

TITLE 1 GENERAL GOVERNMENT ADMINISTRATION
CHAPTER 21 FUNCTIONAL RECORDS RETENTION AND DISPOSITION SCHEDULES (FRRDS)
PART 3 LOCAL GOVERNMENT RECORDS MANAGEMENT GUIDANCE

1.21.3.1 ISSUING AGENCY: State Records Administrator.
[1.21.3.1 NMAC - N, 11/30/2015]

1.21.3.2 SCOPE: Local government including counties, municipalities and local public bodies.
[1.21.3.2 NMAC - N, 11/30/2015]

1.21.3.3 STATUTORY AUTHORITY: Public Records Act, Section 14-3-18 NMSA 1978.
[1.21.3.3 NMAC - N, 11/30/2015]

1.21.3.4 DURATION: Permanent.
[1.21.3.4 NMAC - N, 11/30/2015]

1.21.3.5 EFFECTIVE DATE: November 30, 2015, unless a later date is cited at the end of a section.
[1.21.3.5 NMAC - N, 11/30/2015]

1.21.3.6 OBJECTIVE: 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.
[1.21.3.6 NMAC - N, 11/30/2015]

1.21.3.7 DEFINITIONS: The following terms shall have the respective meanings provided in this rule. Terms not defined in this rule which are defined in the Public Records Act, Section 14-3-1 et seq. NMSA 1978 shall have the respective meanings accorded such terms in the act.

A. “Agency” means the administrative subdivision of a county or municipal government.

B. “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.

C. “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).

D. “Executive level” means elected and appointed officials, statutory agency heads and management personnel with decision making authority granted by the agency head.

E. “File closed” means the date the trigger event occurred, or, for electronic records, equivalent to the date last modified unless otherwise stated in retention.

F. “Historical” means records deemed to have archival value by the commission.

G. “Non-record” means extra copies of documents kept solely for convenience of reference, stocks of publications, transitory records, 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 informational files.

H. “Retention” means the period of time during which records should be maintained by an organization because they are needed for operational, legal, fiscal, historical or other purposes.

I. “Transitory” means messages which serve to convey information of temporary importance in lieu of oral communication. Transitory messages are only required for a limited time to ensure the completion of a routine action or the preparation of a subsequent record. Transitory messages are not required to control, support or to document the operations of government.

J. “Trigger event” means the closing event of a record which begins the retention period.

[1.21.3.7 NMAC - N, 11/30/2015]

1.21.3.8 ABBREVIATIONS AND ACRONYMS:

A. “NMAC” stands for New Mexico administrative code.

B. “NMSA” stands for New Mexico statutes annotated.

[1.21.3.8 NMAC - N, 11/30/2015]

1.21.3.9 INSTRUCTIONS:

A. This guide identifies the types of records maintained by county and municipal governments and specifies a recommended period of time which records should be retained. A retention period may be stated in terms of months or years and is contingent upon the occurrence of a trigger event. Each record classification will be itemized by section number and title in the format listed below.

(1) **Category** - describes the hierarchy of the function

(2) **Description** - describes the function of the record series

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

B. Record classification descriptions are not intended to be exhaustive. Descriptions may include records that do not appear in the files, and conversely, files may include records not listed in the description.

C. Refer questions concerning the confidentiality of a record to legal counsel for the county or municipality. For the destruction of confidential records, please refer to 1.13.30.11 NMAC.

D. Public records should be maintained in their native format (paper/digital). Records may be microfilmed or digitized provided a microphotography plan has been approved by the state records administrator. Refer to Section 14-3-17 NMSA 1978 and 1.14.2 NMAC. 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. Refer to Section 14-1-6 NMSA 1978.

E. Public records should be classified according to content and retained at a minimum for the length of time specified in this guide.

F. For guidance on electronic messaging refer to 1.13.4 NMAC.

G. For guidance on the destruction of non-record material refer to 1.13.30.14 NMAC.

H. Counties must provide the state records administrator a minimum of 60 days' notice of intent to destroy public records per Section 14-1-8 NMSA 1978.

[1.21.3.9 NMAC - N, 11/30/2015]

1.21.3.10 RECORDS CLASSIFICATION: For guidance on record classifications created solely by local government refer to the *records retention and disposition guide*. For guidance on all other record classifications, refer to 1.21.2 NMAC.

[1.21.3.10 NMAC - N, 11/30/2015]

HISTORY OF 1.21.3 NMAC: [RESERVED]

RECORDS RETENTION AND DISPOSITION GUIDE

SCOPE

Local government including counties, municipalities and local public bodies.

STATUTORY AUTHORITY

Public Records Act, Section 14-3-18 NMSA 1978.

OBJECTIVE

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.

DEFINITIONS

The following terms shall have the respective meanings provided in this guide. Terms not defined in this guide which are defined in the Public Records Act, Section 14-3-1 et seq, NMSA 1978 ("Act") shall have the respective meanings accorded such terms in the act.

- **"Agency"** means the administrative subdivision of a county or municipal government.
- **"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.
- **"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).
- **"Executive level"** means elected and appointed officials, statutory agency heads and management personnel with decision making authority granted by the agency head.
- **"File closed"** means the date the trigger event occurred, or, for electronic records, equivalent to the date last modified unless otherwise stated in retention.
- **"Historical"** means records deemed to have archival value by the commission.
- **"Non-record"** means extra copies of documents kept solely for convenience of reference, stocks of publications, transitory records, 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.
- **"Retention"** means the period of time during which records should be maintained by an organization because they are needed for operational, legal, fiscal, historical or other purposes.
- **"Transitory"** means messages which serve to convey information of temporary importance in lieu of oral communication. Transitory messages are only required for a limited time to ensure the completion of a routine action or the preparation of a subsequent record. Transitory messages are not required to control, support or to document the operations of government.
- **"Trigger event"** means the closing event of a record which begins the retention period.

INSTRUCTIONS

A. This guide identifies the types of records maintained by county and municipal governments and specifies a recommended period of time which records should be retained. A retention period may be stated in terms of months or years and is contingent upon the occurrence of a trigger event. Each record classification will be itemized by section number and title in the format listed below.

- (1) **Category** - describes the hierarchy of the function
- (2) **Description** - describes the function of the record series

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

B. Record classification descriptions are not intended to be exhaustive. Descriptions may include records that do not appear in the files, and conversely, files may include records not listed in the description.

C. Refer questions concerning the confidentiality of a record to legal counsel for the county or municipality. For the destruction of confidential records, please refer to 1.13.30.11 NMAC.

D. Public records should be maintained in their native format (paper/digital). Records may be microfilmed or digitized provided a microphotography plan has been approved by the state records administrator. See Section 14-3-17 NMSA 1978 and 1.14.2 NMAC. 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. See Section 14-1-6 NMSA 1978.

E. Public records should be classified according to content and retained at a minimum for the length of time specified in this guide.

F. For guidance on electronic messaging, refer to 1.13.4 NMAC.

G. For guidance on the destruction of non-record material, refer to 1.13.30.14 NMAC.

H. Counties must provide the state records administrator a minimum of 60 days' notice of intent to destroy public records per Section 14-1-8 NMSA 1978.

The classifications below apply solely to counties and municipalities. For all other record classifications, please consult the Retention and Disposition of Public Records, 1.21.2 NMAC.

1.21.2.106 COUNTY CLERK RECORDED DOCUMENTS:

A. Category: Administration - general management

B. Description: Records recorded by the county clerk including, but not limited to, real property records and marriage records.

C. Retention: permanent

1.21.2.352 MAPS:

A. Category: Financial and accounting - tax management

B. Description: Records related to maps for tax assessments and appraisals.

C. Retention: destroy when superseded or obsolete

1.21.2.426 ELECTION ADMINISTRATION - MUNICIPALITIES:

A. Category: Governance and compliance - election management

B. Description: Records related to the preparation of the canvass for municipal elections.

C. Retention: destroy two years from date file closed

1.21.2.442 SLUDGE PERMITS:

A. Category: Governance and compliance - environment management

B. Description: Records related to the disposition of sludge.

C. Retention: destroy five years from date file closed

1.21.2.508 ZONING AND DEVELOPMENT REVIEW:

A. Category: Governance and compliance - permit management

B. Description: Records related to reviews, decisions and appeals including, but not limited to, maps, drawings and plans.

C. Retention: destroy one year from date file closed

1.21.2.714 MAPS AND PHOTOS:

A. Category: Natural resource management - land and water

B. Description: Records related to maps and photos.

C. Retention: permanent, transfer to archives 10 years from date file closed

1.21.2.928 ANIMAL CONTROL:

A. Category: Public safety services - law enforcement

B. Description: Records relating to animal control activities.

C. **Retention:** destroy one year from date file created

Reference Use only
Unofficial

TITLE 1 GENERAL GOVERNMENT ADMINISTRATION
CHAPTER 21 FUNCTIONAL RECORDS RETENTION AND DISPOSITION SCHEDULES (FRRDS)
PART 2 RETENTION AND DISPOSITION OF PUBLIC RECORDS

1.21.2.1 ISSUING AGENCY: State Commission of Public Records
[1.21.2.1 NMAC - N, 10/01/2015]

1.21.2.2 SCOPE: All agencies as defined in the Public Records Act, Section 14-3-1 et seq. NMSA 1978.
[1.21.2.2 NMAC - N, 10/01/2015]

1.21.2.3 STATUTORY AUTHORITY: Public Records Act, Section 14-3-1 et seq. NMSA 1978.
[1.21.2.3 NMAC - N, 10/01/2015]

1.21.2.4 DURATION: Permanent.
[1.21.2.4 NMAC - N, 10/01/2015]

1.21.2.5 EFFECTIVE DATE: October 1, 2015, unless a later date is cited at the end of a section.
[1.21.2.5 NMAC - N, 10/01/2015]

1.21.2.6 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, Section 14-3-1 et seq. NMSA 1978, and to provide recommendations for the retention and preservation of records of state governmental entities not subject to the act.
[1.21.2.6 NMAC - N, 10/01/2015]

1.21.2.7 DEFINITIONS: The following terms shall have the respective meanings provided in this rule. Terms not defined in this rule which are defined in the Public Records Act, Section 14-3-1 et seq. NMSA 1978 shall have the respective meanings accorded such terms in the act.

A. "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.

B. "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).

C. "Executive level" means elected and appointed officials, statutory agency heads and management personnel with decision making authority granted by the agency head.

D. "File closed" means the date the trigger event occurred, or, for electronic records, equivalent to the date last modified unless otherwise stated in retention.

E. "Historical" means records deemed to have archival value by the commission.

F. "Non-record" means extra copies of documents kept solely for convenience of reference, stocks of publications, transitory records, 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 official records, preliminary drafts, blank forms, transmittal letters or forms that do not add information, sample letters, and reading files or informational files.

G. "Official copy of record" the single record determined to be the official copy for the purposes of fulfilling the retention requirements.

H. "Retention" means the period of time during which the official copy of record shall be maintained by an organization because they are needed for operational, legal, fiscal, historical or other purposes.

I. "Transitory" means messages which serve to convey information of temporary importance in lieu of oral communication. Transitory messages are only required for a limited time to ensure the completion of a routine action or the preparation of a subsequent record. Transitory messages are not required to control, support or to document the operations of government.

J. "Trigger event" means the closing event of a record which begins the retention period.
[1.21.2.7 NMAC - N, 10/01/2015; A, 11/30/2016]

1.21.2.8 ABBREVIATIONS AND ACRONYMS:

- A. “ADA” stands for Americans with Disabilities Act.
- B. “CDC” stands for center for disease control.
- C. “DUP” stands for driving under the influence.
- D. “EEOC” stands for equal employment opportunity commission.
- E. “NMAC” stands for New Mexico administrative code.
- F. “NMSA” stands for New Mexico statutes annotated.
- G. “WCA” stands for workers’ compensation administration.

[1.21.2.8 NMAC - N, 10/01/2015]

1.21.2.9 INSTRUCTIONS:

- A. The records retention and disposition schedule identifies the types of records maintained by all agencies and specifies a period of time for which the official copy of record must be retained. A retention period may be stated in terms of months or years and is contingent upon the occurrence of a trigger event. Each record classification will be itemized by NMAC section number and title in the format listed below.
 - (1) **Category** - describes the hierarchy of the function
 - (2) **Description** - describes the function of the record classification
 - (3) **Retention** - defines the length of time records must be kept before they are eligible for destruction or archival preservation
- B. Record classification descriptions are not intended to be exhaustive. Descriptions may include records that do not appear in the files, and conversely, files may include records not listed in the description.
- C. Refer questions concerning the confidentiality of a record to legal counsel for the agency. For the destruction of confidential records, please refer to 1.13.30 NMAC.
- D. Public records should be maintained in their native format (paper/digital). Records may be microfilmed or digitized provided a microphotography plan has been approved by the state records administrator. Refer to Section 14-3-17 NMSA 1978 and 1.14.2 NMAC. Such photographs, microfilms, photographic film or microphotographs shall be deemed to be an original record for all purposes.
- E. Agencies are encouraged to create secondary and tertiary descriptors for each classification (e.g., account receivable - invoices - acme inc., goods and services - IT consulting - data hub LLC., infrastructure project files - railroad project - Lamy station upgrade, etc.). These additional descriptors will assist with the accessibility of the records.
- F. Upon storage or disposition, public records shall be classified according to content and retained at a minimum for the length of time specified in the records retention and disposition schedule.
- G. For guidance on electronic messaging, refer to 1.13.4 NMAC.
- H. For guidance on the destruction of non-record material, refer to 1.13.30 NMAC.
- I. Records classifications related to the legislative and judicial branches of government provided herein are applicable for legislative and judicial agencies that utilize the records center services and permanent archival repository.
- J. 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.
- K. For guidance on classifying county and municipal records, refer to the records retention and disposition guidance for counties and municipalities.
- L. For guidance on destruction of county records, refer to Section 14-1-8 NMSA 1978.
- M. Classifications that have a disposition of transfer to archives may be submitted for direct transfer before the allotted time period specified in the retention with the approval of the custodial agency and state records administrator.
- N. Upon adoption of this rule, records retained at the records center shall be reclassified according to the new records classifications for retention and disposition.
- O. The official copy of a record may contain duplicates of other records. If your program requires the submission of documentation, and your agency is not required to submit this documentation to another agency for additional or final processing, your agency is the keeper of the official copy of record.

[1.21.2.9 NMAC - N, 10/01/2015; A, 11/30/2015; A, 11/30/2016]

1.21.2.10 - 1.21.2.100 [RESERVED]

- 1.21.2.101 AUTHORIZATION:**
A. Category: Administration - general management
B. Description: Records related to authorization of personnel or entities to perform specific duties and not identified in other classifications.
C. Retention: destroy 10 years from date file closed
[1.21.2.101 NMAC - N, 10/01/2015]
- 1.21.2.102 CALENDARS AND SCHEDULES:**
A. Category: Administration - general management
B. Description: Appointments and schedules and related records.
C. Retention: destroy one year from close of calendar year in which created
[1.21.2.102 NMAC - N, 10/01/2015]
- 1.21.2.103 CALENDARS AND SCHEDULES - GOVERNOR:**
A. Category: Administration - general management
B. Description: Governor's appointments and schedules and related records.
C. Retention: permanent, transfer to archives when no longer needed for reference
[1.21.2.103 NMAC - N, 10/01/2015]
- 1.21.2.104 CORRESPONDENCE - EXECUTIVE LEVEL:**
A. Category: Administration - general management
B. Description: Internal and external communications and related records to or from executive level personnel including, but not limited to, directives and not identified in other classifications.
C. Retention: permanent, transfer to archives when no longer needed for reference
[1.21.2.104 NMAC - N, 10/01/2015]
- 1.21.2.105 CORRESPONDENCE - GENERAL:**
A. Category: Administration - general management
B. Description: Routine correspondence and related records of day-to-day office administration and not identified in other classifications.
C. Retention: destroy one year from close of calendar year in which created
[1.21.2.105 NMAC - N, 10/01/2015]
- 1.21.2.106 [RESERVED]**
- 1.21.2.107 DENIED, REJECTED OR WITHDRAWN RECORDS:**
A. Category: Administration - general management
B. Description: Records including, but not limited to, applications, complaints or requests which are incomplete, have no merit or have been denied, rejected or withdrawn.
C. Retention: destroy two years from date file closed
[1.21.2.107 NMAC - N, 10/01/2015]
- 1.21.2.108 DISTRIBUTION, MAILING AND CONTACT LISTS:**
A. Category: Administration - general management
B. Description: Lists of individuals and organizations for mailing, contact or distribution.
C. Retention: destroy when superseded or obsolete
[1.21.2.108 NMAC - N, 10/01/2015]
- 1.21.2.109 INDEXES AND FINDING AIDS:**
A. Category: Administration - general management
B. Description: Indexes, lists and finding aids used to provide access to records or information.
C. Retention: retain until disposition of corresponding record
[1.21.2.109 NMAC - N, 10/01/2015]
- 1.21.2.110 LOGS:**

- A. **Category:** Administration - general management
 - B. **Description:** Logs used to monitor or control.
 - C. **Retention:** retain until no longer needed for reference
- [1.21.2.110 NMAC - N, 10/01/2015]
- 1.21.2.111 PLANNING AND DEVELOPMENT:**
- A. **Category:** Administration - general management
 - B. **Description:** Records related to planning and development.
 - C. **Retention:** permanent, transfer to archives five years from date file closed
- [1.21.2.111 NMAC - N, 10/01/2015]
- 1.21.2.112 PROGRAM AND PROJECT FILES:**
- A. **Category:** Administration - general management
 - B. **Description:** Records related to administrative programs and projects not identified in other classifications.
 - C. **Retention:** destroy five years from date file closed
- [1.21.2.112 NMAC - N, 10/01/2015]
- 1.21.2.113 PROGRAM AND PROJECT FILES - GOVERNOR'S:**
- A. **Category:** Administration - general management
 - B. **Description:** Records related to administrative programs and projects of the governor's and lieutenant governor's office.
 - C. **Retention:** permanent, transfer to archives when no longer needed for reference
- [1.21.2.113 NMAC - N, 10/01/2015]
- 1.21.2.114 PUBLICATIONS:**
- A. **Category:** Administration - general management
 - B. **Description:** Agency publications intended for distribution to the public.
 - C. **Retention:** permanent, transfer to state library when published
- [1.21.2.114 NMAC - N, 10/01/2015; A, 11/30/2015]
[Refer to 1.25.10 NMAC, Publications: Filing, Distribution, Format and Style]
- 1.21.2.115 [RESERVED]**
- [1.21.2.115 NMAC - N, 10/01/2015; Repealed, 11/30/2016]
- 1.21.2.116 REPORTS - GENERAL:**
- A. **Category:** Administration - general management
 - B. **Description:** General reports not identified in other classifications.
 - C. **Retention:** destroy two years from date file created
- [1.21.2.116 NMAC - N, 10/01/2015]
- 1.21.2.117 REPORTS - HISTORICAL:**
- A. **Category:** Administration - general management
 - B. **Description:** Historical reports including, but not limited to the following subject matter: vital records, natural resources, emissions, professional licensure registries, disease management, rural health care, student nutrition, emergency response, homeland security, infrastructure, tribal education and statutorily required reports; and not identified in other classifications.
 - C. **Retention:** permanent, transfer to archives one year from date file created
- [1.21.2.117 NMAC - N, 10/01/2015]
- 1.21.2.118 REPORTS - STATISTICAL:**
- A. **Category:** Administration - general management
 - B. **Description:** Statistical reports.
 - C. **Retention:** destroy five years from date file created
- [1.21.2.118 NMAC - N, 10/01/2015]

1.21.2.119 SPEECHES AND PRESENTATIONS:

- A. Category:** Administration - general management
 - B. Description:** Speeches, presentations and related records, does not include records related to training.
 - C. Retention:** permanent, transfer to archives when no longer needed for reference
- [1.21.2.119 NMAC - N, 10/01/2015; A, 11/30/2016]
[For training materials, refer to Section 1.21.2.254 NMAC]

1.21.2.120 SURVEYS:

- A. Category:** Administration - general management
 - B. Description:** Surveys or questionnaires and related records.
 - C. Retention:** destroy five years from date file created
- [1.21.2.120 NMAC - N, 10/01/2015]

1.21.2.121 TRACKING:

- A. Category:** Administration - general management
 - B. Description:** Records related to the tracking of data for the purpose of reporting.
 - C. Retention:** destroy five years from date file created
- [1.21.2.121 NMAC - N, 10/01/2015]

1.21.2.122 GRANT ADMINISTRATION:

- A. Category:** Administration - general management
 - B. Description:** Records related to grant administration.
 - C. Retention:** destroy three years from the date file closed
- [1.21.2.122 NMAC - Rn & A, 1.21.2.338 NMAC, 11/30/2016]

1.21.2.123 - 1.21.2.130 [RESERVED]

1.21.2.131 BUILDING FILES:

- A. Category:** Administration - buildings, facilities and infrastructure
 - B. Description:** Records related to government owned buildings and facilities including, but not limited to, capital improvements, as-built and as-constructed drawings, does not include routine maintenance and construction projects.
 - C. Retention:** permanent, transfer to archives five years from date file closed
- [1.21.2.131 NMAC - N, 10/01/2015]

1.21.2.132 CONSTRUCTION PROJECT FILES - CAPITAL PROJECTS:

- A. Category:** Administration - buildings, facilities and infrastructure
 - B. Description:** Records related to the planning, design and construction of projects using capital funds.
 - C. Retention:** permanent, transfer to archives five years from date file closed
- [1.21.2.132 NMAC - N, 10/01/2015]

1.21.2.133 INFRASTRUCTURE PROJECT FILES:

- A. Category:** Administration - buildings, facilities and infrastructure
 - B. Description:** Records related to the planning, design and construction of specific projects including, but not limited to, facility and infrastructure projects.
 - C. Retention:** permanent, transfer to archives 25 years from date file closed
- [1.21.2.133 NMAC - N, 10/01/2015]

1.21.2.134 MAINTENANCE AND REPAIR RECORDS:

- A. Category:** Administration - buildings, facilities and infrastructure
 - B. Description:** Records related to the maintenance and repair of government owned and operated buildings and facilities.
 - C. Retention:** destroy three years from the close of the fiscal year in which file closed
- [1.21.2.134 NMAC - N, 10/01/2015]

1.21.2.135 MAPS, DRAWINGS AND PLANS:

- A. **Category:** Administration - buildings, facilities and infrastructure
 - B. **Description:** Maps, drawings or plans of government owned assets including, but not limited to, property, facilities, buildings and infrastructure.
 - C. **Retention:** permanent, transfer to archives when no longer needed for reference
- [1.21.2.135 NMAC - N, 10/01/2015]

1.21.2.136 SAFETY, SECURITY AND ACCESS:

- A. **Category:** Administration - buildings, facilities and infrastructure
 - B. **Description:** Records related to safety and security for government owned or operated buildings.
 - C. **Retention:** destroy three years from date file closed
- [1.21.2.136 NMAC - N, 10/01/2015]

1.21.2.137 WORK ORDERS:

- A. **Category:** Administration - buildings, facilities and infrastructure
 - B. **Description:** Records related to work and job orders for repair and maintenance of property.
 - C. **Retention:** destroy one year from date file closed
- [1.21.2.137 NMAC - N, 10/01/2015]

1.21.2.138 - 1.21.2.140 [RESERVED]

1.21.2.141 AWARDS - COMMUNITY AND PUBLIC RELATIONS:

- A. **Category:** Administration - community and public relations
 - B. **Description:** Records related to awards and recognition.
 - C. **Retention:** permanent, transfer to archives one year from date file closed
- [1.21.2.141 NMAC - N, 10/01/2015]

1.21.2.142 COMPLAINTS:

- A. **Category:** Administration - community and public relations
 - B. **Description:** Records related to complaints by the public relating to policies, procedures or business practices including, but not limited to, filing forms, recommendations, responses and resolution.
 - C. **Retention:** destroy one year from date file closed
- [1.21.2.142 NMAC - N, 10/01/2015]

1.21.2.143 OUTREACH - HISTORICAL:

- A. **Category:** Administration - community and public relations
 - B. **Description:** Records related to community outreach with historical significance.
 - C. **Retention:** permanent, transfer to archives five years from date file closed
- [1.21.2.143 NMAC - N, 10/01/2015]

1.21.2.144 PRESS AND NEWS RELEASES:

- A. **Category:** Administration - community and public relations
 - B. **Description:** Records related to official government press, news releases and notices.
 - C. **Retention:** permanent, transfer to archives five years from date file created
- [1.21.2.144 NMAC - N, 10/01/2015]

1.21.2.145 PROGRAMS - COMMUNITY AND PUBLIC RELATIONS:

- A. **Category:** Administration - community and public relations
 - B. **Description:** Records related to community programs not identified in other classifications.
 - C. **Retention:** destroy three years from date file closed
- [1.21.2.145 NMAC - N, 10/01/2015]

1.21.2.146 PUBLICITY AND PROMOTION:

- A. **Category:** Administration - community and public relations

B. Description: Records related to marketing of the government including, but not limited to, advertising and public relations with the media including newspapers, television and magazines.

C. Retention: permanent, transfer to archives five years from date file created
[1.21.2.146 NMAC - N, 10/01/2015]

1.21.2.147 - 1.21.2.150 [RESERVED]

1.21.2.151 EQUIPMENT FILES:

A. Category: Administration - equipment and vehicle management

B. Description: Records related to equipment including, but not limited to, history, logs, manuals and operating procedures; and not identified in other classifications.

C. Retention: destroy three years from date of disposition of equipment
[1.21.2.151 NMAC - N, 10/01/2015]

1.21.2.152 MAINTENANCE AND REPAIRS:

A. Category: Administration - equipment and vehicle management

B. Description: Records related to maintenance and repair of vehicles and equipment.

C. Retention: destroy three years from the close of the fiscal year in which created
[1.21.2.152 NMAC - N, 10/01/2015]

1.21.2.153 VEHICLE FILES:

A. Category: Administration - equipment and vehicle management

B. Description: Records related to vehicles including, but not limited to, history, logs, manuals and operating procedures; and not identified in other classifications.

C. Retention: destroy three years from date of disposition of vehicle
[1.21.2.153 NMAC - N, 10/01/2015]

1.21.2.154 - 1.21.2.155 [RESERVED]

1.21.2.156 ACCESS AND CONTROL:

A. Category: Administration - information technology

B. Description: Records related to security and access to information technology.

C. Retention: destroy three years from date file closed
[1.21.2.156 NMAC - N, 10/01/2015]

1.21.2.157 SYSTEMS AND NETWORKS:

A. Category: Administration - information technology

B. Description: Records related to development and maintenance of voice and data networks, infrastructure and computer applications.

C. Retention: destroy when superseded or obsolete
[1.21.2.157 NMAC - N, 10/01/2015]

1.21.2.158 WEB MANAGEMENT:

A. Category: Administration - information technology

B. Description: Records related to management of public websites including, but not limited to, design, graphics, formats and links.

C. Retention: destroy one year from date file closed
[1.21.2.158 NMAC - N, 10/01/2015]

1.21.2.159 - 1.21.2.160 [RESERVED]

1.21.2.161 ACCIDENTS AND PROPERTY DAMAGE:

A. Category: Administration - risk management

B. Description: Records related to reporting damage to government owned and operated property including, but not limited to, claims.

C. Retention: destroy three years from date file closed

[1.21.2.161 NMAC - N, 10/01/2015]

1.21.2.162 GENERAL LIABILITY - CLAIMS:

- A. Category:** Administration - risk management
- B. Description:** Records related to general liability claims.
- C. Retention:** destroy three years from date file closed

[1.21.2.162 NMAC - N, 10/01/2015]

1.21.2.163 INSURANCE CERTIFICATES AND BONDS:

- A. Category:** Administration - risk management
- B. Description:** Records of insurance certificates and bonds provided by contractors, vendors and other non-governmental entities.
- C. Retention:** destroy five years from date file closed

[1.21.2.163 NMAC - N, 10/01/2015]

1.21.2.164 INSURANCE POLICIES:

- A. Category:** Administration - risk management
- B. Description:** Records related to insurance of government owned and operated property and assets.
- C. Retention:** destroy 10 years from date file closed

[1.21.2.164 NMAC - N, 10/01/2015]

11.21.2.165 WAIVERS AND RELEASES - RISK MANAGEMENT:

- A. Category:** Administration - risk management
- B. Description:** Waivers and releases of liability and related records.
- C. Retention:** destroy two years from date file closed

[1.21.2.165 NMAC - N, 10/01/2015; A, 03/15/2016]

1.21.2.166 - 1.21.2.170 [RESERVED]

1.21.2.171 COLLECTION MANAGEMENT - LIBRARY:

- A. Category:** Administration - historical and cultural resource management
- B. Description:** Records related to the management of items and objects owned or managed by a library.
- C. Retention:** destroy when no longer needed for reference

[1.21.2.171 NMAC - N, 10/01/2015; A, 03/15/2016]

1.21.2.172 COLLECTION MANAGEMENT - MUSEUMS AND ARCHIVES:

- A. Category:** Administration - historical and cultural resource management
- B. Description:** Records related to the management of items and objects owned or managed by a museum or archive.
- C. Retention:** permanent

[1.21.2.172 NMAC - N, 10/01/2015; A, 03/15/2016]

1.21.2.173 LENDING:

- A. Category:** Administration - historical and cultural resource management
- B. Description:** Records related to borrowing, lending and returning of library items including, but not limited to, tracking.
- C. Retention:** destroy when superseded or obsolete

[1.21.2.173 NMAC - N, 10/01/2015; A, 03/15/2016]

1.21.2.174 PATRON MANAGEMENT:

- A. Category:** Administration - historical and cultural resource management
- B. Description:** Records related to the management of patrons.
- C. Retention:** destroy five years from date file closed

[1.21.2.174 NMAC - N, 10/01/2015; A, 03/15/2016]

1.21.2.175 REQUESTS:
A. Category: Administration - historical and cultural resource management
B. Description: Records related to requests from the public.
C. Retention: destroy three years from the close of the calendar year in which file closed
[1.21.2.175 NMAC - N, 10/01/2015; A, 03/15/2016]

1.21.2.176 SCHOLARLY RESEARCH:
A. Category: Administration - historical and cultural resource management
B. Description: Records related to scholarly research.
C. Retention: permanent, transfer to archives five years from date file closed
[1.21.2.176 NMAC - N, 10/01/2015; A, 03/15/2016]

1.21.2.177 CULTURAL RESOURCES:
A. Category: Administration - historical and cultural resource management
B. Description: Records related to the preservation of cultural resources.
C. Retention: permanent, transfer to archives five years from date file closed
[1.21.2.177 NMAC - Rn & A, 1.21.2.438 NMAC, 03/15/2016]

1.21.2.178 - 1.21.2.180 [RESERVED]

1.21.2.181 ASSESSMENTS:
A. Category: Administration - education
B. Description: Records related to proficiency and learning assessments.
C. Retention: destroy five years from date file closed
[1.21.2.181 NMAC - N, 10/01/2015]

1.21.2.182 COURSE DEVELOPMENT AND ADMINISTRATION:
A. Category: Administration - education
B. Description: Records related to development of courses including, but not limited to, outlines and syllabi.
C. Retention: destroy five years from date file closed
[1.21.2.182 NMAC - N, 10/01/2015]

1.21.2.183 ENROLLMENT - EDUCATION:
A. Category: Administration - education
B. Description: Records related to student enrollment and withdrawal.
C. Retention: destroy two years from date file closed
[1.21.2.183 NMAC - N, 10/01/2015]

1.21.2.184 EXAMINATION AND TESTING:
A. Category: Administration - education
B. Description: Records related to examination and testing including, but not limited to, grade results.
C. Retention: destroy two years from close of calendar year in which file created
[1.21.2.184 NMAC - N, 10/01/2015]

1.21.2.185 PROGRAMS - EDUCATION:
A. Category: Administration - education
B. Description: Records related to academic, athletic and social programs.
C. Retention: destroy five years from date file created
[1.21.2.185 NMAC - N, 10/01/2015]

1.21.2.186 PROGRAMS - HIGHER EDUCATION:
A. Category: Administration - education
B. Description: Records related to higher education programs.

C. **Retention:** destroy three years from date file closed
[1.21.2.186 NMAC - N, 10/01/2015]

1.21.2.187 REGISTRATION:

- A. **Category:** Administration - education
- B. **Description:** Records related to class registration.
- C. **Retention:** destroy one year from date file closed

[1.21.2.187 NMAC - N, 10/01/2015]

1.21.2.188 STUDENT RECORDS:

- A. **Category:** Administration - education
- B. **Description:** Records related to student evaluations, discipline, assessments and attendance; does not include transcripts.
- C. **Retention:** destroy two years from date file closed

[1.21.2.188 NMAC - N, 10/01/2015]

1.21.2.189 STUDENT TRANSCRIPTS:

- A. **Category:** Administration - education
- B. **Description:** Official student transcripts.
- C. **Retention:** permanent, transfer to archives 100 years from date of birth

[1.21.2.189 NMAC - N, 10/01/2015; A, 11/30/2015]

1.21.2.190 - 1.21.2.200 [RESERVED]

1.21.2.201 CLAIMS - BENEFITS MANAGEMENT:

- A. **Category:** Employee services - benefits management
- B. **Description:** Records related to employee benefit claims.
- C. **Retention:** destroy three years from date file closed

[1.21.2.201 NMAC - N, 10/01/2015; A, 03/15/2016]

1.21.2.202 ENROLLMENT - BENEFITS:

- A. **Category:** Employee services - benefits management
- B. **Description:** Records related to employee enrollment in government benefit plans.
- C. **Retention:** destroy five years from termination of coverage

[1.21.2.202 NMAC - N, 10/01/2015]

1.21.2.203 PLANS:

- A. **Category:** Employee services - benefits management
- B. **Description:** Records related to benefit plans and statements.
- C. **Retention:** destroy 10 years from date file closed

[1.21.2.203 NMAC - N, 10/01/2015]

1.21.2.204 - 1.21.2.205 [RESERVED]

1.21.2.206 EMPLOYMENT SCREENING:

- A. **Category:** Employee services - employer and labor services
- B. **Description:** Records related to pre-employment screening.
- C. **Retention:** destroy five years from date file created

[1.21.2.206 NMAC - N, 10/01/2015]

1.21.2.207 LABOR RELATIONS:

- A. **Category:** Employee services - employer and labor services
- B. **Description:** Records related to labor relations.
- C. **Retention:** destroy three years from date file closed

[1.21.2.207 NMAC - N, 10/01/2015]

1.21.2.208 PROGRAMS - EMPLOYER AND LABOR SERVICES:
A. Category: Employee services - employer and labor services
B. Description: Records related to programs for labor and employer services not identified in other classifications.

C. Retention: destroy five years from date file closed
[1.21.2.208 NMAC - N, 10/01/2015]

1.21.2.209 - 1.21.2.210 [RESERVED]

1.21.2.211 DEDUCTIONS AND GARNISHMENTS:

- A. Category:** Employee services - payroll management
- B. Description:** Records related to deduction and garnishments from employee paychecks.
- C. Retention:** destroy three years from the close of the fiscal year in which created

[1.21.2.211 NMAC - N, 10/01/2015]

1.21.2.212 PAYROLL REGISTERS:

- A. Category:** Employee services - payroll management
- B. Description:** Payroll registers.
- C. Retention:** destroy 50 years from date file created

[1.21.2.212 NMAC - N, 10/01/2015]

1.21.2.213 REPORTS - PAYROLL:

- A. Category:** Employee services - payroll management
- B. Description:** Reports for payroll.
- C. Retention:** destroy three years from the close of the fiscal year in which created

[1.21.2.213 NMAC - N, 10/01/2015]

1.21.2.214 TAXES - PAYROLL:

A. Category: Employee services - payroll management
B. Description: Records related to payroll taxes for employees including, but not limited to, withholding, remittances, filings and returns.

C. Retention: destroy 10 years from close of calendar year in which created
[1.21.2.214 NMAC - N, 10/01/2015]

1.21.2.215 - 1.21.2.220 [RESERVED]

1.21.2.221 AWARDS - PERSONNEL MANAGEMENT:

A. Category: Employee services - personnel management
B. Description: Records related to programs that award and recognize employee contributions to improvements in service, operations and the work environment.

C. Retention: destroy three years from date file closed
[1.21.2.221 NMAC - N, 10/01/2015]

1.21.2.222 ADVERSE ACTION AND REDUCTION IN FORCE:

- A. Category:** Employee services - personnel management
- B. Description:** Records related to adverse action and reduction in force.
- C. Retention:** destroy 30 years from date file closed

[1.21.2.222 NMAC - N, 10/01/2015; A, 11/30/2015]

1.21.2.223 CERTIFICATIONS:

- A. Category:** Employee services - personnel management
- B. Description:** Employee certifications.
- C. Retention:** destroy three years from date file closed

[1.21.2.223 NMAC - N, 10/01/2015]

1.21.2.224 DRUG AND ALCOHOL TESTING:

- A. **Category:** Employee services - personnel management
 - B. **Description:** Records related to drug and alcohol testing of employees.
 - C. **Retention:** destroy five years from date file closed
- [1.21.2.224 NMAC - N, 10/01/2015]
- 1.21.2.225 EMPLOYEE MEDICAL RECORDS:**
- A. **Category:** Employee services - personnel management
 - B. **Description:** Records related to employee medical records excluding cases of hazardous material exposure.
 - C. **Retention:** destroy three years from date of separation from employment
- [1.21.2.225 NMAC - N, 10/01/2015]
- 1.21.2.226 EMPLOYEE MEDICAL RECORDS - HAZARDOUS MATERIALS:**
- A. **Category:** Employee services - personnel management
 - B. **Description:** Records related to employee medical records specific to cases of hazardous material exposure.
 - C. **Retention:** destroy 30 years from date of separation from employment
- [1.21.2.226 NMAC - N, 10/01/2015]
- 1.21.2.227 EMPLOYMENT DISCLOSURE:**
- A. **Category:** Employee services - personnel management
 - B. **Description:** Records related to the disclosure of secondary employment.
 - C. **Retention:** destroy one year from close of calendar year in which created
- [1.21.2.227 NMAC - N, 10/01/2015]
- 1.21.2.228 EMPLOYMENT ELIGIBILITY VERIFICATION (I-9):**
- A. **Category:** Employee services - personnel management
 - B. **Description:** Records related to employment eligibility verification form I-9.
 - C. **Retention:** destroy three years from date of separation from employment
- [1.21.2.228 NMAC - N, 10/01/2015]
- 1.21.2.229 EVALUATIONS - PERFORMANCE:**
- A. **Category:** Employee services - personnel management
 - B. **Description:** Performance evaluations and related records.
 - C. **Retention:** destroy three years from date of separation from employment
- [1.21.2.229 NMAC - N, 10/01/2015]
- 1.21.2.230 GRIEVANCES AND INVESTIGATIONS:**
- A. **Category:** Employee services - personnel management
 - B. **Description:** Records related to filing of grievances and investigations related to employees.
 - C. **Retention:** destroy three years from date of separation from employment
- [1.21.2.230 NMAC - N, 10/01/2015]
- 1.21.2.231 LEAVE RECORDS:**
- A. **Category:** Employee services - personnel management
 - B. **Description:** Employee leave records and related records.
 - C. **Retention:** destroy one year from close of fiscal year in which created
- [1.21.2.231 NMAC - N, 10/01/2015]
- 1.21.2.232 MILITARY FILES:**
- A. **Category:** Employee services - personnel management
 - B. **Description:** Records related to military service.
 - C. **Retention:** permanent, transfer to archives 62 years from date file closed
- [1.21.2.232 NMAC - N, 10/01/2015]
- 1.21.2.233 PERSONNEL FILES - CONTRIBUTING:**

- A. **Category:** Employee services - personnel management
 - B. **Description:** Records related to an individual government employee who contributes to a retirement plan, does not include medical files.
 - C. **Retention:** destroy 50 years from date file created
- [1.21.2.233 NMAC - N, 10/01/2015]

1.21.2.234 PERSONNEL FILES - NON-CONTRIBUTING:

- A. **Category:** Employee services - personnel management
 - B. **Description:** Records related to a temporary individual government employee who does not contribute to a retirement plan, does not include medical files.
 - C. **Retention:** destroy three years from the date file closed
- [1.21.2.234 NMAC - N, 10/01/2015]

1.21.2.235 TIME AND ATTENDANCE:

- A. **Category:** Employee services - personnel management
 - B. **Description:** Records related to reporting and approving employee attendance.
 - C. **Retention:** destroy one year from the close of the fiscal year in which file closed
- [1.21.2.235 NMAC - N, 10/01/2015]

1.21.2.236 VOLUNTEER FILES:

- A. **Category:** Employee services - personnel management
 - B. **Description:** Records related to volunteers.
 - C. **Retention:** destroy three years from date file closed
- [1.21.2.236 NMAC - N, 10/01/2015]

1.21.2.237 - 1.21.2.240 [RESERVED]

1.21.2.241 CONTRIBUTIONS:

- A. **Category:** Employee services - retirement administration
 - B. **Description:** Records related to employee contributions to retirement or pension funds.
 - C. **Retention:** destroy 65 years from date file created
- [1.21.2.241 NMAC - N, 10/01/2015; A, 11/30/2015]

1.21.2.242 MEMBER FILES - BENEFITS EXHAUSTED:

- A. **Category:** Employee services - retirement administration
 - B. **Description:** Record related to membership in retirement funds and plans for retired employees.
 - C. **Retention:** destroy five years from date file closed
- [1.21.2.242 NMAC - N, 10/01/2015; A, 11/30/2015]

1.21.2.243 MEMBER FILES - OTHER:

- A. **Category:** Employee services - retirement administration
 - B. **Description:** Record related to membership in retirement funds and plans for former employees who are not eligible for retirement benefits.
 - C. **Retention:** destroy 65 years from date file closed
- [1.21.2.243 NMAC - N, 10/01/2015; A, 11/30/2015]

1.21.2.244 - 1.21.2.245 [RESERVED]

1.21.2.246 RECRUITMENT:

- A. **Category:** Employee services - staffing and recruiting
 - B. **Description:** Records related to recruitment of employees.
 - C. **Retention:** destroy three years from date file closed
- [1.21.2.246 NMAC - N, 10/01/2015]

1.21.2.247 POSITIONS AND CLASSIFICATIONS:

- A. **Category:** Employee services - staffing and recruiting

- B. Description:** Records related to preparation of job descriptions and position classifications.
 - C. Retention:** destroy three years from date file closed
- [1.21.2.247 NMAC - N, 10/01/2015]

1.21.2.248 - 1.21.2.250 [RESERVED]

1.21.2.251 COURSE MANAGEMENT:

- A. Category:** Employee services - training management
 - B. Description:** Records related to management of courses not identified in other classifications.
 - C. Retention:** destroy five years from date file closed
- [1.21.2.251 NMAC - N, 10/01/2015]

1.21.2.252 EMPLOYEE TRAINING FILES:

- A. Category:** Employee services - training management
 - B. Description:** Records related to employee's training history.
 - C. Retention:** three years after date of separation from employment
- [1.21.2.252 NMAC - N, 10/01/2015]

1.21.2.253 INSTRUCTOR MANAGEMENT:

- A. Category:** Employee services - training management
 - B. Description:** Records related to the management of training instructors.
 - C. Retention:** destroy five years from date file closed
- [1.21.2.253 NMAC - N, 10/01/2015]

1.21.2.254 TRAINING MATERIALS:

- A. Category:** Employee services - training management
 - B. Description:** Records related to training and course materials not identified in other classifications.
 - C. Retention:** destroy three years from date file closed
- [1.21.2.254 NMAC - N, 10/01/2015]

1.21.2.255 - 1.21.2.260 [RESERVED]

1.21.2.261 CLAIMS - WORKERS' COMPENSATION AND UNEMPLOYMENT:

- A. Category:** Employee services - workers' compensation and unemployment
 - B. Description:** Records related to workers' compensation and unemployment claims.
 - C. Retention:** destroy three years from date file closed
- [1.21.2.261 NMAC - N, 10/01/2015; A, 03/15/2016]

1.21.2.262 EMPLOYER ACCOUNT FILES:

- A. Category:** Employee services - workers' compensation and unemployment
 - B. Description:** Records related to employer accounts of workers' compensation and unemployment.
 - C. Retention:** destroy four years from close of calendar year in which file closed
- [1.21.2.262 NMAC - N, 10/01/2015]

1.21.2.263 REPORTS - INJURIES:

- A. Category:** Employee services - workers' compensation and unemployment
 - B. Description:** Records related to reports of injuries resulting in no action or claim.
 - C. Retention:** destroy two years from date file created
- [1.21.2.263 NMAC - N, 10/01/2015]

1.21.2.264 UNDERWRITING:

- A. Category:** Employee services - workers' compensation and unemployment
- B. Description:** Records related to underwriting for workers' compensation and unemployment policies.
- C. Retention:** destroy 10 years from date file closed

[1.21.2.264 NMAC - N, 10/01/2015]

1.21.2.265 WCA ACCIDENT REPORTING:

- A. **Category:** Employee services - workers' compensation and unemployment
- B. **Description:** Records related to workers' compensation administration accident reporting.
- C. **Retention:** destroy 60 years from date file closed

[1.21.2.265 NMAC - N, 10/01/2015]

1.21.2.266 - 1.21.2.300 [RESERVED]

1.21.2.301 ACCOUNTS PAYABLE:

- A. **Category:** Financial and accounting - accounting management
- B. **Description:** Records relating to accounts payable including, but not limited to, purchasing and reimbursements.
- C. **Retention:** destroy six years from date audit report released

[1.21.2.301 NMAC - N, 10/01/2015; A, 11/30/2015]

1.21.2.302 [RESERVED]

[1.21.2.302 NMAC - N, 10/01/2015; Repealed, 11/30/2015]

1.21.2.303 ACCOUNTS RECEIVABLE:

- A. **Category:** Financial and accounting - accounting management
- B. **Description:** Records related to accounts receivable including, but not limited to, invoicing.
- C. **Retention:** destroy six years from date audit report released

[1.21.2.303 NMAC - N, 10/01/2015; A, 11/30/2015]

1.21.2.304 ACCOUNT TRANSFERS:

- A. **Category:** Financial and accounting - accounting management
- B. **Description:** Records relating to transferring of funds.
- C. **Retention:** destroy three years from date audit report released

[1.21.2.304 NMAC - N, 10/01/2015]

1.21.2.305 COLLECTIONS:

- A. **Category:** Financial and accounting - accounting management
- B. **Description:** Records related to collections of funds including, but not limited to, bankruptcy.
- C. **Retention:** destroy three years from date audit report released

[1.21.2.305 NMAC - N, 10/01/2015]

1.21.2.306 DONATIONS:

- A. **Category:** Financial and accounting - accounting management
- B. **Description:** Records related to donations of funds and assets to or from a government entity.
- C. **Retention:** destroy three years from date audit report released

[1.21.2.306 NMAC - N, 10/01/2015]

1.21.2.307 FUNDS MANAGEMENT:

- A. **Category:** Financial and accounting - accounting management
- B. **Description:** Records related to the management of funds including, but not limited to, inmate and patient funds.
- C. **Retention:** destroy three years from date audit report released

[1.21.2.307 NMAC - N, 10/01/2015]

1.21.2.308 JOURNAL ENTRIES:

- A. **Category:** Financial and accounting - accounting management
- B. **Description:** Journal entries.
- C. **Retention:** destroy three years from date audit report released

[1.21.2.308 NMAC - N, 10/01/2015]

1.21.2.309 LEDGERS:

- A. **Category:** Financial and accounting - accounting management
- B. **Description:** Records relating to ledger management.
- C. **Retention:** destroy three years from date audit report released

[1.21.2.309 NMAC - N, 10/01/2015]

1.21.2.310 REPORTS - ACCOUNTING:

- A. **Category:** Financial and accounting - accounting management
- B. **Description:** Records related to accounting processes and controls.
- C. **Retention:** destroy one year from date audit report released

[1.21.2.310 NMAC - N, 10/01/2015]

1.21.2.311 - 1.21.2.315 [RESERVED]

1.21.2.316 FIXED ASSETS:

- A. **Category:** Financial and accounting - asset management
- B. **Description:** Records related to the control of fixed assets.
- C. **Retention:** destroy three years from date audit report released

[1.21.2.316 NMAC - N, 10/01/2015]

1.21.2.317 INVENTORIES:

- A. **Category:** Financial and accounting - asset management
- B. **Description:** Records related to the control of supplies and stock inventory.
- C. **Retention:** destroy three years from date audit report released

[1.21.2.317 NMAC - N, 10/01/2015]

1.21.2.318 SURPLUS AND DISPOSAL:

- A. **Category:** Financial and accounting - asset management
- B. **Description:** Records related to the disposal of surplus equipment.
- C. **Retention:** destroy three years from date audit report released

[1.21.2.318 NMAC - N, 10/01/2015]

1.21.2.319 - 1.21.2.320 [RESERVED]

1.21.2.321 BANK RELATIONSHIP:

- A. **Category:** Financial and accounting - bank administration
- B. **Description:** Records relating to the establishment, maintenance and termination of bank accounts.
- C. **Retention:** destroy three years from the close of the fiscal year in which file closed

[1.21.2.321 NMAC - N, 10/01/2015]

1.21.2.322 STATEMENTS AND REPORTS - BANK ADMINISTRATION:

- A. **Category:** Financial and accounting - bank administration
- B. **Description:** Records related to bank account and credit card statements and reconciliations.
- C. **Retention:** destroy three years from date audit report released

[1.21.2.322 NMAC - N, 10/01/2015]

1.21.2.323 - 1.21.2.325 [RESERVED]

1.21.2.326 ANNUAL BUDGET:

- A. **Category:** Financial and accounting - budget management
- B. **Description:** Records related to the request, recommendation and approved annual budget.
- C. **Retention:** permanent, transfer to archives when no longer needed for reference

[1.21.2.326 NMAC - N, 10/01/2015]

1.21.2.327 - 1.21.2.330 [RESERVED]

1.21.2.331 RECONCILIATIONS AND BALANCING:

- A. Category:** Financial and accounting - financial statements and reports
- B. Description:** Records related to reconciliations and balancing for financial reports and statements.
- C. Retention:** destroy three years from date audit report released
[1.21.2.331 NMAC - N, 10/01/2015]

1.21.2.332 - 1.21.2.335 [RESERVED]

1.21.2.336 CASE FILES - LOANS:

- A. Category:** Financial and accounting - grant, financial aid and loan management
- B. Description:** Records related to loan programs including, but not limited to, loan documents and tracking.
- C. Retention:** destroy three years from close of fiscal year in which file closed
[1.21.2.336 NMAC - N, 10/01/2015]

1.21.2.337 EDUCATIONAL FINANCIAL AID:

- A. Category:** Financial and accounting - grant, financial aid and loan management
- B. Description:** Records related to scholarships, loans, grants and other aid.
- C. Retention:** destroy three years from the date file closed
[1.21.2.337 NMAC - N, 10/01/2015]

1.21.2.338 [RESERVED]

[1.21.2.338 NMAC - N, 10/01/2015; Repealed, 11/30/2016]

1.21.2.339 - 1.21.2.340 [RESERVED]

1.21.2.341 INVESTMENTS:

- A. Category:** Financial and accounting - investment management
- B. Description:** Records related to investments including, but not limited to, bonds, debt issuance and certificates of deposit.
- C. Retention:** destroy six years from date file closed
[1.21.2.341 NMAC - N, 10/01/2015; A, 11/30/2015; A, 03/15/2016]

1.21.2.342 STATEMENTS AND REPORTS - INVESTMENTS:

- A. Category:** Financial and accounting - investment management
- B. Description:** Records related to investment statements and reports.
- C. Retention:** destroy three years from the date file closed
[1.21.2.342 NMAC - N, 10/01/2015]

1.21.2.343 - 1.21.2.345 [RESERVED]

1.21.2.346 BIDS, PROPOSALS AND QUOTES:

- A. Category:** Financial and accounting - procurement
- B. Description:** Bids, quotes and proposals and related records.
- C. Retention:** destroy three years from date file closed
[1.21.2.346 NMAC - N, 10/01/2015]

1.21.2.347 VENDOR MANAGEMENT:

- A. Category:** Financial and accounting - procurement
- B. Description:** Records related to management of vendors.
- C. Retention:** destroy three years from date file closed
[1.21.2.347 NMAC - N, 10/01/2015]

1.21.2.348 - 1.21.2.350 [RESERVED]

1.21.2.351 EXEMPTIONS:

- A. **Category:** Financial and accounting - tax management
- B. **Description:** Records related to exemptions from taxation.
- C. **Retention:** destroy one year from close of calendar year in which file created

[1.21.2.351 NMAC - N, 10/01/2015]

1.21.2.352 [RESERVED]

1.21.2.353 REPORTS - TAX:

- A. **Category:** Financial and accounting - tax management
- B. **Description:** Tax reports.
- C. **Retention:** destroy 10 years from close of calendar year in which file closed

[1.21.2.353 NMAC - N, 10/01/2015]

1.21.2.354 TAX ASSESSMENTS:

- A. **Category:** Financial and accounting - tax management
- B. **Description:** Records related to the general assessment of taxes, reductions and refunds, including, but not limited to, cigarette, alcohol, road and fuel, lodgers, estate, corporate, personal and employer tax.
- C. **Retention:** destroy 10 years from close of calendar year in which file created

[1.21.2.354 NMAC - N, 10/01/2015]

1.21.2.355 VALUATIONS:

- A. **Category:** Financial and accounting - tax management
- B. **Description:** Records related to valuation for tax purposes not identified in other classifications.
- C. **Retention:** destroy 10 years from close of calendar year in which file created

[1.21.2.355 NMAC - N, 10/01/2015]

1.21.2.356 VALUATIONS - HISTORICAL:

- A. **Category:** Financial and accounting - tax management
- B. **Description:** Records related to valuations for tax purposes including, but not limited to, tax schedules and annual renditions.
- C. **Retention:** permanent, transfer to archives five years from close of calendar year in which file created

[1.21.2.356 NMAC - N, 10/01/2015]

1.21.2.357 - 1.21.2.360 [RESERVED]

1.21.2.361 UNCLAIMED PROPERTY:

- A. **Category:** Financial and accounting - unclaimed property
- B. **Description:** Records related to unclaimed property.
- C. **Retention:** destroy 10 years from close of calendar year from date of final disposition of property

[1.21.2.361 NMAC - N, 10/01/2015]

1.21.2.362 - 1.21.2.400 [RESERVED]

1.21.2.401 COLLEGES AND UNIVERSITIES:

- A. **Category:** Governance and compliance - accreditation and certification
- B. **Description:** Records related to accreditation and certification of colleges and universities.
- C. **Retention:** permanent, transfer to archives five years from date file closed

[1.21.2.401 NMAC - N, 10/01/2015]

1.21.2.402 COURSES AND PROGRAMS:

- A. **Category:** Governance and compliance - accreditation and certification

B. Description: Records related to accreditation and certification of educational or training courses or programs.

C. Retention: destroy 10 years from date file closed
[1.21.2.402 NMAC - N, 10/01/2015]

1.21.2.403 CORRECTIONAL FACILITIES:

A. Category: Governance and compliance - accreditation and certification

B. Description: Records related to accreditation and certification of correctional facilities.

C. Retention: destroy five years from date file closed

[1.21.2.403 NMAC - N, 10/01/2015]

1.21.2.404 INDIVIDUAL CERTIFICATION:

A. Category: Governance and compliance - accreditation and certification

B. Description: Records related to accreditation and certification of individuals who meet specified criteria.

C. Retention: destroy five years from date individual is no longer certified

[1.21.2.404 NMAC - N, 10/01/2015]

1.21.2.405 HOSPITALS AND MEDICAL:

A. Category: Governance and compliance - accreditation and certification

B. Description: Records related to accreditation and certification of hospitals and medical facilities.

C. Retention: destroy 10 years from date file closed

[1.21.2.405 NMAC - N, 10/01/2015]

1.21.2.406 SCHOOLS:

A. Category: Governance and compliance - accreditation and certification

B. Description: Records related to accreditation and certification of schools.

C. Retention: destroy five years from date file closed

[1.21.2.406 NMAC - N, 10/01/2015]

1.21.2.407 - 1.21.2.410 [RESERVED]

1.21.2.411 CORPORATIONS:

A. Category: Governance and compliance - audit, oversight and compliance

B. Description: Records related to oversight of corporations including, but not limited to, corporate filings.

C. Retention: permanent, transfer to archives five years from date file closed

[1.21.2.411 NMAC - N, 10/01/2015]

1.21.2.412 ENVIRONMENTAL:

A. Category: Governance and compliance - audit, oversight and compliance

B. Description: Records related to oversight of environmental programs.

C. Retention: permanent, transfer to archives five years from date file closed

[1.21.2.412 NMAC - N, 10/01/2015]

1.21.2.413 FEDERAL COMPLIANCE AND REPORTING:

A. Category: Governance and compliance - audit, oversight and compliance

B. Description: Records related to oversight and federal compliance reporting.

C. Retention: destroy three years from date file closed

[1.21.2.413 NMAC - N, 10/01/2015]

1.21.2.414 FINANCIAL - AUDITS:

A. Category: Governance and compliance - audit, oversight and compliance

B. Description: Records related to financial audits of agencies and programs.

C. Retention: destroy three years from the close of the fiscal year in which file created

[1.21.2.414 NMAC - N, 10/01/2015]

1.21.2.415 GENERAL - AUDITS AND COMPLIANCE:

- A. Category:** Governance and compliance - audit, oversight and compliance
- B. Description:** Records related to general compliance and audits of agencies and programs.
- C. Retention:** destroy five years from date file closed

[1.21.2.415 NMAC - N, 10/01/2015]

1.21.2.416 INSURANCE:

- A. Category:** Governance and compliance - audit, oversight and compliance
- B. Description:** Records related to oversight of insurance companies and agencies.
- C. Retention:** destroy 10 years from date file closed

[1.21.2.416 NMAC - N, 10/01/2015]

1.21.2.417 - 1.21.2.420 [RESERVED]

1.21.2.421 APPOINTMENTS - ELECTIONS:

- A. Category:** Governance and compliance - election management
- B. Description:** Records related to appointments of election management positions.
- C. Retention:** destroy two years from date file closed

[1.21.2.421 NMAC - N, 10/01/2015]

1.21.2.422 [RESERVED]

[1.21.2.422 NMAC - N, 10/01/2015; Repealed, 11/30/2015]

1.21.2.423 CANDIDACY:

- A. Category:** Governance and compliance - election management
- B. Description:** Records related to candidacy including, but not limited to, nominating petitions.
- C. Retention:** destroy two years from date file closed

[1.21.2.423 NMAC - N, 10/01/2015]

1.21.2.424 CANVASS:

- A. Category:** Governance and compliance - election management
- B. Description:** Canvass of an election.
- C. Retention:** permanent, transfer to archives five years from date file closed

[1.21.2.424 NMAC - N, 10/01/2015]

1.21.2.425 ELECTION ADMINISTRATION - LOCAL:

- A. Category:** Governance and compliance - election management
- B. Description:** Records related to the preparation of the canvass for elections in which no federal candidate appears on the ballot including, but not limited to, ballots, voting permits, signature rosters and tally sheets.

- C. Retention:** destroy 45 days from date file closed

[1.21.2.425 NMAC - N, 10/01/2015]

1.21.2.426 [RESERVED]

1.21.2.427 ELECTION ADMINISTRATION - STATEWIDE:

- A. Category:** Governance and compliance - election management
- B. Description:** Records related to the preparation of the canvass for elections in which a federal candidate appears on the ballot including, but not limited to, ballots, voting permits, signature rosters and tally sheets.

- C. Retention:** destroy 22 months from date file closed

[1.21.2.427 NMAC - N, 10/01/2015]

1.21.2.428 FINANCIAL - CAMPAIGN:

- A. Category:** Governance and compliance - election management

- B. Description:** Records related to candidate, elected and appointed officials financial records.
 - C. Retention:** destroy five years from date file closed
- [1.21.2.428 NMAC - N, 10/01/2015; A, 11/30/2015]

1.21.2.429 INVESTIGATIONS:

- A. Category:** Governance and compliance - election management
 - B. Description:** Records related to election investigations.
 - C. Retention:** permanent, transfer to archives five years from date file closed
- [1.21.2.429 NMAC - N, 10/01/2015]

1.21.2.430 PETITIONS:

- A. Category:** Governance and compliance - election management
 - B. Description:** Records related to petitions, not including nominating petitions.
 - C. Retention:** permanent, transfer to archives five years from date file closed
- [1.21.2.430 NMAC - N, 10/01/2015]

1.21.2.431 REPORTS - ELECTION:

- A. Category:** Governance and compliance - election management
 - B. Description:** Records related to the reporting on the administration and management of elections.
 - C. Retention:** destroy two years from date file closed
- [1.21.2.431 NMAC - N, 10/01/2015]

1.21.2.432 VOTER REGISTRATION:

- A. Category:** Governance and compliance - election management
 - B. Description:** Records related to voter registration.
 - C. Retention:** destroy six years from date file closed
- [1.21.2.432 NMAC - N, 10/01/2015]

1.21.2.433 - 1.21.2.435 [RESERVED]

1.21.2.436 AIR, LAND AND WATER QUALITY:

- A. Category:** Governance and compliance - environment management
 - B. Description:** Records related to environmental compliance for air, land and water quality.
 - C. Retention:** permanent, transfer to archives five years from date file closed
- [1.21.2.436 NMAC - N, 10/01/2015]

1.21.2.437 CONSENTS AND CLEARANCES:

- A. Category:** Governance and compliance - environment management
 - B. Description:** Records related to environmental consents and clearances.
 - C. Retention:** permanent, transfer to archives five years from date file closed
- [1.21.2.437 NMAC - N, 10/01/2015]

1.21.2.438 [RESERVED]

[1.21.2.438 NMAC - N, 10/01/2015; Repealed, 03/15/2016]

1.21.2.439 ENVIRONMENTAL IMPACT STATEMENTS:

- A. Category:** Governance and compliance - environment management
 - B. Description:** Environmental impact statements and related records.
 - C. Retention:** permanent, transfer to archives five years from date file closed
- [1.21.2.439 NMAC - N, 10/01/2015]

1.21.2.440 REMEDIATION - SUPERFUND:

- A. Category:** Governance and compliance - environment management
 - B. Description:** Records related to remediations involving superfunds.
 - C. Retention:** permanent, transfer to archives five years from date file closed
- [1.21.2.440 NMAC - N, 10/01/2015]

1.21.2.441 REVIEWS AND MONITORING:

- A. Category:** Governance and compliance - environment management
- B. Description:** Records related to environmental reviews and monitoring.
- C. Retention:** destroy three years from date file closed

[1.21.2.441 NMAC - N, 10/01/2015]

1.21.2.442 [RESERVED]

1.21.2.443 STORAGE TANKS:

- A. Category:** Governance and compliance - environment management
- B. Description:** Records related to the installation, remediation and removal of storage tanks.
- C. Retention:** permanent, transfer to archives five years from date file closed

[1.21.2.443 NMAC - N, 10/01/2015]

1.21.2.444 WATER FACILITIES - ENVIRONMENT MANAGEMENT:

- A. Category:** Governance and compliance - environment management
- B. Description:** Records related to water facilities.
- C. Retention:** permanent, transfer to archives five years from date file closed

[1.21.2.444 NMAC - N, 10/01/2015; A, 03/15/2016]

1.21.2.445 WATER POLLUTION:

- A. Category:** Governance and compliance - environment management
- B. Description:** Records related to water pollution including, but not limited to, national pollutant discharge elimination system (NPDES) permits and reporting.
- C. Retention:** permanent, transfer to archives five years from date file closed

[1.21.2.445 NMAC - N, 10/01/2015]

1.21.2.446 - 1.21.2.448 [RESERVED]

1.21.2.449 APPOINTMENTS - GOVERNANCE:

- A. Category:** Governance and compliance - governance
- B. Description:** Records related to appointments not identified in other classifications.
- C. Retention:** destroy two years from date file closed

[1.21.2.449 NMAC - N, 10/01/2015]

1.21.2.450 APPOINTMENTS - GOVERNOR:

- A. Category:** Governance and compliance - governance
- B. Description:** Appointments made by the governor and related records.
- C. Retention:** permanent, transfer to archives when no longer needed for reference

[1.21.2.450 NMAC - N, 10/01/2015]

1.21.2.451 BYLAWS:

- A. Category:** Governance and compliance - governance
- B. Description:** Bylaws.
- C. Retention:** permanent, transfer to archives five years from date file closed

[1.21.2.451 NMAC - N, 10/01/2015]

1.21.2.452 MEETINGS:

- A. Category:** Governance and compliance - governance
- B. Description:** Records related to meetings of statutory and policy making bodies including, but not limited to, minutes and not identified in other classifications.
- C. Retention:** permanent, transfer to archives five years from date file closed

[1.21.2.452 NMAC - N, 10/01/2015]

[Those subject to the Open Meetings Act, Section 10-15-1(G) NMSA 1978, once the minutes are approved, audio recordings become non-record material.]

1.21.2.453 OATHS OF OFFICE:

- A. Category:** Governance and compliance - governance
- B. Description:** Oaths of office and related records.
- C. Retention:** permanent, transfer to archives one year from date file closed

[1.21.2.453 NMAC - N, 10/01/2015]

1.21.2.454 - 1.21.2.455 [RESERVED]

1.21.2.456 ADA ACCOMMODATIONS:

- A. Category:** Governance and compliance - human rights management
- B. Description:** Records related to accommodations for disabilities under the Americans with Disabilities Act.
- C. Retention:** destroy three years from date file closed

[1.21.2.456 NMAC - N, 10/01/2015]

1.21.2.457 INVESTIGATIONS - CIVIL AND HUMAN RIGHTS:

- A. Category:** Governance and compliance - human rights management
- B. Description:** Records related to civil and human rights investigations including, but not limited to, grievances and complaints.
- C. Retention:** permanent, transfer to archives five years from date file closed

[1.21.2.457 NMAC - N, 10/01/2015]

1.21.2.458 - 1.21.2.465 [RESERVED]

1.21.2.466 AIR QUALITY:

- A. Category:** Governance and compliance - inspections and monitoring
- B. Description:** Records related to inspections and testing of air quality.
- C. Retention:** destroy five years from date file closed

[1.21.2.466 NMAC - N, 10/01/2015]

1.21.2.467 ASBESTOS:

- A. Category:** Governance and compliance - inspections and monitoring
- B. Description:** Records related to inspections and monitoring of asbestos.
- C. Retention:** permanent, transfer to archives five years from date file closed

[1.21.2.467 NMAC - N, 10/01/2015]

1.21.2.468 CONSTRUCTION MATERIAL SAMPLES:

- A. Category:** Governance and compliance - inspections and monitoring
- B. Description:** Records related to inspections and monitoring of samples of construction materials.
- C. Retention:** destroy 20 years from date file closed

[1.21.2.468 NMAC - N, 10/01/2015]

1.21.2.469 BUILDING AND CONSTRUCTION:

- A. Category:** Governance and compliance - inspections and monitoring
- B. Description:** Records related to inspections and monitoring of building and construction.
- C. Retention:** destroy 10 years from date file closed

[1.21.2.469 NMAC - N, 10/01/2015]

1.21.2.470 INFRASTRUCTURE - INSPECTIONS AND MONITORING:

- A. Category:** Governance and compliance - inspections and monitoring
- B. Description:** Records related to inspections and monitoring of infrastructure including, but not limited to, safety.
- C. Retention:** permanent, transfer to archives 25 years from date file closed

[1.21.2.470 NMAC - N, 10/01/2015]

- 1.21.2.471 EQUIPMENT AND VEHICLES:**
A. **Category:** Governance and compliance - inspections and monitoring
B. **Description:** Records related to inspections and monitoring of equipment and vehicles.
C. **Retention:** destroy three years from date file closed
[1.21.2.471 NMAC - N, 10/01/2015]
- 1.21.2.472 EQUIPMENT - RADIOACTIVE:**
A. **Category:** Governance and compliance - inspections and monitoring
B. **Description:** Records related to inspections and monitoring of radioactive equipment.
C. **Retention:** destroy 75 years from date file closed
[1.21.2.472 NMAC - N, 10/01/2015]
- 1.21.2.473 FIRE AND ELECTRICAL:**
A. **Category:** Governance and compliance - inspections and monitoring
B. **Description:** Records related to inspections for fire prevention and fire protection for buildings, facilities and structures including, but not limited to, fire reports.
C. **Retention:** destroy three years from date file closed
[1.21.2.473 NMAC - N, 10/01/2015]
- 1.21.2.474 GENERAL - INSPECTION:**
A. **Category:** Governance and compliance - inspections and monitoring
B. **Description:** Records related to general inspections and tests, not identified in other classifications.
C. **Retention:** destroy five years from date file closed
[1.21.2.474 NMAC - N, 10/01/2015]
- 1.21.2.475 HAZARDOUS MATERIALS:**
A. **Category:** Governance and compliance - inspections and monitoring
B. **Description:** Records related to inspections and testing of hazardous materials.
C. **Retention:** permanent, transfer to archives 25 years from date file closed
[1.21.2.475 NMAC - N, 10/01/2015]
- 1.21.2.476 HERBICIDE, PESTICIDE AND CHEMICALS:**
A. **Category:** Governance and compliance - inspections and monitoring
B. **Description:** Records related to inspections and testing of herbicides, pesticides and chemicals.
C. **Retention:** destroy 10 years from date file closed
[1.21.2.476 NMAC - N, 10/01/2015]
- 1.21.2.477 HOSPITALS AND MEDICAL FACILITIES:**
A. **Category:** Governance and compliance - inspections and monitoring
B. **Description:** Records related to inspections of hospitals and medical facilities.
C. **Retention:** destroy five years from date file closed
[1.21.2.477 NMAC - N, 10/01/2015]
- 1.21.2.478 INVESTIGATIONS - INSPECTIONS AND MONITORING:**
A. **Category:** Governance and compliance - inspections and monitoring
B. **Description:** Records related to inspections and investigations not identified in other classifications.
C. **Retention:** destroy 25 years from date file closed
[1.21.2.478 NMAC - N, 10/01/2015]
- 1.21.2.479 LABORATORY:**
A. **Category:** Governance and compliance - inspections and monitoring
B. **Description:** Records related to inspections and testing of laboratories including, but not limited to, equipment.
C. **Retention:** destroy 10 years from date file closed

[1.21.2.479 NMAC - N, 10/01/2015]

1.21.2.480 MINES:

- A. **Category:** Governance and compliance - inspections and monitoring
- B. **Description:** Records related to inspections of mines.
- C. **Retention:** permanent, transfer to archives five years from date file closed

[1.21.2.480 NMAC - N, 10/01/2015]

1.21.2.481 TRADE AND SERVICE MARKS:

- A. **Category:** Governance and compliance - inspections and monitoring
- B. **Description:** Records related to the monitoring of trade and service marks.
- C. **Retention:** permanent, transfer to archives five years from date file closed

[1.21.2.481 NMAC - N, 10/01/2015]

1.21.2.482 WATER FACILITIES - INSPECTIONS AND MONITORING:

- A. **Category:** Governance and compliance - inspections and monitoring
- B. **Description:** Records related to inspections of water treatment facilities.
- C. **Retention:** permanent, transfer to archives five years from date file closed

[1.21.2.482 NMAC - N, 10/01/2015; A, 03/15/2016]

1.21.2.483 WATER QUALITY:

- A. **Category:** Governance and compliance - inspections and monitoring
- B. **Description:** Records related to the inspection and testing of drinking and potable water.
- C. **Retention:** destroy 10 years from date file closed

[1.21.2.483 NMAC - N, 10/01/2015]

1.21.2.484 - 1.21.2.489 [RESERVED]

1.21.2.490 ADMINISTRATIVE RULES:

- A. **Category:** Governance and compliance - legislation and regulation management
- B. **Description:** Administrative rules and related records.
- C. **Retention:** permanent, transfer to archives five years from date file closed

[1.21.2.490 NMAC - N, 10/01/2015]

[For filing of administrative rules, refer to Section 14-4-3 NMSA 1978]

1.21.2.491 LEGISLATION:

- A. **Category:** Governance and compliance - legislation and regulation management
- B. **Description:** Legislation and related records including, but not limited to, bills, enrolled acts and vetoed legislation.

- C. **Retention:** permanent, transfer to archives one year from date file closed

[1.21.2.491 NMAC - N, 10/01/2015]

1.21.2.492 LEGISLATIVE MEETINGS:

- A. **Category:** Governance and compliance - legislation and regulation management
- B. **Description:** Legislative committee meetings.
- C. **Retention:** permanent, transfer to archives 15 years from date file created

[1.21.2.492 NMAC - N, 10/01/2015]

1.21.2.493 JOURNALS - HOUSE AND SENATE:

- A. **Category:** Governance and compliance - legislation and regulation management
- B. **Description:** Journals of the house and senate and related records.
- C. **Retention:** permanent, transfer to archives one year from date file closed

[1.21.2.493 NMAC - N, 10/01/2015]

1.21.2.494 LOBBYIST:

- A. **Category:** Governance and compliance - legislation and regulation management

- B. Description:** Records related to lobbyists.
 - C. Retention:** destroy 10 years from date file closed
- [1.21.2.494 NMAC - N, 10/01/2015; A, 11/30/2015]

1.21.2.495 ORDERS AND PROCLAMATIONS:

- A. Category:** Governance and compliance - legislation and regulation management
 - B. Description:** Orders and proclamations of an administrative, legislative or executive nature and related records.
 - C. Retention:** permanent, transfer to archives from date file closed
- [1.21.2.495 NMAC - N, 10/01/2015]
[For filing or publication, refer to Section 14-4-7.1 NMSA 1978]

1.21.2.496 ORDINANCES AND RESOLUTIONS:

- A. Category:** Governance and compliance - legislation and regulation management
 - B. Description:** Records related to ordinances and resolutions.
 - C. Retention:** permanent, transfer to archives five years from date file closed
- [1.21.2.496 NMAC - N, 10/01/2015]
[For filing requirements, refer to Section 47-6-10 NMSA 1978]

1.21.2.497 RESEARCH:

- A. Category:** Governance and compliance - legislation and regulation management
 - B. Description:** Records related to legislative research.
 - C. Retention:** permanent, transfer to archives 75 years from date file created or from date confidentiality waiver received
- [1.21.2.497 NMAC - N, 10/01/2015]
[Waiver required per Sections 2-3-13 NMSA 1978 and 14-3-7.1 NMSA 1978]

1.21.2.498 - 1.21.2.500 [RESERVED]

1.21.2.501 INSPECTIONS AND INVESTIGATIONS:

- A. Category:** Governance and compliance - occupational safety and health
 - B. Description:** Records related to occupational safety and health compliance inspections and investigations.
 - C. Retention:** destroy 10 years from date file closed
- [1.21.2.501 NMAC - N, 10/01/2015]

1.21.2.502 - 1.21.2.505 [RESERVED]

1.21.2.506 SHORT-TERM PERMITS:

- A. Category:** Governance and compliance - permit management
 - B. Description:** Records related to short-term permits not identified in other classifications.
 - C. Retention:** destroy three years from date file closed
- [1.21.2.506 NMAC - N, 10/01/2015]

1.21.2.507 TRANSPORTATION AND TRIP PERMITS:

- A. Category:** Governance and compliance - permit management
 - B. Description:** Records related to transportation and trip permits.
 - C. Retention:** destroy three years from date file closed
- [1.21.2.507 NMAC - N, 10/01/2015]

1.21.2.508 - 1.21.2.510 [RESERVED]

1.21.2.511 POLICIES AND PROCEDURES:

- A. Category:** Governance and compliance - policy and standards management
- B. Description:** Policies and procedures including, but not limited to, code of conduct.
- C. Retention:** permanent, transfer to archives one year from date superseded or obsolete

[1.21.2.511 NMAC - N, 10/01/2015]

1.21.2.512 STANDARDS:

- A. **Category:** Governance and compliance - policy and standards management
- B. **Description:** Records related to standards and best practices including, but not limited to, information technology standards.
- C. **Retention:** permanent, transfer to archives one year from date superseded or obsolete

[1.21.2.512 NMAC - N, 10/01/2015]

1.21.2.513 - 1.21.2.515 [RESERVED]

1.21.2.516 CONVERSION AUTHORIZATION:

- A. **Category:** Governance and compliance - records management
- B. **Description:** Records related to the conversion of public records from one media format to another.
- C. **Retention:** permanent, transfer to archives five years from date file closed

[1.21.2.516 NMAC - N, 10/01/2015]

1.21.2.517 DISPOSITION AUTHORIZATION:

- A. **Category:** Governance and compliance - records management
- B. **Description:** Records related to the disposition of public records including, but not limited to, approvals.
- C. **Retention:** destroy 25 years from date file closed

[1.21.2.517 NMAC - N, 10/01/2015]

1.21.2.518 INFORMATION RELEASE:

- A. **Category:** Governance and compliance - records management
- B. **Description:** Records related to requests for release of information, does not include public records requests.
- C. **Retention:** destroy one year from date file closed

[1.21.2.518 NMAC - N, 10/01/2015]

1.21.2.519 PUBLIC RECORDS REQUESTS:

- A. **Category:** Governance and compliance - records management
- B. **Description:** Records related to requests for information under the Inspection of Public Records Act including, but not limited to, tracking and responses.
- C. **Retention:** destroy one year from date request fulfilled

[1.21.2.519 NMAC - N, 10/01/2015]

[For denied requests, refer to 1.21.2.107 NMAC]

1.21.2.520 RECORDS CUSTODY:

- A. **Category:** Governance and compliance - records management
- B. **Description:** Records related to withdrawal and receipt of records.
- C. **Retention:** destroy 25 years from date file closed

[1.21.2.520 NMAC - N, 10/01/2015]

1.21.2.521 - 1.21.2.600 [RESERVED]

1.21.2.601 AGREEMENTS - OTHER:

- A. **Category:** Legal and judiciary - contract management
- B. **Description:** Records related to agreements not identified in other classifications.
- C. **Retention:** destroy six years from date file closed

[1.21.2.601 NMAC - N, 10/01/2015; A, 11/30/2015]

1.21.2.602 INTERSTATE COMPACTS/AGREEMENTS:

- A. **Category:** Legal and judiciary - contract management

- B. Description:** Interstate compacts and agreements and related records.
 - C. Retention:** permanent, transfer to archives five years from date file closed
- [1.21.2.602 NMAC - N, 10/01/2015]
[For filing requirements, refer to Section 14-3-20 NMSA 1978]

1.21.2.603 COOPERATIVE AGREEMENTS:

- A. Category:** Legal and judiciary - contract management
 - B. Description:** Cooperative agreements including, but not limited to, memoranda of understanding.
 - C. Retention:** permanent, transfer to archives five years from date file closed
- [1.21.2.603 NMAC - N, 10/01/2015]

1.21.2.604 GOODS AND SERVICES:

- A. Category:** Legal and judiciary - contract management
 - B. Description:** Records related to contracting of goods and services.
 - C. Retention:** destroy six years from date file closed
- [1.21.2.604 NMAC - N, 10/01/2015; A, 11/30/2015]

1.21.2.605 LEASES:

- A. Category:** Legal and judiciary - contract management
 - B. Description:** Leases and related records, does not include mineral leases.
 - C. Retention:** destroy six years from date file closed
- [1.21.2.605 NMAC - N, 10/01/2015; A, 11/30/2015]

1.21.2.606 SETTLEMENTS:

- A. Category:** Legal and judiciary - contract management
 - B. Description:** Records related to settlements of contract or agreement disputes.
 - C. Retention:** destroy 14 years from date file closed
- [1.21.2.606 NMAC - N, 10/01/2015]

1.21.2.607 - 1.21.2.610 [RESERVED]

1.21.2.611 CALENDARS:

- A. Category:** Legal and judiciary - court administration
 - B. Description:** Court calendars.
 - C. Retention:** destroy one year from date file created
- [1.21.2.611 NMAC - N, 10/01/2015]

1.21.2.612 CASE FILES - LOWER COURTS (CIVIL):

- A. Category:** Legal and judiciary - court administration
 - B. Description:** Court case files, including, but not limited to, dockets; does not include DUI or domestic violence cases, district, appellate, supreme court or probate case files.
 - C. Retention:** destroy 14 years from date file closed
- [1.21.2.612 NMAC - N, 10/01/2015]

1.21.2.613 CASE FILES - LOWER COURTS (CRIMINAL):

- A. Category:** Legal and judiciary - court administration
 - B. Description:** Court case files, including, but not limited to, dockets; does not include DUI or domestic violence cases, district, appellate, supreme court or probate case files.
 - C. Retention:** destroy one year from date file closed
- [1.21.2.613 NMAC - N, 10/01/2015]

1.21.2.614 CASE FILES - JUVENILE:

- A. Category:** Legal and judiciary - court administration
 - B. Description:** Juvenile court case files.
 - C. Retention:** destroy 22 years from date of birth
- [1.21.2.614 NMAC - N, 10/01/2015]

1.21.2.615 CASE FILES - COURT OF RECORD:

- A. **Category:** Legal and judiciary - court administration
 - B. **Description:** Court case files including, but not limited to, dockets. Court cases include, but are not limited to, all DUI and domestic violence cases, district, appellate, supreme court or probate case files.
 - C. **Retention:** permanent, transfer to archives 10 years from date file closed
- [1.21.2.615 NMAC - N, 10/01/2015]

1.21.2.616 CASE FILES - DISMISSED:

- A. **Category:** Legal and judiciary - court administration
 - B. **Description:** Dismissed case files.
 - C. **Retention:** destroy one year from date file closed
- [1.21.2.616 NMAC - N, 10/01/2015]

1.21.2.617 EXHIBITS:

- A. **Category:** Legal and judiciary - court administration
 - B. **Description:** Exhibits.
 - C. **Retention:** destroy one year from date of final disposition of associated case
- [1.21.2.617 NMAC - N, 10/01/2015]

1.21.2.618 JURY MANAGEMENT:

- A. **Category:** Legal and judiciary - court administration
 - B. **Description:** Records related to the management of juries.
 - C. **Retention:** destroy three months from date file closed
- [1.21.2.618 NMAC - N, 10/01/2015]

1.21.2.619 PROBATION FILES:

- A. **Category:** Legal and judiciary - court administration
 - B. **Description:** Records related to probation at the lower court level.
 - C. **Retention:** destroy five years from date file closed
- [1.21.2.619 NMAC - N, 10/01/2015]

1.21.2.620 - 1.21.2.625 [RESERVED]

1.21.2.626 ADOPTIONS:

- A. **Category:** Legal and judiciary - legal matter management
 - B. **Description:** Records related to adoptions including, but not limited to, agreement and consents.
 - C. **Retention:** permanent, transfer to archives 25 years from date file closed
- [1.21.2.626 NMAC - N, 10/01/2015]

1.21.2.627 ADVICE AND OPINIONS:

- A. **Category:** Legal and judiciary - legal matter management
 - B. **Description:** Records related to research and correspondence related to legal issues including, but not limited to, precedents and opinions.
 - C. **Retention:** permanent, transfer to archives from date file closed
- [1.21.2.627 NMAC - N, 10/01/2015]

1.21.2.628 BONDS:

- A. **Category:** Legal and judiciary - legal matter management
 - B. **Description:** Court ordered bonds and related records.
 - C. **Retention:** destroy three years from the close of the fiscal year in which created
- [1.21.2.628 NMAC - N, 10/01/2015]

1.21.2.629 EXTRADITIONS AND REQUISITIONS:

- A. **Category:** Legal and judiciary - legal matter management
- B. **Description:** Records related to extraditions and requisitions.

C. **Retention:** destroy three years from date file closed
[1.21.2.629 NMAC - N, 10/01/2015]

1.21.2.630 EXTRADITIONS AND RENDITIONS - GOVERNOR:

A. **Category:** Legal and judiciary - legal matter management

B. **Description:** Records related to extraditions and renditions issued by the governor.

C. **Retention:** permanent, transfer to archives when no longer needed for reference

[1.21.2.630 NMAC - N, 10/01/2015]

1.21.2.631 SIGNATURE RECORDS:

A. **Category:** Legal and judiciary - legal matter management

B. **Description:** Records related to signatures including, but not limited to, facsimile and digital signatures.

C. **Retention:** destroy 10 years from date file closed

[1.21.2.631 NMAC - N, 10/01/2015]

1.21.2.632 HEARINGS AND APPEALS:

A. **Category:** Legal and judiciary - legal matter management

B. **Description:** Records related to hearings and appeals.

C. **Retention:** destroy 10 years from date file closed

[1.21.2.632 NMAC - N, 10/01/2015]

1.21.2.633 HEARINGS AND APPEALS - HISTORICAL:

A. **Category:** Legal and judiciary - legal matter management

B. **Description:** Records related to hearings and appeals which affect public policy.

C. **Retention:** permanent, transfer to archives 10 years from date file closed

[1.21.2.633 NMAC - N, 10/01/2015]

1.21.2.634 INVESTIGATIONS - LEGAL MATTER MANAGEMENT:

A. **Category:** Legal and judiciary - legal matter management

B. **Description:** Records related to investigations with merit of alleged criminal activities and not identified in other classifications.

C. **Retention:** destroy 10 years from date file closed

[1.21.2.634 NMAC - N, 10/01/2015; A, 11/30/2015]

1.21.2.635 INVESTIGATIONS - ATTORNEY GENERAL:

A. **Category:** Legal and judiciary - legal matter management

B. **Description:** Records related to investigations conducted by the attorney general.

C. **Retention:** permanent, transfer to archives five years from date file closed

[1.21.2.635 NMAC - N, 10/01/2015]

1.21.2.636 LEGAL CASE FILES:

A. **Category:** Legal and judiciary - legal matter management

B. **Description:** Legal case files other than historical case files.

C. **Retention:** destroy 10 years from date file closed

[1.21.2.636 NMAC - N, 10/01/2015]

1.21.2.637 LEGAL CASE FILES - HISTORICAL:

A. **Category:** Legal and judiciary - legal matter management

B. **Description:** Legal case files pertaining to the office of the governor, attorney general and regulation and remediation.

C. **Retention:** permanent, transfer to archives 10 years from date file closed

[1.21.2.637 NMAC - N, 10/01/2015]

1.21.2.638 MISSING PERSON FILES:

A. **Category:** Legal and judiciary - legal matter management

- B. Description:** Missing person files and related records.
 - C. Retention:** permanent, transfer to archives five years from date file closed
- [1.21.2.638 NMAC - N, 10/01/2015]

1.21.2.639 PUBLIC DEFENDER AND DISTRICT ATTORNEY CASE FILES - ADULT:

- A. Category:** Legal and judiciary - legal matter management
 - B. Description:** Public defender and district attorney case files for adults, does not include capital offenses.
 - C. Retention:** destroy 10 years from date file closed
- [1.21.2.639 NMAC - N, 10/01/2015]

1.21.2.640 PUBLIC DEFENDER AND DISTRICT ATTORNEY CASE FILES - CAPITAL OFFENSES:

- A. Category:** Legal and judiciary - legal matter management
 - B. Description:** Public defender and district attorney case files related to capital offenses.
 - C. Retention:** permanent, transfer to archives 25 years from date file closed
- [1.21.2.640 NMAC - N, 10/01/2015]

1.21.2.641 PUBLIC DEFENDER AND DISTRICT ATTORNEY CASE FILES - JUVENILE:

- A. Category:** Legal and judiciary - legal matter management
 - B. Description:** Public defender and district attorney case files for juveniles.
 - C. Retention:** destroy 22 years from date of birth
- [1.21.2.641 NMAC - N, 10/01/2015]

1.21.2.642 WAIVERS AND RELEASES - LEGAL MATTER MANAGEMENT:

- A. Category:** Legal and judiciary - legal matter management
 - B. Description:** Records related to waivers and releases.
 - C. Retention:** destroy two years from date file closed
- [1.21.2.642 NMAC - N, 10/01/2015; A, 03/15/2016]

1.21.2.643 VICTIM CLAIM FILES:

- A. Category:** Legal and judiciary - legal matter management
 - B. Description:** Victim claim files and related records.
 - C. Retention:** destroy 100 years from date of birth of claimant
- [1.21.2.643 NMAC - N, 10/01/2015]

1.21.2.644 - 1.21.2.650 [RESERVED]

1.21.2.651 BRANDS:

- A. Category:** Legal and judiciary - licensing and registration
 - B. Description:** Records related to brands.
 - C. Retention:** destroy six years from date file closed
- [1.21.2.651 NMAC - N, 10/01/2015]

1.21.2.652 BUSINESS LICENSES:

- A. Category:** Legal and judiciary - licensing and registration
 - B. Description:** Records related to licenses for businesses not determined to be historical.
 - C. Retention:** destroy 10 years from date entity is no longer licensed
- [1.21.2.652 NMAC - N, 10/01/2015]

1.21.2.653 BUSINESS LICENSES - HISTORICAL:

- A. Category:** Legal and judiciary - licensing and registration
- B. Description:** Records related to licenses for businesses including, but not limited to, financial institutions, funeral homes, zoo, burial transit, child placement agency (foster care), private investigation, construction/contractor, liquid petroleum and natural gas, liquor license, private post-secondary institution, higher

education distance learning, small brewer, winegrower or craft distiller, body art, medical marijuana producer and racing establishments.

C. Retention: permanent, transfer to archives 10 years from date file closed
[1.21.2.653 NMAC - N, 10/01/2015]

1.21.2.654 CONCEALED FIREARMS:

A. Category: Legal and judiciary - licensing and registration

B. Description: Records related to concealed firearms.

C. Retention: destroy two years from date file closed

[1.21.2.654 NMAC - N, 10/01/2015]

1.21.2.655 DEALERS, AGENTS AND OUTFITTERS:

A. Category: Legal and judiciary - licensing and registration

B. Description: Records related to licensed dealers, agents and outfitters.

C. Retention: destroy three years from date file closed

[1.21.2.655 NMAC - N, 10/01/2015]

1.21.2.656 DISCIPLINE AND INVESTIGATIONS - GENERAL:

A. Category: Legal and judiciary - licensing and registration

B. Description: Records related to general discipline and investigations of license and certification violations.

C. Retention: destroy 25 years from date file closed

[1.21.2.656 NMAC - N, 10/01/2015]

1.21.2.657 DISCIPLINE AND INVESTIGATIONS - HISTORICAL:

A. Category: Legal and judiciary - licensing and registration

B. Description: Records related to discipline and investigations of violations pertaining to licenses determined to be historical.

C. Retention: permanent, transfer to archives 10 years from date file closed

[1.21.2.657 NMAC - N, 10/01/2015]

1.21.2.658 DRIVERS' LICENSES:

A. Category: Legal and judiciary - licensing and registration

B. Description: Records related to issuing and tracking drivers' licenses including, but not limited to, revocation and suspensions not identified in other classifications.

C. Retention: destroy three years from date file closed

[1.21.2.658 NMAC - N, 10/01/2015]

1.21.2.659 DRIVERS' LICENSES - SUSPENSION AND REVOCATION:

A. Category: Legal and judiciary - licensing and registration

B. Description: Records related to vehicular homicide and DUI license suspension and revocation.

C. Retention: destroy 55 years from date file closed

[1.21.2.659 NMAC - N, 10/01/2015]

1.21.2.660 DRIVERS' LICENSES - LIFETIME SUSPENSION AND REVOCATION:

A. Category: Legal and judiciary - licensing and registration

B. Description: Records related to permanent commercial driver's license suspensions and revocation.

C. Retention: destroy 100 years from date of birth of licensee

[1.21.2.660 NMAC - N, 10/01/2015]

1.21.2.661 FACILITIES, ESTABLISHMENTS AND PRODUCTS:

A. Category: Legal and judiciary - licensing and registration

B. Description: Records related to licensing and certification of facilities, establishments and products.

C. Retention: destroy five years from date file closed

[1.21.2.661 NMAC - N, 10/01/2015]

1.21.2.662 MOTOR VEHICLES - TITLES:

- A. **Category:** Legal and judiciary - licensing and registration
- B. **Description:** Records related to motor vehicle titles.
- C. **Retention:** destroy 25 years from date of change of ownership

[1.21.2.662 NMAC - N, 10/01/2015]

1.21.2.663 MOTOR VEHICLES - REGISTRATION:

- A. **Category:** Legal and judiciary - licensing and registration
- B. **Description:** Records related to motor vehicle registration.
- C. **Retention:** destroy three years from date file closed

[1.21.2.663 NMAC - N, 10/01/2015]

1.21.2.664 MOTOR VEHICLES, IDENTIFICATION:

- A. **Category:** Legal and judiciary - licensing and registration
- B. **Description:** Records related to motor vehicle identification.
- C. **Retention:** destroy three years from date file closed

[1.21.2.664 NMAC - N, 10/01/2015]

1.21.2.665 MOTOR VEHICLES, LICENSE PLATES:

- A. **Category:** Legal and judiciary - licensing and registration
- B. **Description:** Records related to motor vehicle license plates.
- C. **Retention:** destroy one year from date file closed

[1.21.2.665 NMAC - N, 10/01/2015]

1.21.2.666 NOTARY:

- A. **Category:** Legal and judiciary - licensing and registration
- B. **Description:** Records related to licenses for notaries.
- C. **Retention:** permanent, transfer to archives five years from date file closed

[1.21.2.666 NMAC - N, 10/01/2015]

1.21.2.667 PROFESSIONAL LICENSES:

- A. **Category:** Legal and judiciary - licensing and registration
- B. **Description:** Records related to professional licenses not identified as historical.
- C. **Retention:** destroy 10 years from date individual is no longer licensed

[1.21.2.667 NMAC - N, 10/01/2015]

1.21.2.668 PROFESSIONAL LICENSES - HISTORICAL:

- A. **Category:** Legal and judiciary - licensing and registration
- B. **Description:** Records related to professional licenses including, but not limited to, attorney, architect, certified public accountants, body art and piercing, nutritionist, dietician, optometrist, osteopathic, pharmacist, podiatry, polygraph examiner, private investigator, psychologist, otolaryngologist, funeral service practitioner, physician, physician's assistant, nursing, medication aid and hemodialysis, well driller, midwife, radioactive material licensee and educator lifetime licensure.

- C. **Retention:** permanent, transfer to archives 10 years from date file closed

[1.21.2.668 NMAC - N, 10/01/2015]

1.21.2.669 SECURITIES:

- A. **Category:** Legal and judiciary - licensing and registration
- B. **Description:** Records related to licensing securities.
- C. **Retention:** destroy five years from date file closed

[1.21.2.669 NMAC - N, 10/01/2015]

1.21.2.670 SPORTSMEN'S LICENSURE:

- A. **Category:** Legal and judiciary - licensing and registration

- B. Description:** Records related to licenses and permitting for hunting, angling and trapping.
 - C. Retention:** destroy five years from date file closed
- [1.21.2.670 NMAC - N, 10/01/2015]

1.21.2.671 SPORTSMEN'S LICENSURE - LIFETIME:

- A. Category:** Legal and judiciary - licensing and registration
 - B. Description:** Records related to lifetime licenses and permitting for hunting, angling and trapping.
 - C. Retention:** destroy 100 years from date of birth of licensee
- [1.21.2.671 NMAC - N, 10/01/2015]

1.21.2.672 TESTS AND EXAMINATIONS:

- A. Category:** Legal and judiciary - licensing and registration
 - B. Description:** Tests and examinations for licenses and certifications.
 - C. Retention:** destroy two years from date file closed
- [1.21.2.672 NMAC - N, 10/01/2015]

1.21.2.673 - 1.21.2.675 [RESERVED]

1.21.2.676 APPRAISALS - VALUATIONS:

- A. Category:** Legal and judiciary - real property
 - B. Description:** Records related to appraisals for valuation, does not include tax valuations.
 - C. Retention:** destroy five years from date file closed
- [1.21.2.676 NMAC - N, 10/01/2015]

1.21.2.677 LAND AND EASEMENTS:

- A. Category:** Legal and judiciary - real property
 - B. Description:** Records related to property rights, exchanges, sale or acquisition of land including, but not limited to, easements.
 - C. Retention:** permanent, transfer to archives five years from date file closed
- [1.21.2.677 NMAC - N, 10/01/2015]

1.21.2.678 RIGHT OF WAY:

- A. Category:** Legal and judiciary - real property
 - B. Description:** Records related to property rights of way.
 - C. Retention:** permanent, transfer to archives five years from date file closed
- [1.21.2.678 NMAC - N, 10/01/2015]

1.21.2.679 WATER RIGHTS:

- A. Category:** Legal and judiciary - real property
 - B. Description:** Records related to water rights and permits.
 - C. Retention:** permanent, transfer to archives five years from date file closed
- [1.21.2.679 NMAC - N, 10/01/2015]

1.21.2.680 - 1.21.2.699 [RESERVED]

1.21.2.700 FOOD AND DRUG INFORMATION:

- A. Category:** Natural resource management - agriculture
 - B. Description:** Records related to food and drug information.
 - C. Retention:** destroy five years from date file closed
- [1.21.2.700 NMAC - N, 10/01/2015]

1.21.2.701 SURVEYS AND INSPECTIONS:

- A. Category:** Natural resource management - agriculture
- B. Description:** Records related to agricultural surveys and inspections.
- C. Retention:** destroy five years from date file closed

[1.21.2.701 NMAC - N, 10/01/2015]

1.21.2.702 WEIGHTS AND MEASURES:

- A. **Category:** Natural resource management - agriculture
- B. **Description:** Records related to weights and measures.
- C. **Retention:** destroy one year from date file closed

[1.21.2.702 NMAC - N, 10/01/2015]

1.21.2.703 - 1.21.2.705 [RESERVED]

1.21.2.706 DISEASE MANAGEMENT - ANIMAL AND LIVESTOCK:

- A. **Category:** Natural resource management - animal and livestock
- B. **Description:** Records related to the management and prevention of animal disease.
- C. **Retention:** destroy 10 years from date file closed

[1.21.2.706 NMAC - N, 10/01/2015; A, 03/15/2016]

1.21.2.707 INSPECTIONS:

- A. **Category:** Natural resource management - animal and livestock
- B. **Description:** Records related to animal and livestock inspections.
- C. **Retention:** destroy five years from date file closed

[1.21.2.707 NMAC - N, 10/01/2015]

1.21.2.708 - 1.21.2.710 [RESERVED]

1.21.2.711 CONSERVATION PLANS:

- A. **Category:** Natural resource management - land and water
- B. **Description:** Conservation plans and related records.
- C. **Retention:** permanent, transfer to archives five years from date file closed

[1.21.2.711 NMAC - N, 10/01/2015]

1.21.2.712 FOREST MANAGEMENT:

- A. **Category:** Natural resource management - land and water
- B. **Description:** Records related to the management of forests.
- C. **Retention:** destroy five years from date file closed

[1.21.2.712 NMAC - N, 10/01/2015]

1.21.2.713 LAND MANAGEMENT:

- A. **Category:** Natural resource management - land and water
- B. **Description:** Records related to management of state trust land.
- C. **Retention:** permanent, transfer to archives five years from date file closed

[1.21.2.713 NMAC - N, 10/01/2015]

1.21.2.714 [RESERVED]

1.21.2.715 NATURAL RESOURCES:

- A. **Category:** Natural resource management - land and water
- B. **Description:** Records related to the management of natural resources not identified in other classifications.
- C. **Retention:** permanent, transfer to archives five years from date file closed

[1.21.2.715 NMAC - N, 10/01/2015]

1.21.2.716 WATER MANAGEMENT AND PLANNING:

- A. **Category:** Natural resource management - land and water
- B. **Description:** Records related to management of water including, but not limited to, planning.
- C. **Retention:** permanent, transfer to archives five years from date file closed

[1.21.2.716 NMAC - N, 10/01/2015]

1.21.2.717 - 1.21.2.720 [RESERVED]

1.21.2.721 FACILITIES:

- A. **Category:** Natural resource management - recreation
- B. **Description:** Records related to the management of government parks, trails and facilities.
- C. **Retention:** permanent, transfer to archives 10 years from date file closed

[1.21.2.721 NMAC - N, 10/01/2015]

1.21.2.722 RECREATIONAL ACCESS:

- A. **Category:** Natural resource management - recreation
- B. **Description:** Records related to recreational access to government property and facilities.
- C. **Retention:** destroy two years from date file closed

[1.21.2.722 NMAC - N, 10/01/2015]

1.21.2.723 - 1.21.2.725 [RESERVED]

1.21.2.726 FISH MANAGEMENT:

- A. **Category:** Natural resource management - wildlife
- B. **Description:** Records related to the management of fish and aquatic animals.
- C. **Retention:** permanent, transfer to archives five years from date file closed

[1.21.2.726 NMAC - N, 10/01/2015]

1.21.2.727 GAME MANAGEMENT:

- A. **Category:** Natural resource management - wildlife
- B. **Description:** Records related to the management of protected species including, but not limited to, hunter survey, tagging and harvest information; and not identified in other classifications.
- C. **Retention:** destroy five years from date file closed

[1.21.2.727 NMAC - N, 10/01/2015]

1.21.2.728 GAME MANAGEMENT - HISTORICAL:

- A. **Category:** Natural resource management - wildlife
- B. **Description:** Records related to the management of protected species including, but not limited to, bighorn sheep, species transplant, importation, protected mammal and wildlife surveys.
- C. **Retention:** permanent, transfer to archives five years from date file closed

[1.21.2.728 NMAC - N, 10/01/2015]

1.21.2.729 - 1.21.2.800 [RESERVED]

1.21.2.801 CASE FILES - CHILD AND YOUTH SERVICES:

- A. **Category:** Public health and social services - child and youth
- B. **Description:** Child and social service case files including abuse or neglect cases not resulting in transfer of custody to the state.
- C. **Retention:** destroy 19 years from date of birth

[1.21.2.801 NMAC - N, 10/01/2015]

1.21.2.802 CASE FILES - FOSTER CARE:

- A. **Category:** Public health and social services - child and youth
- B. **Description:** Records related to abuse or neglect cases resulting in transfer of custody to the state.
- C. **Retention:** permanent, transfer to archives 25 years from date file closed

[1.21.2.802 NMAC - N, 10/01/2015]

1.21.2.803 CHILD SUPPORT SERVICES:

- A. **Category:** Public health and social services - child and youth
- B. **Description:** Records related to child support services.
- C. **Retention:** destroy three years from date file closed

[1.21.2.803 NMAC - N, 10/01/2015]

1.21.2.804 FOSTER HOMES:

- A. **Category:** Public health and social services - child and youth
- B. **Description:** Records related to foster care homes.
- C. **Retention:** permanent, transfer to archives 10 years from date file closed

[1.21.2.804 NMAC - N, 10/01/2015]

1.21.2.805 JUVENILE RECORDS:

- A. **Category:** Public health and social services - child and youth
- B. **Description:** Case files of at-risk or delinquent youth.
- C. **Retention:** destroy 22 years from date of birth

[1.21.2.805 NMAC - N, 10/01/2015]

1.21.2.806 - 1.21.2.810 [RESERVED]

1.21.2.811 ASSISTANCE - EMPLOYMENT:

- A. **Category:** Public health and social services - family and aging
- B. **Description:** Records related to employment assistance.
- C. **Retention:** destroy five years from date file closed

[1.21.2.811 NMAC - N, 10/01/2015]

1.21.2.812 ASSISTANCE - EMPLOYMENT (REFUGEE):

- A. **Category:** Public health and social services - family and aging
- B. **Description:** Records related to employment assistance for refugees.
- C. **Retention:** permanent, transfer to archives 10 years from date file closed

[1.21.2.812 NMAC - N, 10/01/2015]

1.21.2.813 ASSISTANCE - FINANCIAL:

- A. **Category:** Public health and social services - family and aging
- B. **Description:** Records related to financial assistance.
- C. **Retention:** destroy five years from date file closed

[1.21.2.813 NMAC - N, 10/01/2015]

1.21.2.814 ASSISTANCE - MEDICAL:

- A. **Category:** Public health and social services - family and aging
- B. **Description:** Records related to medical assistance.
- C. **Retention:** destroy six years from date audit report released

[1.21.2.814 NMAC - N, 10/01/2015]

1.21.2.815 ASSISTANCE - NUTRITION:

- A. **Category:** Public health and social services - family and aging
- B. **Description:** Records related to nutrition assistance including, but not limited to, case files, participation and authorizations.
- C. **Retention:** destroy three years after date file closed

[1.21.2.815 NMAC - N, 10/01/2015]

1.21.2.816 CASE FILES - FAMILY AND AGING:

- A. **Category:** Public health and social services - family and aging
- B. **Description:** Family and aging services case files.
- C. **Retention:** destroy six years from date file closed

[1.21.2.816 NMAC - N, 10/01/2015]

1.21.2.817 - 1.21.2.820 [RESERVED]

1.21.2.821 HAZARDOUS WASTE:

- A. **Category:** Public health and social services - hazardous material management
 - B. **Description:** Records related to hazardous waste, materials and biohazards, including agency programs and response.
 - C. **Retention:** destroy 30 years from date file closed
- [1.21.2.821 NMAC - N, 10/01/2015]

1.21.2.822 RADIOACTIVE MATERIAL:

- A. **Category:** Public health and social services - hazardous material management
 - B. **Description:** Records related to the receipt, maintenance and disposal of radioactive material.
 - C. **Retention:** permanent, transfer to archives five years from date file closed
- [1.21.2.822 NMAC - N, 10/01/2015]

1.21.2.823 MATERIAL SAFETY DATA SHEETS:

- A. **Category:** Public health and social services - hazardous material management
 - B. **Description:** Records related to identifying hazardous materials and chemicals including, but not limited to, use and analyses.
 - C. **Retention:** destroy 30 years from date file closed
- [1.21.2.823 NMAC - N, 10/01/2015]

1.21.2.824 - 1.21.2.825 [RESERVED]

1.21.2.826 ANALYSIS - X-RAY AND CHEMICAL:

- A. **Category:** Public health and social services - hospital and medical
 - B. **Description:** Records related to the analysis of x-rays and chemicals.
 - C. **Retention:** destroy 12 years from date file closed
- [1.21.2.826 NMAC - N, 10/01/2015]

1.21.2.827 DISEASE MANAGEMENT - HOSPITAL AND MEDICAL:

- A. **Category:** Public health and social services - hospital and medical
 - B. **Description:** Records related to diseases including CDC reportable diseases.
 - C. **Retention:** destroy 80 years from date file closed
- [1.21.2.827 NMAC - N, 10/01/2015; A, 03/15/2016]

1.21.2.828 DRUGS AND CONTROLLED SUBSTANCES:

- A. **Category:** Public health and social services - hospital and medical
 - B. **Description:** Records related to drugs and controlled substances including, but not limited to, inventories and prescriptions.
 - C. **Retention:** destroy three years from date file closed
- [1.21.2.828 NMAC - N, 10/01/2015]

1.21.2.829 INCIDENTS:

- A. **Category:** Public health and social services - hospital and medical
 - B. **Description:** Records related to incidents including minor injury reports.
 - C. **Retention:** destroy three years from date file closed
- [1.21.2.829 NMAC - N, 10/01/2015]

1.21.2.830 PATIENT MANAGEMENT:

- A. **Category:** Public health and social services - hospital and medical
 - B. **Description:** Records related to management of patients including, but not limited to, accounts and client files.
 - C. **Retention:** destroy five years from date file closed
- [1.21.2.830 NMAC - N, 10/01/2015]

1.21.2.831 PATIENT RECORDS - ADULT:

- A. **Category:** Public health and social services - hospital and medical
- B. **Description:** Adult patient records.

C. **Retention:** destroy 10 years from date file closed
[1.21.2.831 NMAC - N, 10/01/2015]

1.21.2.832 PATIENT RECORDS - MINOR (≥9 YEARS OF AGE):

- A. **Category:** Public health and social services - hospital and medical
- B. **Description:** Patient records for minors nine years of age or over at date of last discharge.
- C. **Retention:** destroy 10 years from date of last discharge

[1.21.2.832 NMAC - N, 10/01/2015]

1.21.2.833 PATIENT RECORDS - MINOR (≤8 YEARS OF AGE):

- A. **Category:** Public health and social services - hospital and medical
- B. **Description:** Patient records for minors eight years of age or under at date of last discharge.
- C. **Retention:** destroy 19 years from date of birth

[1.21.2.833 NMAC - N, 10/01/2015]

1.21.2.834 PROGRAMS - HOSPITAL AND MEDICAL:

- A. **Category:** Public health and social services - hospital and medical
- B. **Description:** Records related to clinical and health programs.
- C. **Retention:** destroy five years from date file closed

[1.21.2.834 NMAC - N, 10/01/2015]

1.21.2.835 - 1.21.2.840 [RESERVED]

1.21.2.841 CALIBRATION:

- A. **Category:** Public health and social services - laboratory management
- B. **Description:** Calibration logs and files.
- C. **Retention:** destroy 10 years from date file closed

[1.21.2.841 NMAC - N, 10/01/2015]

1.21.2.842 CASE FILES - LABORATORY:

- A. **Category:** Public health and social services - laboratory management
- B. **Description:** Records related to laboratory analysis.
- C. **Retention:** destroy 10 years from date file closed

[1.21.2.842 NMAC - N, 10/01/2015]

1.21.2.843 REPORTS - LABORATORY:

- A. **Category:** Public health and social services - laboratory management
- B. **Description:** Laboratory samples and reports.
- C. **Retention:** destroy four years from date file created

[1.21.2.843 NMAC - N, 10/01/2015]

1.21.2.844 FORENSIC ANALYSIS:

- A. **Category:** Public health and social services - laboratory management
- B. **Description:** Records related to forensic analysis.
- C. **Retention:** destroy 10 years from date of final disposition of corresponding case

[1.21.2.844 NMAC - N, 10/01/2015]

1.21.2.845 FORENSIC ANALYSIS - MEDICAL INVESTIGATOR:

- A. **Category:** Public health and social services - laboratory management
- B. **Description:** Records related to forensic analysis conducted by the medical investigator.
- C. **Retention:** permanent, transfer to archives five years from date file closed

[1.21.2.845 NMAC - N, 10/01/2015]

1.21.2.846 - 1.21.2.850 [RESERVED]

1.21.2.851 BIRTHS AND DEATHS:

- A. **Category:** Public health and social services - vital records
- B. **Description:** Records related to births and deaths.
- C. **Retention:** permanent, transfer to archives five years from date file closed

[1.21.2.851 NMAC - N, 10/01/2015]

1.21.2.852 - 1.21.2.900 [RESERVED]

1.21.2.901 COMPLAINTS AND INVESTIGATIONS:

- A. **Category:** Public safety services - correctional institutions
- B. **Description:** Records related to investigations including, but not limited to, shakedown, site or staff and search logs.
- C. **Retention:** destroy five years from date file closed

[1.21.2.901 NMAC - N, 10/01/2015]

1.21.2.902 INMATE FILES - JAIL:

- A. **Category:** Public safety services - correctional institutions
- B. **Description:** Jail inmate files.
- C. **Retention:** destroy five years from date file closed

[1.21.2.902 NMAC - N, 10/01/2015]

1.21.2.903 INMATE FILES - JUVENILE:

- A. **Category:** Public safety services - correctional institutions
- B. **Description:** Juvenile inmate files.
- C. **Retention:** destroy 22 years from date of birth

[1.21.2.903 NMAC - N, 10/01/2015]

1.21.2.904 INMATE FILES - PENITENTIARY:

- A. **Category:** Public safety services - correctional institutions
- B. **Description:** Penitentiary inmate files.
- C. **Retention:** permanent, transfer to archives 50 years from date file closed

[1.21.2.904 NMAC - N, 10/01/2015]

1.21.2.905 INMATE MAIL:

- A. **Category:** Public safety services - correctional institutions
- B. **Description:** Records related to offenders mail including, but not limited to, unidentified foreign objects.
- C. **Retention:** destroy five years from close of calendar year in which file closed

[1.21.2.905 NMAC - N, 10/01/2015]

1.21.2.906 PAROLE AND PROBATION FILES:

- A. **Category:** Public safety services - correctional institutions
- B. **Description:** Parole and probation files.
- C. **Retention:** permanent, transfer to archives 50 years from date probation or parole completed

[1.21.2.906 NMAC - N, 10/01/2015]

1.21.2.907 PROGRAMS - CORRECTIONAL INSTITUTION:

- A. **Category:** Public safety services - correctional institutions
- B. **Description:** Records related to inmate programs including, but not limited to, medical and recreational.
- C. **Retention:** destroy three years from date file closed

[1.21.2.907 NMAC - N, 10/01/2015]

1.21.2.908 SAFETY RECORDS:

- A. **Category:** Public safety services - correctional institutions
- B. **Description:** Safety records.
- C. **Retention:** destroy five years from the close of the calendar year in which file created

[1.21.2.908 NMAC - N, 10/01/2015]

1.21.2.909 SECURITY AND ACCESS:

- A. **Category:** Public safety services - correctional institutions
- B. **Description:** Records related to security and access.
- C. **Retention:** destroy five years from date file closed

[1.21.2.909 NMAC - N, 10/01/2015]

1.21.2.910 SURVEILLANCE:

- A. **Category:** Public safety services - correctional institutions
- B. **Description:** Records related to surveillance including, but not limited to, radio, telephone and cameras.
- C. **Retention:** destroy two years from date file closed

[1.21.2.910 NMAC - N, 10/01/2015]

1.21.2.911 UNIT FILES:

- A. **Category:** Public safety services - correctional institutions
- B. **Description:** Records related to unit files.
- C. **Retention:** destroy three years from date file closed

[1.21.2.911 NMAC - N, 10/01/2015]

1.21.2.912 - 1.21.2.915 [RESERVED]

1.21.2.916 DISASTER FILES:

- A. **Category:** Public safety services - emergency and disaster management
- B. **Description:** Records related to management and history of disasters.
- C. **Retention:** permanent, transfer to archives five years from date file closed

[1.21.2.916 NMAC - N, 10/01/2015]

1.21.2.917 EMERGENCY AND FIRE DRILLS:

- A. **Category:** Public safety services - emergency and disaster management
- B. **Description:** Records related to emergency and fire drills.
- C. **Retention:** destroy one year from date file closed

[1.21.2.917 NMAC - N, 10/01/2015]

1.21.2.918 RESPONSE:

- A. **Category:** Public safety services - emergency and disaster management
- B. **Description:** Records related to responses to a disaster or emergency situation including, but not limited to, communications with responding agencies, details of the activation and all documentation or issues relating to or arising from the disaster.
- C. **Retention:** destroy five years from date file closed

[1.21.2.918 NMAC - N, 10/01/2015]

1.21.2.919 RESPONSE - NATIONAL GUARD:

- A. **Category:** Public safety services - emergency and disaster management
- B. **Description:** Records related to New Mexico national guard responses to a disaster or emergency situation including, but not limited to, communications with responding agencies, details of the activation and all documentation or issues relating to or arising from the disaster.
- C. **Retention:** permanent, transfer to archives five years from date file closed

[1.21.2.919 NMAC - N, 10/01/2015]

1.21.2.920 - 1.21.2.925 [RESERVED]

1.21.2.926 ACCIDENTS AND INCIDENTS:

- A. **Category:** Public safety services - law enforcement
- B. **Description:** Records related to accident reports and incidents.

C. **Retention:** destroy 10 years from date file closed
[1.21.2.926 NMAC - N, 10/01/2015]

1.21.2.927 ACCIDENTS AND INCIDENTS - FATALITY:

A. **Category:** Public safety services - law enforcement

B. **Description:** Records related to accident reports and incidents involving fatalities.

C. **Retention:** destroy 25 years from date file closed

[1.21.2.927 NMAC - N, 10/01/2015]

1.21.2.928 [RESERVED]

1.21.2.929 CASE FILES - LAW ENFORCEMENT:

A. **Category:** Public safety services - law enforcement

B. **Description:** Law enforcement case files.

C. **Retention:** destroy 10 years from date file closed

[1.21.2.929 NMAC - N, 10/01/2015]

1.21.2.930 CITATION MANAGEMENT:

A. **Category:** Public safety services - law enforcement

B. **Description:** Records related to the management of citations, including, but not limited to, parking, traffic or game and fish violations; does not include DUI citations.

C. **Retention:** destroy three years from date file closed

[1.21.2.930 NMAC - N, 10/01/2015]

1.21.2.931 CITATION MANAGEMENT - DUI:

A. **Category:** Public safety services - law enforcement

B. **Description:** Records related to the management of DUI citations.

C. **Retention:** destroy 55 years from date file closed

[1.21.2.931 NMAC - N, 10/01/2015]

1.21.2.932 CRIME REPORTING:

A. **Category:** Public safety services - law enforcement

B. **Description:** Records related to the central repository for the reporting of crime.

C. **Retention:** destroy 99 years from date file created

[1.21.2.932 NMAC - N, 10/01/2015]

1.21.2.933 EVIDENCE:

A. **Category:** Public safety services - law enforcement

B. **Description:** Records relating to the tracking and disposition of evidence.

C. **Retention:** destroy three years from the close of the fiscal year in which file closed

[1.21.2.933 NMAC - N, 10/01/2015]

1.21.2.934 FINGERPRINT IDENTIFICATION - CRIMINAL:

A. **Category:** Public safety services - law enforcement

B. **Description:** Records related to criminal fingerprint identification.

C. **Retention:** destroy 99 years from date file created

[1.21.2.934 NMAC - N, 10/01/2015]

1.21.2.935 FINGERPRINT IDENTIFICATION - NON-CRIMINAL:

A. **Category:** Public safety services - law enforcement

B. **Description:** Records related to non-criminal fingerprint identification.

C. **Retention:** destroy upon completion of report

[1.21.2.935 NMAC - N, 10/01/2015]

1.21.2.936 SEX OFFENDER REGISTRATION:

A. **Category:** Public safety services - law enforcement

- B. Description:** Records related to sex offender registration.
 - C. Retention:** destroy 99 years from date file created
- [1.21.2.936 NMAC - N, 10/01/2015]

1.21.2.937 VICTIM NOTIFICATION:

- A. Category:** Public safety services - law enforcement
 - B. Description:** Records related to victim notification program files.
 - C. Retention:** destroy one year from date file created
- [1.21.2.937 NMAC - N, 10/01/2015]

1.21.2.938 - 1.21.2.940 [RESERVED]

1.21.2.941 FIRE FIGHTERS:

- A. Category:** Public safety services - training management
 - B. Description:** Records related to training for fire fighters including, but not limited to, certifications.
 - C. Retention:** destroy 10 years from date individual is no longer certified
- [1.21.2.941 NMAC - N, 10/01/2015]

1.21.2.942 FORESTRY:

- A. Category:** Public safety services - training management
 - B. Description:** Records related to training for forestry.
 - C. Retention:** destroy 10 years from date individual is no longer certified
- [1.21.2.942 NMAC - N, 10/01/2015]

1.21.2.943 LAW ENFORCEMENT:

- A. Category:** Public safety services - training management
 - B. Description:** Records related to training for law enforcement.
 - C. Retention:** destroy 10 years from date individual is no longer certified
- [1.21.2.943 NMAC - N, 10/01/2015]

HISTORY OF 1.21.2 NMAC: [RESERVED]