

A. Program: fire and rescue service
B. Maintenance system: local government preference
C. Description: list showing drug disposition, date, time, quantity received and issued, balance and signatures on coming and going off shifts.

D. Retention: three years after close of fiscal year in which created (Section 30-31-16D NMSA 1978)
[1-10-97; 1.19.4.154 NMAC - Rn, 1 NMAC 3.2.94.300.30.114, 1-6-02]

1.19.4.155 FIRE CONTROL LOG:

A. Program: fire and rescue service
B. Maintenance system: local government preference
C. Description: shows alarm number, date time received, rescuer or engine company, location, type alarm, operator, etc.

D. Retention: five years from date of entry
[1-10-97; 1.19.4.155 NMAC - Rn, 1 NMAC 3.2.94.300.30.115, 1-6-02]

1.19.4.156 FIRE AND RESCUE LOCATION LOG:

A. Program: fire and rescue service
B. Maintenance system: local government preference
C. Description: shows fire and rescue location, type of call, alarm number, call received by, time call received, name of caller, unit number dispatched.

D. Retention: five years from date of entry
[1-10-97; 1.19.4.156 NMAC - Rn, 1 NMAC 3.2.94.300.30.116, 1-6-02]

1.19.4.157 PERMITS:

A. Program: fire and rescue service
B. Maintenance system: local government preference
C. Description: permits issued for fireworks, blasting, and Christmas trees.

D. Retention: one year from the date the permit was issued
[1-10-97; 1.19.4.157 NMAC - Rn, 1 NMAC 3.2.94.300.30.117, 1-6-02]

1.19.4.158 - 160 [RESERVED]

1.19.4.161 APPLICATION FOR SPECIAL ZONING EXCEPTION:

A. Program: zoning and land use department
B. Maintenance system: local government preference

C. Description: shows name of applicant, address, type of exception wanted, legal description of property, location of property, zoning of property, area of property, reason for request and signature of applicant, notice of public hearing.

D. Retention: one year from the date of public hearing
[1-10-97; 1.19.4.161 NMAC - Rn, 1 NMAC 3.2.94.300.35.101, 1-6-02]

1.19.4.162 APPLICATION FOR CERTIFICATE OF OCCUPANCY:

A. Program: zoning and land use department
B. Maintenance system: local government preference
C. Description: shows name of applicant, lot owner, lot dimensions, legal descriptions, character of use, etc.

D. Retention: one year from the date of application
[1-10-97; 1.19.4.162 NMAC - Rn, 1 NMAC 3.2.94.300.35.102, 1-6-02]

1.19.4.163 CERTIFICATE OF ZONING:

A. Program: zoning and land use department
B. Maintenance system: local government preference
C. Description: certificate showing certain property has been zoned.

D. Retention: one year from date of issue of certificate
[1-10-97; 1.19.4.163 NMAC - Rn, 1 NMAC 3.2.94.300.35.103, 1-6-02]

1.19.4.164 BUILDING PERMIT APPLICATION:

A. Program: zoning and land use department
B. Maintenance system: local government preference
C. Description: shows owners address, contractor, license number, building address, lot size, proposed and use, date of construction, etc. (permit log retained at construction industries of commerce and industry department).

D. Retention: one year from date of application
[1-10-97; 1.19.4.164 NMAC - Rn, 1 NMAC 3.2.94.300.35.104, 1-6-02]

1.19.4.165 APPLICATION FOR SPECIAL USE PERMITS FOR ZONE CHANGES:

A. Program: zoning and land use department
B. Maintenance system: local government preference
C. Description: none

D. Retention: one year from date of application
[1-10-97; 1.19.4.165 NMAC - Rn, 1 NMAC 3.2.94.300.35.105, 1-6-02]

1.19.4.166 CONSTRUCTION PLANS:

A. Program: zoning and land use department
B. Maintenance system: local government preference
C. Description: includes building plans, foundation plans, roofing plans, etc.

D. Retention: six months after completion of project, then return to applicant
[1-10-97; 1.19.4.166 NMAC - Rn, 1 NMAC 3.2.94.300.35.106, 1-6-02]

1.19.4.167 DEVELOPMENT PERMIT APPLICATION:

A. Program: zoning and land use department
B. Maintenance system: local government preference
C. Description: shows name and address of applicant, location of property, extraterritorial zone boundaries, hydrologic zone, type of development, etc.

D. Retention: one year from date of application
[1-10-97; 1.19.4.167 NMAC - Rn, 1 NMAC 3.2.94.300.35.107, 1-6-02]

1.19.4.168 DEVELOPMENT PERMIT MONTHLY REPORTS:

A. Program: zoning and land use department
B. Maintenance system: local government preference

C. **Description:** shows name of applicant, type of development, location, fees paid, date issued, approved.

D. **Retention:** one year after close of fiscal year in which created
[1-10-97; 1.19.4.168 NMAC - Rn, 1 NMAC 3.2.94.300.35.108, 1-6-02]

1.19.4.169 INSPECTION ROAD LOG:

A. **Program:** zoning and land use department

B. **Maintenance system:** local government preference

C. **Description:** shows date, name of inspector, type of inspection done or test done, lab fees, name of subdivision contractor, permit number, etc.

D. **Retention:** one year after completion of construction
[1-10-97; 1.19.4.169 NMAC - Rn, 1 NMAC 3.2.94.300.35.109, 1-6-02]

1.19.4.170 GRADING PERMIT APPLICATION:

A. **Program:** zoning and land use department

B. **Maintenance system:** local government preference

C. **Description:** shows permit number, construction value, limit and type of work, name and address of permittee, etc.

D. **Retention:** one year after grading has been completed
[1-10-97; 1.19.4.170 NMAC - Rn, 1 NMAC 3.2.94.300.35.110, 1-6-02]

1.19.4.171 ROAD COUNT DATA:

A. **Program:** zoning and land use department

B. **Maintenance system:** local government preference

C. **Description:** includes road number, subdivision location, new and old meter readings, signature, etc.

D. **Retention:** one year after close of fiscal year in which created
[1-10-97; 1.19.4.171 NMAC - Rn, 1 NMAC 3.2.94.300.35.111, 1-6-02]

1.19.4.172 LISTING OF COUNTY ROADS:

A. **Program:** zoning and land use department

B. **Maintenance system:** local government preference

C. **Description:** list showing of the county road number, description of county roads and mileage.

D. **Retention:** permanent

[1-10-97; 1.19.4.172 NMAC - Rn, 1 NMAC 3.2.94.300.35.112, 1-6-02]

1.19.4.173 - 174 [RESERVED]

1.19.4.175 TRAFFIC BARRICADE PERMIT FILES:

A. **Program:** traffic safety

B. **Maintenance system:** chronological by fiscal year

C. **Description:** records documenting the issuance of a permit to temporarily barricade portions of county funded roadways for construction and maintenance projects. Files may include application (e.g., route number, location, start time, end time, etc.), indemnification and hold harmless agreement, field notes, bond documentation, correspondence, etc.

D. **Retention:** three years from the close of the fiscal year in which permit expires
[1.19.4.175 NMAC - N, 7-29-13]

1.19.4.176 SPECIAL EVENT PERMIT FILES:

A. **Program:** traffic safety

B. **Maintenance system:** chronological by fiscal year

C. **Description:** records documenting the issuance of permits for temporary closing of all or a portion of a county funded roadway for special events (e.g., parade, movie filming, marathons, etc.). Files may include application, map and diagram of route, notice of intent to conduct a special event, city or council approval, indemnification and hold harmless agreement, correspondence, etc.

D. **Retention:** three years from the close of the fiscal year in which permit issued

[1.19.4.176 NMAC - N, 7-29-13]

1.19.4.177 - 180 [RESERVED]

1.19.4.181 SUBDIVISION LOG:

- A. Program:** road department
- B. Maintenance system:** local government preference
- C. Description:** includes subdivision name, date filed, book page, acres, units, length, preliminary approval, final approval, double penetration, asphalt, etc.
- D. Retention:** one year after close of fiscal year in which created
[1-10-97; 1.19.4.181 NMAC - Rn, 1 NMAC 3.2.94.300.40.101, 1-6-02]

1.19.4.182 CONSTRUCTION SCHEDULE:

- A. Program:** road department
- B. Maintenance system:** local government preference
- C. Description:** shows what construction is presently going on, progress, operation, quantity unit, tests, etc.
- D. Retention:** one year after completion of construction
[1-10-97; 1.19.4.182 NMAC - Rn, 1 NMAC 3.2.94.300.40.102, 1-6-02]

1.19.4.183 EQUIPMENT INVENTORY:

- A. Program:** road department
- B. Maintenance system:** local government preference
- C. Description:** shows date, equipment type, identification number, foreman.
- D. Retention:** one year after close of fiscal year in which created
[1-10-97; 1.19.4.183 NMAC - Rn, 1 NMAC 3.2.94.300.40.103, 1-6-02]

1.19.4.184 MATERIALS INVENTORY:

- A. Program:** road department
- B. Maintenance system:** local government preference
- C. Description:** shows date, material, quantity and foreman.
- D. Retention:** one year after close of fiscal year in which created
[1-10-97; 1.19.4.184 NMAC - Rn, 1 NMAC 3.2.94.300.40.104, 1-6-02]

1.19.4.185 MAINTENANCE ACTIVITY STATUS REPORT:

- A. Program:** road department
- B. Maintenance system:** local government preference
- C. Description:** shows activity name, road class, crew days, average day accomplishment, unit of measure, etc.
- D. Retention:** one year after close of fiscal year in which created
[1-10-97; 1.19.4.185 NMAC - Rn, 1 NMAC 3.2.94.300.40.105, 1-6-02]

1.19.4.186 - 190 [RESERVED]

1.19.4.191 APPLICATION AND INSPECTION SHEET:

- A. Program:** environment health department
- B. Maintenance system:** local government preference
- C. Description:** shows name, address, phone number of applicant, availability of city or community water and sewer, type of liquid waste system, depth to seasonal water, inspection of well, liquid waste system, etc.
- D. Retention:** three years from date of application
[1-10-97; 1.19.4.191 NMAC - Rn, 1 NMAC 3.2.94.300.45.101, 1-6-02]

1.19.4.192 LIQUID WASTE SYSTEM STATEMENT:

- A. Program:** environment health department
- B. Maintenance system:** local government preference

C. **Description:** notarized statement listing liquid waste system has met all environmental health standards.

D. **Retention:** one year from date of statement
[1-10-97; 1.19.4.192 NMAC - Rn, 1 NMAC 3.2.94.300.45.102, 1-6-02]

1.19.4.193 EVALUATION OF WATER SUPPLY AND LIQUID WASTE DISPOSAL SYSTEMS:

A. **Program:** environment health department

B. **Maintenance system:** local government preference

C. **Description:** shows name and title of person making survey.

D. **Retention:** three years from date of survey
[1-10-97; 1.19.4.193 NMAC - Rn, 1 NMAC 3.2.94.300.45.103, 1-6-02]

1.19.4.194 COMPLAINT AND REFERRAL FORMS:

A. **Program:** environment health department

B. **Maintenance system:** local government preference

C. **Description:** shows complainant's name, address, nature of complaint, investigated by report of investigation, etc.

D. **Retention:** three years from date of complaint
[1-10-97; 1.19.4.194 NMAC - Rn, 1 NMAC 3.2.94.300.45.104, 1-6-02]

1.19.4.195 FOOD ESTABLISHMENT INSPECTION REPORT:

A. **Program:** environment health department

B. **Maintenance system:** local government preference

C. **Description:** shows establishment name, address, grade, inspected by, date, etc.

D. **Retention:** two years from date of inspection (Section 25-1-4 NMSA 1978)
[1-10-97; 1.19.4.195 NMAC - Rn, 1 NMAC 3.2.94.300.45.105, 1-6-02]

1.19.4.196 - 200 [RESERVED]

1.19.4.201 CUSTOMER AND CAPITAL WORK ORDER:

A. **Program:** utilities department

B. **Maintenance system:** local government preference

C. **Description:** includes customer name, address, description of work, meter reading information, installation changes, etc.

D. **Retention:** five years from date of work order
[1-10-97; 1.19.4.201 NMAC - Rn, 1 NMAC 3.2.94.300.50.101, 1-6-02]

1.19.4.202 SEWER CLEANING WORK ORDER:

A. **Program:** utilities department

B. **Maintenance system:** local government preference

C. **Description:** includes customer name, address, description of work, calculation of time and changes, employee, equipment, hours worked, etc.

D. **Retention:** five years from date of work order
[1-10-97; 1.19.4.202 NMAC - Rn, 1 NMAC 3.2.94.300.50.102, 1-6-02]
[Note: Copy of order filed with #920.]

1.19.4.203 UTILITY CUSTOMER COMPUTER LISTING:

A. **Program:** utilities department

B. **Maintenance system:** local government preference

C. **Description:** shows customer name, address, amount of charges, etc.

D. **Retention:** until superseded by new listing
[1-10-97; 1.19.4.203 NMAC - Rn, 1 NMAC 3.2.94.300.50.103, 1-6-02]

1.19.4.204 REPLACEMENT WORK ORDER:

A. **Program:** utilities department

B. **Maintenance system:** local government preference

C. Description: includes date, estimate location, account number description of equipment installed, price, equipment installed, price, equipment removed, salvage value, etc.

D. Retention: five years from date of work order
[1-10-97; 1.19.4.204 NMAC - Rn, 1 NMAC 3.2.94.300.50.104, 1-6-02]

1.19.4.205 - 208 [RESERVED]

1.19.4.209 ACA ACCREDITATION FILES:

A. Program: county juvenile detention home
B. Maintenance system: chronological by calendar year
C. Description: records documenting the accreditation of a juvenile correctional institution by the American correctional association. Files may include copies of personnel documents, financial documentation, maintenance documentation, security documentation, training documentation, educational documentation, medical documentation, recreation documentation, copy of audit results, annual certification statements, correspondence, etc.
D. Retention: five years from the close of the calendar year in which compliant ACA audit report signed and released

E. Confidentiality: Portions of record may be confidential pursuant, but not limited to Section 32A-2-32 NMSA 1978 (i.e., diagnostic evaluations, psychiatric reports, medical reports, social studies reports, pre-parole reports and supervision histories, etc.).
[1.19.4.209 NMAC - N, 4-30-12]

1.19.4.210 JUVENILE FACILITY UNIT FILES:

A. Program: county juvenile detention home
B. Maintenance system: chronological by calendar year, then alphabetical by unit
C. Description: records documenting all activities (i.e., staff shift changes, lockdowns, population count, service provider visits, etc.) that have transpired within a unit on a daily basis. Files may include daily staff shift log, daily room inspection forms, copy of daily population count sheet, copies of incident reports, copies of staff alert forms, daily equipment inventory counts, correspondence, etc.
D. Retention: three years from the close of the calendar year in which ACA audit is signed and released

E. Confidentiality: Portions of this record may be confidential pursuant, but not limited to Section 32A-2-32 NMSA 1978 (i.e., diagnostic evaluations, psychiatric reports, medical reports, social studies reports, pre-parole reports and supervision histories, etc.).
[1.19.4.210 NMAC - N, 4-30-12]

1.19.4.211 CASE FILES, ADJUDICATED:

A. Program: county juvenile detention home
B. Maintenance system: local government preference
C. Description: contains court reports, court orders, motions and petitions (copies of documents included in district court case files). Includes interstate compact information, institutional correspondence.

D. Retention: when individual reaches age 22
[1-10-97; 1.19.4.211 NMAC - Rn, 1 NMAC 3.2.94.300.55.101, 1-6-02]

1.19.4.212 CASE FILES, NON-ADJUDICATED:

A. Program: county juvenile detention home
B. Maintenance system: local government preference
C. Description: contains copies of policies and school reports, case record sheet, referral forms, detention reports, social summaries, medical reports, correspondence, psychological reports, etc.

D. Retention: when individual reaches age 19
[1-10-97; 1.19.4.212 NMAC - Rn, 1 NMAC 3.2.94.300.55.102, 1-6-02]

1.19.4.213 BOOKING AND RELEASE LOG:

A. Program: county juvenile detention home
B. Maintenance system: local government preference
C. Description: includes date and time booked in, name of person, offense charged, signature of person to whom released and time.

D. Retention: five years after individual has been released
[1-10-97; 1.19.4.213 NMAC - Rn, 1 NMAC 3.2.94.300.55.103, 1-6-02]

1.19.4.214 LOCAL AND LONG DISTANCE TELEPHONE LOG:

A. Program: county juvenile detention home
B. Maintenance system: local government preference
C. Description: a record of telephone calls made by juveniles being held, shows number and party called, time, signature, etc.

D. Retention: one year after close of fiscal year in which created
[1-10-97; 1.19.4.214 NMAC - Rn, 1 NMAC 3.2.94.300.55.104, 1-6-02]

1.19.4.215 VISITATION LOGS:

A. Program: county juvenile detention home
B. Maintenance system: local government preference
C. Description: listing showing name of confined and persons allowed to visit.
D. Retention: one year from date of visit

[1-10-97; 1.19.4.215 NMAC - Rn, 1 NMAC 3.2.94.300.55.105, 1-6-02]

1.19.4.216 CARD INDEX FILE:

A. Program: county juvenile detention home
B. Maintenance system: local government preference
C. Description: shows name of juvenile, parents, reason for confinement time, date, etc.
D. Retention:

- (1) **Adjudicated:** when individual reaches age 22
- (2) **Non-adjudicated:** when individual reaches age 19

[1-10-97; 1.19.4.216 NMAC - Rn, 1 NMAC 3.2.94.300.55.106, 1-6-02]

1.19.4.217 - 220 [RESERVED]

1.19.4.221 BOOKING AUTHORITY:

A. Program: county adult detention center
B. Maintenance system: local government preference
C. Description: shows name and address, date and cause of confinement, etc.
D. Retention: five years after case is closed

[1-10-97; 1.19.4.221 NMAC - Rn, 1 NMAC 3.2.94.300.60.101, 1-6-02]

1.19.4.222 ARREST REPORT:

A. Program: county adult detention center
B. Maintenance system: local government preference
C. Description: official record of arrest, (shows name, arrest number, physical characteristic, date and time of arrest, location of arrest, name of arresting officer, charges, disposition, etc.)

D. Retention: five years after disposition of case

[1-10-97; 1.19.4.222 NMAC - Rn, 1 NMAC 3.2.94.300.60.102, 1-6-02]

1.19.4.223 COMMISSARY ACCOUNT LEDGERS:

A. Program: county adult detention center
B. Maintenance system: local government preference
C. Description: none
D. Retention: six years after close of fiscal year in which created

[1-10-97; 1.19.4.223 NMAC - Rn, 1 NMAC 3.2.94.300.60.103, 1-6-02]

1.19.4.224 LOGS:

A. Program: county adult detention center
B. Maintenance system: local government preference
C. Description: resident sign-in log, money log, protective custody log, inventory log, medical log, mail log:

D. Retention: one year after close of fiscal year in which created
[1-10-97; 1.19.4.224 NMAC - Rn, 1 NMAC 3.2.94.300.60.104, 1-6-02]

1.19.4.225 SEGREGATION RECORDS:

- A. Program:** county adult detention center
- B. Maintenance system:** local government preference
- C. Description:** activities of prisoners under segregation (shows name, arrest number, date and time, daily meals, medical visits, shower, exercise, and officer in charge).
- D. Retention:** five years after release of prisoner
[1-10-97; 1.19.4.225 NMAC - Rn, 1 NMAC 3.2.94.300.60.105, 1-6-02]

1.19.4.226 RECEIPTS:

- A. Program:** county adult detention center
- B. Maintenance system:** local government preference
- C. Description:** documents that record the receipt of any form of payment to the detention center of prisoner.
- D. Retention:** three years after close of fiscal year in which created
[1-10-97; 1.19.4.226 NMAC - Rn, 1 NMAC 3.2.94.300.60.106, 1-6-02]

1.19.4.227 - 249 [RESERVED]

1.19.4.250 TEEN COURT CASE FILES:

- A. Program:** teen court
- B. Maintenance system:** local government preference
- C. Description:** records documenting juvenile participation in and compliance with teen court program. The teen court program is a first time offender and traffic violation program that provides for an alternative sentencing of teens by their peers. Portions of this record are input to the *teen court database*, 1.19.4.251 NMAC. Files may include copy of teen court referral, parental consent form, copy of incident report from juvenile probation officer or school, uniform citation, appointment form containing information regarding drug test results; evaluations; court dates, agreement to perform service, jury instruction and verdict, letter of warning, return referral notification, program completion notification, addendum to agreement to perform service, agreement for release of information, etc.
- D. Retention:** three years from date case closed
- E. Confidentiality:** Portions of file are confidential pursuant, but not limited to Section 32A-2-32 NMSA 1978 (i.e., diagnostic evaluations, psychiatric reports, medical reports, social studies reports, pre-parole reports and supervision histories, etc.), 5 USC, Section 552a (i.e., social security number) and Section 14-6-1 NMSA 1978 (i.e., health information).
[1.19.4.250 NMAC - N, 5-2-11]

1.19.4.251 TEEN COURT DATABASE:

- A. Program:** teen court
- B. Maintenance system:** numerical by primary key
- C. Description:** database maintains information concerning juvenile participation and compliance with teen court program. Data may include juvenile information (i.e., name, date of birth, address, referral entity, reason for referral, etc.), jury instruction and verdict, completion date, etc.
- D. Data retention:** three years from date case closed
- E. Confidentiality:** Portions of file are confidential pursuant, but not limited to Section 32A-2-32 NMSA 1978 (i.e., diagnostic evaluations, psychiatric reports, medical reports, social studies reports, pre-parole reports and supervision histories, etc.), 5 USC, Section 552a (i.e., social security number) and Section 14-6-1 NMSA 1978 (i.e., health information).
- F. Input:** documents used as input for the *teen court database*, 1.19.4.251 NMAC are filed in the *teen court case file*, 1.19.4.250 NMAC.
- G. Output:** Because the *teen court 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.
[1.19.4.251 NMAC - N, 5-2-11]

1.19.4.252 - 1.19.4.299 [RESERVED]

1.19.4.300 AFTER SCHOOL AND SUMMER YOUTH PROGRAM REGISTRATION FILES:

- A. Program:** parks and recreation
- B. Maintenance system:** chronological by fiscal year
- C. Description:** records documenting the registration of a youth to attend the after school and summer youth program. Files may include registration form, free and reduced application form, correspondence, etc.
- D. Retention:** two years from the close of the fiscal year in which county audit is signed and released
- E. Confidentiality:** Portions of this record 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 45 CFR 205.50 safeguarding information for the financial assistance programs.
[1.19.4.300 NMAC - N, 4-30-12]

HISTORY OF 1.19.4 NMAC: [RESERVED]