

TITLE 1 GENERAL GOVERNMENT ADMINISTRATION
CHAPTER 19 LOCAL GOVERNMENT RECORDS RETENTION AND DISPOSITION SCHEDULE
(LGRS)
PART 10 LGRS, NEW MEXICO MIDDLE RIO GRANDE CONSERVANCY DISTRICT

1.19.10.1 ISSUING AGENCY: New Mexico Commission of Public Records - State Records Center and Archives
[1.19.10.1 NMAC - N, 4-11-2002]

1.19.10.2 SCOPE: The New Mexico Middle Rio Grande Conservancy District - local government
[1.19.10.2 NMAC - N, 4-11-2002]

1.19.10.3 STATUTORY AUTHORITY: Section 14-3-18 NMSA 1978
[1.19.10.3 NMAC - N, 4-11-2002]

1.19.10.4 DURATION: Permanent
[1.19.10.4 NMAC - N, 4-11-2002]

1.19.10.5 EFFECTIVE DATE: April 30, 1999, unless a later date is specified at the end of a section.
[1.19.10.5 NMAC - N, 4-11-2002]

1.19.10.6 OBJECTIVE: To establish a model records retention and disposition schedule
[1.19.10.6 NMAC - N, 4-11-2002]

1.19.10.7 DEFINITIONS: [RESERVED]

1.19.10.8 ABBREVIATIONS AND ACRONYMS: [RESERVED]

1.19.10.9 INSTRUCTIONS: [RESERVED]

1.19.10.10 - 100 [RESERVED]

1.19.10.101 PROPERTY INDEX CARD:

- A. Program:** middle rio grande conservancy district, assessment division
 - B. Maintenance System:** numerical
 - C. Description:** shows legal property description, assessed owner, classification, county, property code number, owner number, zone, revision number, reclassification information, etc.
 - D. Retention:** permanent
- [4-30-1999; 1.19.10.101 NMAC - Rn, 1 NMAC 3.2.94.750.101, 4-11-2002]

1.19.10.102 PROPERTY RECLASSIFICATION FILE:

- A. Program:** middle rio grande conservancy district, assessment division
 - B. Maintenance System:** chronological
 - C. Description:** contains reclassification notice of hearing copy, final reclassification notice of hearing copy, notice return receipts, reclassification lists, board resolution copies, protest, application for property reclassification-field inspection forms, correspondence, memoranda, reclassification summaries, etc.
 - D. Retention:**
 - (1) Files dated 1991 and forward:** five years after close of calendar year in which created
 - (2) Files dated prior to 1990:** review in the year 2000
- [4-30-1999; 1.19.10.102 NMAC - Rn, 1 NMAC 3.2.94.750.102, 4-11-2002]
[Note: files dated 1990 and prior to be held until system inconsistencies resolved.]

1.19.10.103 CLASS A" COLLECTIONS DAILY CASH REPORT, TOLLS COLLECTIONS DAILY CASH REPORT:

- A. Program:** middle rio grande conservancy district, assessment division
- B. Maintenance System:** chronological

C. Description: shows mail or drawer number, counties, receipt totals, currency totals, silver totals, check totals, total cash or check on hand at end of day, less petty cash amounts, net cash or checks on hand at end of day, assessment receipt list posting and total, tolls collection total, grand total deposit, balanced by signature, etc.

D. Retention: until close of month in which created
[4-30-1999; 1.19.10.103 NMAC - Rn, 1 NMAC 3.2.94.750.103, 4-11-2002]

[Note: copy forwarded to accounting division daily. Originals forwarded to accounting division at end of month.]

1.19.10.104 MISCELLANEOUS DAILY CASH REPORT:

A. Program: middle rio grande conservancy district, assessment division

B. Maintenance System: chronological

C. Description: shows date, total amount of petty cash on hand, total general fund receipts, receipt numbers, balance on hand at end of day, currency amount, silver amount, check amount, less petty cash amount, net cash or checks on hand at end of day, total miscellaneous deposit, balanced by signature, etc.

D. Retention: none

[4-30-1999; 1.19.10.104 NMAC - Rn, 1 NMAC 3.2.94.750.104, 4-11-2002]

[Note: copy forwarded daily to accounting division. Originals forwarded to accounting division at end of month.]

1.19.10.105 MISCELLANEOUS ACCOUNTS RECEIVABLE RECEIPT BOOK:

A. Program: middle rio grande conservancy district, assessment division

B. Maintenance System: chronological-numerical

C. Description: shows receipt number, date, received from, amount, payment for information, fund, received by signature and title, etc.

D. Retention: none

[4-30-1999; 1.19.10.105 NMAC - Rn, 1 NMAC 3.2.94.750.105, 4-11-2002]

[Note: receipt book maintained in assessment division. Forwarded to accounting division when receipt book filled.]

1.19.10.106 MRGCD SEARCH, COPY:

A. Program: middle rio grande conservancy district, assessment division

B. Maintenance System: chronological-numerical

C. Description: shows date, time, title company or agency name, phone number, address, search done for, property owner, property description, assessments, year, penalty and interest, total, tolls and charges, assessment and collection clerk signature, assessment and collection officer signature, etc.

D. Retention: until audit for year in which search fees paid had been released

[4-30-1999; 1.19.10.106 NMAC - Rn, 1 NMAC 3.2.94.750.106, 4-11-2002]

[Note: original forwarded to search requesting entity.]

1.19.10.107 QUIET TITLE SEARCH, COPY:

A. Program: middle rio grande conservancy district, assessment division

B. Maintenance System: chronological-numerical

C. Description: shows date, quiet title number, name of applicant, current assessed owner if different from application, property description and acreage, year, bill number-assessments, bill number-tolls and charges, total due, grand total due, prepared by signature, approved by signature, etc.

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

[4-30-1999; 1.19.10.107 NMAC - Rn, 1 NMAC 3.2.94.750.107, 4-11-2002]

[Note: original forwarded to legal department. Also used for condemnation searches.]

1.19.10.108 PROMISSORY NOTE:

A. Program: middle rio grande conservancy district, assessment division

B. Maintenance System: alphabetical

C. Description: shows name, address, amount, terms and conditions, notarization, assessed owner, assessment bill numbers, amount due, etc.

D. Retention:

(1) **Original:** returned to debtor upon payment of note

(2) **Copy:** six years after date due

[4-30-1999; 1.19.10.108 NMAC - Rn, 1 NMAC 3.2.94.750.108, 4-11-2002]

1.19.10.109 NOTICE OF INTENT TO IRRIGATE:
A. Program: middle rio grande conservancy district, assessment division
B. Maintenance System: chronological-numerical
C. Description: shows date, bill number, property owner, owner number, address, county, telephone number, classification, property description, irrigation acreage information, conditions, signatures, approval, etc.
D. Retention:
(1) Notices paid or absolved: one year after close of fiscal year in which tolls or fees paid
(2) Notices not paid: six years after date due
[4-30-1999; 1.19.10.109 NMAC - Rn, 1 NMAC 3.2.94.750.109, 4-11-2002]
[Note: retention to go into effect after all data entered into information system.]

1.19.10.110 LEGAL AND SUPPORTING DOCUMENTS FILE:
A. Program: middle rio grande conservancy district, assessment division
B. Maintenance System: alphabetical
C. Description: contains real estate contract copies, deed copies, death certificates, will copies, etc.
D. Retention: six years after close of fiscal year in which final payment rendered
[4-30-1999; 1.19.10.110 NMAC - Rn, 1 NMAC 3.2.94.750.110, 4-11-2002]

1.19.10.111 REFUND FILE:
A. Program: middle rio grande conservancy district, assessment division
B. Maintenance System: alphabetical
C. Description: contains payment request copy, over-payment receipt copies, correspondence, memoranda, etc.
D. Retention: six years after close of fiscal year in which refund rendered
[4-30-1999; 1.19.10.111 NMAC - Rn, 1 NMAC 3.2.94.750.111, 4-11-2002]

1.19.10.112 VOIDED BILLING FILE:
A. Program: middle rio grande conservancy district, assessment division
B. Maintenance System: chronological-alphabetical
C. Description: contains assessment bill, assessment billing adjustment, correspondence, memoranda, etc.
D. Retention: one year after close of calendar year in which created
[4-30-1999; 1.19.10.112 NMAC - Rn, 1 NMAC 3.2.94.750.112, 4-11-2002]

1.19.10.113 PUBLIC UTILITY, PUBLIC CORPORATION ASSESSMENT FILE:
A. Program: middle rio grande conservancy district, assessment division
B. Maintenance System: chronological-alphabetical
C. Description: contains copy of assessment/valuation request, assessment or valuation response, assessment created notification, etc.
D. Retention: six years after close of calendar year in which created
[4-30-1999; 1.19.10.113 NMAC - Rn, 1 NMAC 3.2.94.750.113, 4-11-2002]
[Note: copies of assessment notification forwarded to county assessors and county treasurers within irrigation district.]

1.19.10.114 - 120 [RESERVED]

1.19.10.121 CHANGE OF ADDRESS FORM:
A. Program: assessment division
B. Maintenance System: none
C. Description: shows name as it appears on bill, owner number, previous address, current address, date received, received by, etc.
D. Retention: none
[4-30-1999; 1.19.10.121 NMAC - Rn, 1 NMAC 3.2.94.750.121, 4-11-2002]
[Note: attached to property, owner, address maintenance listing.]

1.19.10.122 INFORMATION SYSTEM DATA REVISIONS:

- A. **Program:** assessment division
- B. **Maintenance System:** none
- C. **Description:** data revisions provided by mapping department.
- D. **Retention:** none

[4-30-1999; 1.19.10.122 NMAC - Rn, 1 NMAC 3.2.94.750.122, 4-11-2002]

[Note: after entered and proofed revisions are returned to mapping department.]

1.19.10.123 ASSESSMENTS DELINQUENCY REPORT BY ALPHABETIC ORDER, MONTHLY:

- A. **Program:** assessment division
- B. **Maintenance System:** chronological
- C. **Description:** shows date, time, processor, current owners, county, class, owner number, owner name, property code, assessment billing number, date of last payment, principal outstanding, penalty and interest, total due, etc.

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

[4-30-1999; 1.19.10.123 NMAC - Rn, 1 NMAC 3.2.94.750.123, 4-11-2002]

1.19.10.124 TOLL OR CHARGE NOTICE (ROLL) LISTING:

- A. **Program:** assessment division
- B. **Maintenance System:** chronological
- C. **Description:** shows date, time, processor, county, class, owner name and address, owner number, property code, property description, acres, total acres, current year totals, prior year totals, interest due, total due, etc.

- D. **Retention:** permanent

[4-30-1999; 1.19.10.124 NMAC - Rn, 1 NMAC 3.2.94.750.124, 4-11-2002]

[Note: one time toll or charge for 1986 or 1987.]

1.19.10.125 TOLL OR CHARGE DISTRIBUTION--CLASS A COLLECTIONS, MONTHLY:

- A. **Program:** assessment division
- B. **Maintenance System:** chronological
- C. **Description:** shows program number, run date, run time, processor, date, receipt number, toll or charge, penalty and interest, etc.

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

[4-30-1999; 1.19.10.125 NMAC - Rn, 1 NMAC 3.2.94.750.125, 4-11-2002]

1.19.10.126 TOLL OR CHARGE RECEIPT POSTING:

- A. **Program:** assessment division
- B. **Maintenance System:** chronological
- C. **Description:** shows run date, run time, processor, owner number, owner name, date, receipt number, description, toll billing number, amount received, penalty and interest, total, etc.

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

[4-30-1999; 1.19.10.126 NMAC - Rn, 1 NMAC 3.2.94.750.126, 4-11-2002]

1.19.10.127 TOLL OR CHARGES DAILY DEPOSIT REPORT:

- A. **Program:** assessment division
- B. **Maintenance System:** chronological
- C. **Description:** shows date, date of receipt, name, toll billing number, transaction type, check number, total amount, check amount, cash amount, total cash, total checks, total deposit, etc.

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

[4-30-1999; 1.19.10.127 NMAC - Rn, 1 NMAC 3.2.94.750.127, 4-11-2002]

1.19.10.128 TOLL OR CHARGE PAYMENT EDIT AND PROOF LISTING:

- A. **Program:** assessment division
- B. **Maintenance System:** chronological
- C. **Description:** shows program number, processor, record number, date of receipt, owner number, owner name, description, toll billing number, amount received, penalty and interest, etc.

- D. **Retention:** until proofed

[4-30-1999; 1.19.10.128 NMAC - Rn, 1 NMAC 3.2.94.750.128, 4-11-2002]

1.19.10.129 TOLL OR PENALTY ASSESSMENT RECEIPT PROOF LISTING, DAILY:

- A. **Program:** assessment division
- B. **Maintenance System:** chronological
- C. **Description:** shows date, time, processor, record number, date of receipt, owner number, owner name, description, billing number, amount received, penalty and interest, total cash, total checks, grand total, etc.
- D. **Retention:** until proofed

[4-30-1999; 1.19.10.129 NMAC - Rn, 1 NMAC 3.2.94.750.129, 4-11-2002]

1.19.10.130 TOLL OR PENALTY ASSESSMENT RECEIPT POSTING, DAILY:

- A. **Program:** assessment division
- B. **Maintenance System:** chronological
- C. **Description:** shows date, time, processor, owner number, owner name, date, receipt number, property code, description, tax billing number, amount received, penalty and interest, total work status, work status totals, etc.
- D. **Retention:** until proofed

[4-30-1999; 1.19.10.130 NMAC - Rn, 1 NMAC 3.2.94.750.130, 4-11-2002]

1.19.10.131 RECEIPT FOR THE YEAR:

- A. **Program:** assessment division
- B. **Maintenance System:** chronological
- C. **Description:** shows owner number, date, bill number, paid by, tax bill name, year of tax bill, assessment number, property code, primary description, map, subdivision, tract, lot, block, clerk, drawer, type of payment, principal, interest, total, grand total of bill, amount applied, remaining bill, etc.
- D. **Retention:** three years after close of fiscal year in which created (1.15.4 NMAC)

[4-30-1999; 1.19.10.131 NMAC - Rn, 1 NMAC 3.2.94.750.131, 4-11-2002]

1.19.10.132 PROPERTY DESCRIPTION LIST, YEARLY:

- A. **Program:** assessment division
- B. **Maintenance System:** chronological
- C. **Description:** shows date, time, processor, county, class, property code, legal property description, and owner number, owner name and address, division, zone, school district, irrigation information, property status, revision number, revision date, property type, parcel acres, balance due, land valuation, improvements, exemption, date of application, irrigated acres, etc.
- D. **Retention:** 10 years after close of calendar year in which created

[4-30-1999; 1.19.10.132 NMAC - Rn, 1 NMAC 3.2.94.750.132, 4-11-2002]

1.19.10.133 ASSESSMENT RECEIPTS BY BILLING NUMBER, YEARLY:

- A. **Program:** assessment division
- B. **Maintenance System:** chronological
- C. **Description:** shows date, time, county, billing number, date of receipt, owner number, property code, receipt number, receipt amount, penalty and interest, totals, etc.
- D. **Retention:** 10 years after close of fiscal year in which created

[4-30-1999; 1.19.10.133 NMAC - Rn, 1 NMAC 3.2.94.750.133, 4-11-2002]

1.19.10.134 CLASS A ASSESSMENT ROLL LISTING, YEARLY:

- A. **Program:** assessment division
- B. **Maintenance System:** chronological
- C. **Description:** shows date, time, processor, county, class, owner number, owner address, property code, property description, assessment due, notice number, total due, totals, etc.
- D. **Retention:** 10 years after close of calendar year in which created

[4-30-1999; 1.19.10.134 NMAC - Rn, 1 NMAC 3.2.94.750.134, 4-11-2002]

1.19.10.135 ASSESSMENT BILLING ADJUSTMENT:

- A. **Program:** assessment division

- B. Maintenance System:** chronological
 - C. Description:** shows date, processor, billing number, class, county, amount received, status, balance due, assessment control updated, from to information, totals, etc.
 - D. Retention:** none
- [4-30-1999; 1.19.10.135 NMAC - Rn, 1 NMAC 3.2.94.750.135, 4-11-2002]
[Note: filed in voided billing file.]

1.19.10.136 MASTER FILE PROPERTY DESCRIPTION LISTING--MAINTENANCE:

- A. Program:** assessment division
 - B. Maintenance System:** chronological
 - C. Description:** shows date, time, processor, property code, owner number, class, county, division, irrigated acres, land value, total acres, zone, school district, property type, property status, improvements, send application information, intend to irrigate information, primary description, map, tract, exemptions, date of application, updated information, total acreage, total irrigated acreage, total land valuation, total improvements valuation, total exemptions, total record headers, total record texts, total irrigation records, etc.
 - D. Retention:** one year after close of fiscal year in which final payment rendered
- [4-30-1999; 1.19.10.136 NMAC - Rn, 1 NMAC 3.2.94.750.136, 4-11-2002]

1.19.10.137 PROPERTY, OWNER, ADDRESS MAINTENANCE LISTING:

- A. Program:** assessment division
 - B. Maintenance System:** chronological
 - C. Description:** shows date, time, processor, owner number, name, address, telephone number, total records, etc.
 - D. Retention:** until proofed
- [4-30-1999; 1.19.10.137 NMAC - Rn, 1 NMAC 3.2.94.750.137, 4-11-2002]

1.19.10.138 TOLL OR PENALTY TAX BILLING POSTING:

- A. Program:** assessment division
 - B. Maintenance System:** chronological
 - C. Description:** shows date, time, processor, billing number, property code and owner, assessment date, acreage, levies, last payment or amount paid, balance, totals, etc.
 - D. Retention:** until proofed
- [4-30-1999; 1.19.10.138 NMAC - Rn, 1 NMAC 3.2.94.750.138, 4-11-2002]
[Note: copy forwarded to accounting department.]

1.19.10.139 DAILY DEPOSIT REPORT:

- A. Program:** assessment division
 - B. Maintenance System:** none
 - C. Description:** shows run date, date of receipt, name, assessment billing number, transaction type, check number, total amount, check amount, cash amount, totals, etc.
 - D. Retention:** none
- [4-30-1999; 1.19.10.139 NMAC - Rn, 1 NMAC 3.2.94.750.139, 4-11-2002]
[Note: forwarded to accounting department.]

1.19.10.140 ASSESSMENT RECEIPT REPORT, MONTHLY:

- A. Program:** assessment division
 - B. Maintenance System:** none
 - C. Description:** shows program number, date, owner number, owner name, property code, assessment billing number, date of receipt, description, amount paid, totals, etc.
 - D. Retention:** none
- [4-30-1999; 1.19.10.140 NMAC - Rn, 1 NMAC 3.2.94.750.140, 4-11-2002]
[Note: forwarded to accounting department.]

1.19.10.141 DISTRIBUTION--CLASS A COLLECTIONS, MONTHLY:

- A. Program:** assessment division
- B. Maintenance System:** none

C. **Description:** shows run date, date, tax, year, receipt number, county, assessments, penalties and interest, totals, etc.

D. **Retention:** none

[4-30-1999; 1.19.10.141 NMAC - Rn, 1 NMAC 3.2.94.750.141, 4-11-2002]

[Note: forwarded to accounting department.]

1.19.10.142 STATEMENT OF LEVIES, COLLECTIONS AND BALANCES OR CONSTRUCTION, GENERAL AND SPECIAL FUNDS - ALL COUNTIES:

A. **Program:** assessment division

B. **Maintenance System:** none

C. **Description:** shows date, schedule number, class, tax year, amount levied, amount collected, amount unpaid, percent unpaid, totals, etc.

D. **Retention:** none

[4-30-1999; 1.19.10.142 NMAC - Rn, 1 NMAC 3.2.94.750.142, 4-11-2002]

[Note: forwarded to accounting department.]

1.19.10.143 SUMMARY OF COLLECTION, MONTHLY:

A. **Program:** assessment division

B. **Maintenance System:** none

C. **Description:** shows date, schedule number, class, tax year, amount levied, amount collected, amount due, percent collected, funds, previous collections, total collections this month, grand total collections, totals, etc.

D. **Retention:** none

[4-30-1999; 1.19.10.143 NMAC - Rn, 1 NMAC 3.2.94.750.143, 4-11-2002]

[Note: forwarded to accounting department.]

1.19.10.144 IRRIGATION SYSTEM OPERATOR'S DELINQUENT BILLINGS LIST, MONTHLY:

A. **Program:** assessment division

B. **Maintenance System:** chronological

C. **Description:** shows program number, date, run date, run time, zone, owner name and address, owner number and address, owner number, property code, legal description, assessments, tolls, total due, total, etc.

D. **Retention:** until superseded by first list of new season

[4-30-1999; 1.19.10.144 NMAC - Rn, 1 NMAC 3.2.94.750.144, 4-11-2002]

[Note: generated during irrigation season only. Forwarded to irrigation system operators. Only copy of first month maintained in assessment department.]

1.19.10.145 DAILY CHECK LOG:

A. **Program:** assessment division

B. **Maintenance System:** chronological

C. **Description:** shows date, program number, processor, date received, key check code, payee, check date, check number, amount, description, date total, number of checks, grand total, etc.

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

[4-30-1999; 1.19.10.145 NMAC - Rn, 1 NMAC 3.2.94.750.145, 4-11-2002]

1.19.10.146 ASSESSMENT BILL, YEARLY:

A. **Program:** assessment division

B. **Maintenance System:** chronological

C. **Description:** shows property code, owner number, assessment number, county, assessment date, property description, acres, rate per acre, assessments due, first half amount, second half amount, delinquent dates, total due, etc.

D. **Retention:**

(1) **Undeliverable or returned copy:** one year after billing date

(2) **Return with payment copy:** until payment processed

[4-30-1999; 1.19.10.146 NMAC - Rn, 1 NMAC 3.2.94.750.146, 4-11-2002]

[Note: mail out item.]

1.19.10.147 INQUIRY, REPORT NUMBER 11:

- A. Program:** assessment division
- B. Maintenance System:** none
- C. Description:** shows processor, run date, owner name and address, owner number, property number, property code, map, tract, acres, bill number, first half amount, second half amount, penalties and interest, balance, owner total, assessment totals, total parcels, total yes acres, total no acres, no response acres, total acres, etc.
- D. Retention:** none

[4-30-1999; 1.19.10.147 NMAC - Rn, 1 NMAC 3.2.94.750.147, 4-11-2002]

[Note: provided to client. Copy attached to requesting correspondence.]

1.19.10.148 ASSESSMENT BILLING INQUIRY:

- A. Program:** assessment division
- B. Maintenance System:** none
- C. Description:** shows date, assessment billing number, county, owner name and address, property description, levy, assessment, date issued, first half amount due, second half amount due, last payment, less payments due, interest due, balance due, etc.
- D. Retention:** none

[4-30-1999; 1.19.10.148 NMAC - Rn, 1 NMAC 3.2.94.750.148, 4-11-2002]

[Note: attached to requesting correspondence.]

1.19.10.149 PROPERTY OWNERS WITH ACRES TO BE RECLASSIFIED LISTINGS, YEARLY:

- A. Program:** assessment division
- B. Maintenance System:** none
- C. Description:** may show program number, run date, owner name and address, owner number, primary description, property code, acres, owner's total acres, etc.
- D. Retention:** none

[4-30-1999; 1.19.10.149 NMAC - Rn, 1 NMAC 3.2.94.750.149, 4-11-2002]

[Note: filed in PROPERTY RECLASSIFICATION FILE. Copy attached to board minutes.]

1.19.10.150 RECLASSIFICATION NOTICE OF HEARING:

- A. Program:** assessment division
- B. Maintenance System:** none
- C. Description:** shows date, owner name and address, property identification, reclassification information, instructions, etc.
- D. Retention:** none

[4-30-1999; 1.19.10.150 NMAC - Rn, 1 NMAC 3.2.94.750.150, 4-11-2002]

[Note: filed in PROPERTY RECLASSIFICATION FILE.]

1.19.10.151 FINAL RECLASSIFICATION NOTICE OF HEARING:

- A. Program:** assessment division
- B. Maintenance System:** none
- C. Description:** shows date, owner name and address, property identification, reclassification information, instructions, etc.
- D. Retention:** none

[4-30-1999; 1.19.10.151 NMAC - Rn, 1 NMAC 3.2.94.750.151, 4-11-2002]

[Note: filed in PROPERTY RECLASSIFICATION FILE.]

1.19.10.152 - 155 [RESERVED]

1.19.10.156 CLASS A" COLLECTIONS DAILY CASH REPORT OR TOLLS COLLECTIONS DAILY CASH REPORT:

- A. Program:** accounting division
- B. Maintenance System:** chronological

C. Description: shows mail or drawer number, counties, receipt totals, currency totals, silver totals, check totals, total cash or check on hand at end of day, less petty cash amounts, net cash or checks on hand at end of day, assessment receipt list posting and total, tolls collection total, grand total deposit, balanced by signature, etc.

D. Retention: three years after close of fiscal year in which created
[4-30-1999; 1.19.10.156 NMAC - Rn, 1 NMAC 3.2.94.750.156, 4-11-2002]
[Note: forwarded to accounting division from assessment division.]

1.19.10.157 MISCELLANEOUS DAILY CASH REPORT:

A. Program: accounting division

B. Maintenance System: chronological

C. Description: shows date, total amount of petty cash on hand, total general fund receipts, receipt numbers, balance on hand at end of day, currency amount, silver amount, check amount, less petty cash amount, net cash or checks hand at end of day, total miscellaneous deposit, balanced by signature, etc.

D. Retention: three years after close of fiscal year in which created
[4-30-1999; 1.19.10.157 NMAC - Rn, 1 NMAC 3.2.94.750.157, 4-11-2002]
[Note: forwarded to accounting division from assessment division.]

1.19.10.158 MISCELLANEOUS ACCOUNTS RECEIVABLE RECEIPT BOOK:

A. Program: accounting division

B. Maintenance System: chronological-numerical

C. Description: shows receipt number, date, received from, amount, payment for information, fund, received by signature and title, etc.

D. Retention: three years after close of fiscal year in which created
[4-30-1999; 1.19.10.158 NMAC - Rn, 1 NMAC 3.2.94.750.158, 4-11-2002]
[Note: forwarded to accounting division from assessment division.]

1.19.10.159 TOLL OR PENALTY TAX BILLING POSTING:

A. Program: accounting division

B. Maintenance System: chronological

C. Description: shows date, time, processor, billing number, property code and owner, assessment date, acreage, levies, last payment or amount paid, balance, totals, etc.

D. Retention: three years after close of fiscal year in which created
[4-30-1999; 1.19.10.159 NMAC - Rn, 1 NMAC 3.2.94.750.159, 4-11-2002]
[Note: forwarded to accounting division from assessment division.]

1.19.10.160 DAILY DEPOSIT REPORT:

A. Program: accounting division

B. Maintenance System: none

C. Description: shows run date, date of receipt, name, assessment billing number, transaction type, check number, total amount, check amount, cash amount, totals, etc.

D. Retention: three years after close of fiscal year in which created
[4-30-1999; 1.19.10.160 NMAC - Rn, 1 NMAC 3.2.94.750.160, 4-11-2002]
[Note: forwarded to accounting division from assessment division.]

1.19.10.161 ASSESSMENT RECEIPT REPORT, MONTHLY:

A. Program: accounting division

B. Maintenance System: none

C. Description: shows program number, date, owner number, owner name, property code, assessment billing number, date of receipt, description, amount paid, totals, etc.

D. Retention: three years after close of fiscal year in which created
[4-30-1999; 1.19.10.161 NMAC - Rn, 1 NMAC 3.2.94.750.161, 4-11-2002]
[Note: forwarded to accounting division from assessment division.]

1.19.10.162 DISTRIBUTION--CLASS A COLLECTIONS, MONTHLY:

A. Program: accounting division

B. Maintenance System: none

C. **Description:** shows run date, date, tax year, receipt number, county, assessments, penalties and interest, totals, etc.

D. **Retention:** three years after close of fiscal year in which created
[4-30-1999; 1.19.10.162 NMAC - Rn, 1 NMAC 3.2.94.750.162, 4-11-2002]
[Note: forwarded to accounting division from assessment division.]

1.19.10.163 DISTRIBUTION--CLASS A COLLECTIONS, MONTHLY:

A. **Program:** accounting division

B. **Maintenance System:** none

C. **Description:** shows run date, date, tax year, receipt number, county, assessments, penalties and interest, totals, etc.

D. **Retention:** three years after close of fiscal year in which created
[4-30-1999; 1.19.10.163 NMAC - Rn, 1 NMAC 3.2.94.750.163, 4-11-2002]
[Note: forwarded to accounting division from assessment division.]

1.19.10.164 - 165 [RESERVED]

1.19.10.166 INFORMATION SYSTEM DATA REVISIONS:

A. **Program:** engineering, mapping, hydrology division

B. **Maintenance System:** chronological-alphabetical

C. **Description:** shows revision of property description, owner, acre classification, etc.

D. **Retention:** permanent

[4-30-1999; 1.19.10.166 NMAC - Rn, 1 NMAC 3.2.94.750.166, 4-11-2002]

[Note: after entered and proofed revisions are returned to mapping department from assessment division.]

1.19.10.167 PROPERTY APPRAISAL DATA BOOKS:

A. **Program:** engineering, mapping, hydrology division

B. **Maintenance System:** numerical-alphabetical

C. **Description:** shows property, owner, number of acres, condition of land, etc.

D. **Retention:** permanent

[4-30-1999; 1.19.10.167 NMAC - Rn, 1 NMAC 3.2.94.750.167, 4-11-2002]

1.19.10.168 MAPS:

A. **Program:** engineering, mapping, hydrology division

B. **Maintenance System:** none

C. **Description:** collection of various types of maps including district, rehabilitation, property, plan, profile, etc.

D. **Retention:** permanent

[4-30-1999; 1.19.10.168 NMAC - Rn, 1 NMAC 3.2.94.750.168, 4-11-2002]

1.19.10.169 MAP INDEX:

A. **Program:** engineering, mapping, hydrology division

B. **Maintenance System:** none

C. **Description:** none

D. **Retention:** permanent

[4-30-1999; 1.19.10.169 NMAC - Rn, 1 NMAC 3.2.94.750.169, 4-11-2002]

1.19.10.170 RIGHT-OF-WAY OR DEFERRED RIGHT-OF-WAY INDEXES:

A. **Program:** engineering, mapping, hydrology division

B. **Maintenance System:** numerical

C. **Description:** record of land purchased or used by district.

D. **Retention:** permanent

[4-30-1999; 1.19.10.170 NMAC - Rn, 1 NMAC 3.2.94.750.170, 4-11-2002]

1.19.10.171 STRUCTURE INDEXES:

A. **Program:** engineering, mapping, hydrology division

- B. Maintenance System:** numerical
 - C. Description:** record of structures built by district.
 - D. Retention:** permanent
- [4-30-1999; 1.19.10.171 NMAC - Rn, 1 NMAC 3.2.94.750.171, 4-11-2002]

1.19.10.172 SUBDIVISION INDEXES:

- A. Program:** engineering, mapping, hydrology division
 - B. Maintenance System:** numerical
 - C. Description:** record of subdivisions within district. Shows subdivision name, date filed, map number, tract number, plat number, etc.
 - D. Retention:** permanent
- [4-30-1999; 1.19.10.172 NMAC - Rn, 1 NMAC 3.2.94.750.172, 4-11-2002]

1.19.10.173 REHABILITATION COMPUTATION FILES:

- A. Program:** engineering, mapping, hydrology division
 - B. Maintenance System:** alphabetical
 - C. Description:** contains information on job specifications of rehabilitation projects.
 - D. Retention:** permanent
- [4-30-1999; 1.19.10.173 NMAC - Rn, 1 NMAC 3.2.94.750.173, 4-11-2002]

1.19.10.174 FIELD BOOKS:

- A. Program:** engineering, mapping, hydrology division
 - B. Maintenance System:** chronological-alphabetical
 - C. Description:** contains measurements and records of rehabilitation work performed by district.
 - D. Retention:** permanent
- [4-30-1999; 1.19.10.174 NMAC - Rn, 1 NMAC 3.2.94.750.174, 4-11-2002]

1.19.10.175 HYDROLOGIC READINGS SHEETS:

- A. Program:** engineering, mapping, hydrology division
 - B. Maintenance System:** chronological-alphabetical
 - C. Description:** shows date, water flow, time of reading, etc.
 - D. Retention:** permanent
- [4-30-1999; 1.19.10.175 NMAC - Rn, 1 NMAC 3.2.94.750.175, 4-11-2002]

1.19.10.176 STORAGE RELEASE FILES:

- A. Program:** engineering, mapping, hydrology division
 - B. Maintenance System:** chronological
 - C. Description:** contains release directives, yearly storage resolutions, correspondence, memoranda, etc.
 - D. Retention:** seven years after close of fiscal year in which created
- [4-30-1999; 1.19.10.176 NMAC - Rn, 1 NMAC 3.2.94.750.176, 4-11-2002]

1.19.10.177 CONTRACT LICENSE FILES:

- A. Program:** engineering, mapping, hydrology division
 - B. Maintenance System:** alphabetical
 - C. Description:** contains license application, contract, specifications, drawings, correspondence, memoranda, etc.
 - D. Retention:** six years after termination of contract
- [4-30-1999; 1.19.10.177 NMAC - Rn, 1 NMAC 3.2.94.750.177, 4-11-2002]
[Note: until all specifications have been entered into appropriate data base, no contract shall be destroyed after six years, unless it has been superseded by a new contract.]

1.19.10.178 LAND SALE FILE:

- A. Program:** engineering, mapping, hydrology division
- B. Maintenance System:** none
- C. Description:** record of land abandonment, right-of-way exchange, or sale.

D. Retention: 10 years after date of final action
[4-30-1999; 1.19.10.178 NMAC - Rn, 1 NMAC 3.2.94.750.178, 4-11-2002]
[Note: record of final action is included in minutes of board.]

1.19.10.179 DITCH RIDER'S MASTER LOG:

A. Program: engineering, mapping, hydrology division
B. Maintenance System: alphabetical
C. Description: shows division, property owner, water user, address, subdivision, ditch rider, phone, map, tract, acres lot, block, lateral acequia, condition, private ditch condition, encroachments, remarks, safety concerns, remarks, rodent control, weed control, feeder, crop, soil type, lazed field, turnout size, distance from check, supplemental wells, irrigation practice, actual hours to irrigate, etc.

D. Retention: 25 years after date created then transfer to NM state archives
[4-30-1999; 1.19.10.179 NMAC - Rn, 1 NMAC 3.2.94.750.179, 4-11-2002]
[Note: transferred to district office by irrigation system operators.]

1.19.10.180 [RESERVED]

1.19.10.181 IRRIGATION SYSTEM OPERATOR'S DELINQUENT BILLINGS LIST, MONTHLY:

A. Program: irrigation system operators
B. Maintenance System: chronological
C. Description: shows program number, date, run date, run time, zone, owner name and address, owner number, property code, legal description, assessments, tolls, total due, totals, etc.

D. Retention: until superseded by first list of new season
[4-30-1999; 1.19.10.181 NMAC - Rn, 1 NMAC 3.2.94.750.181, 4-11-2002]
[Note: generated during irrigation season only by assessment department.]

1.19.10.182 DITCH RIDER'S MASTER LOG:

A. Program: irrigation system operators
B. Maintenance System: alphabetical
C. Description: shows division, property owner, water user, address, subdivision, ditch rider, phone, map, tract, acres lot, block, lateral acequia, condition, private ditch condition, encroachments, remarks, safety concerns, remarks, rodent control, weed control, feeder, crop, soil type, lazed field, turnout size, distance from check, supplemental wells, irrigation practice, actual hours to irrigate, etc.

D. Retention: until transferred to district office, engineering department
[4-30-1999; 1.19.10.182 NMAC - Rn, 1 NMAC 3.2.94.750.182, 4-11-2002]

1.19.10.183 - 185 [RESERVED]

1.19.10.186 DOCUMENTATION TAPE FILE (OPERATIONAL PRODUCTION SOFTWARE FILE):

A. Program: information systems department
B. Maintenance System: none
C. Description: data processing tapes providing documentation for operations systems. Tapes include data systems specifications, systems tests documentation, file specifications, user guides, output specifications, reports, and information retrieval data.

D. Retention: one year after discontinuance of system, provided all related data files are authorized for disposal or transferred to new or alternate system.

[4-30-1999; 1.19.10.186 NMAC - Rn, 1 NMAC 3.2.94.750.186, 4-11-2002]

[Note one: system test documentation for approved systems may be destroyed one year after completion of testing.
Note two: proprietary software is confidential (copyright, protection of rights, 17 USC, Section 102, 106 and 117).]

1.19.10.187 OPERATIONS SYSTEM BACKUP:

A. Program: information systems department
B. Maintenance System: none
C. Description: none
D. Retention:

(1) **Annual system backup:** erase or dispose when data contained has met its retention period, provided approval to destroy data has been received from office or department for which data belongs

(2) **Quarterly system backup:** after five cycles

(3) **Monthly system backup:** after four cycles

(4) **Weekly system backup:** after 6 cycles

(5) **Incremental system backup:** until completion of next full system backup

[4-30-1999; 1.19.10.187 NMAC - Rn, 1 NMAC 3.2.94.750.187, 4-11-2002]

1.19.10.188 SERVICE REQUEST FORM (MRGCD FORM DP-1):

A. Program: information systems department

B. Maintenance System: none

C. Description: shows date, department, description of request, requirements, requester, data processing review, feasibility, data processing recommendation, cost estimate, estimated completion date, department head, hours, analyst, cost code, completion, modules affected, notes, remarks and explanation, final close-out, data processing manager, etc.

D. Retention: until entered and proofed into service request data base

[4-30-1999; 1.19.10.188 NMAC - Rn, 1 NMAC 3.2.94.750.188, 4-11-2002]

1.19.10.189 TROUBLE REPORT (MRGCD FORM ISD-2):

A. Program: information systems department

B. Maintenance System: none

C. Description: shows problem, information about the problem, reported by and date and time, information systems department response, report number, ISD signature, date, and time, etc.

D. Retention: until entered and proofed into trouble report data base

[4-30-1999; 1.19.10.189 NMAC - Rn, 1 NMAC 3.2.94.750.189, 4-11-2002]

1.19.10.190 [RESERVED]

1.19.10.191 QUIET TITLE SEARCH:

A. Program: legal division

B. Maintenance System: chronological-numerical

C. Description: shows date, quiet title number, name of applicant, current assessed owner if different from applicant, property description and acreage, year, bill number-assessments, bill number-tolls or charges, total due, grand total due, prepared by signature, approved by signature, etc.

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

[4-30-1999; 1.19.10.191 NMAC - Rn, 1 NMAC 3.2.94.750.191, 4-11-2002]

[Note: original forwarded to legal department from assessment division.]

1.19.10.192 LEGAL CASE FILE:

A. Program: legal division

B. Maintenance System: none

C. Description: may contain complaints, court orders, motions, pleadings, notes, briefs, releases, investigative reports, investigator activity logs, transcripts, closing sheets, correspondence, memoranda, etc.

D. Retention: 10 years after case closed

[4-30-1999; 1.19.10.192 NMAC - Rn, 1 NMAC 3.2.94.750.192, 4-11-2002]

1.19.10.193 LEGAL BRIEF FILE (BRIEF BANK):

A. Program: legal division

B. Maintenance System: none

C. Description: contains duplicate copies of legal briefs from LEGAL CASE FILE.

D. Retention: until no longer needed for reference

[4-30-1999; 1.19.10.193 NMAC - Rn, 1 NMAC 3.2.94.750.193, 4-11-2002]

1.19.10.194 LEGAL CASE LOG:

A. Program: legal division

B. Maintenance System: chronological

- C. **Description:** a chronological listing of cases.
 - D. **Retention:** 10 years after all cases listed are closed
- [4-30-1999; 1.19.10.194 NMAC - Rn, 1 NMAC 3.2.94.750.194, 4-11-2002]

1.19.10.195 LEGAL CASE INDEX:

- A. **Program:** legal division
 - B. **Maintenance System:** none
 - C. **Description:** includes notations on activities related to case indexed.
 - D. **Retention:** 10 years after case closed
- [4-30-1999; 1.19.10.195 NMAC - Rn, 1 NMAC 3.2.94.750.195, 4-11-2002]

1.19.10.196 LEGAL OPINIONS AND REQUESTS FOR OPINION FILE:

- A. **Program:** legal division
 - B. **Maintenance System:** none
 - C. **Description:** records requesting legal office to render and issue an opinion. May contain request, opinion, relating documentation, correspondence, memoranda, etc.
 - D. **Retention:**
 - (1) **Legal office (issuing entity):** permanent
 - (2) **Office or department (requesting entity):** until no longer needed for reference
- [4-30-1999; 1.19.10.196 NMAC - Rn, 1 NMAC 3.2.94.750.196, 4-11-2002]

HISTORY OF 1.19.10 NMAC:

Pre-NMAC History: The material in this part was derived from that previously filed with the State Records Center and Archives:

SRC Rule 72-10, Records Retention and Disposal Schedule for State Engineer, 5-1-72.

SRC Rule No. 83-15, Records Retention and Disposition Schedule for State Engineer, 4-29-83.

NMAC History:

1 NMAC 3.2.93.550.350 through 476, Executive Retention and Disposition Schedule, State Engineer, Middle Rio Grande Conservancy District, 8-21-98.

History of Repealed Material: [RESERVED]