

**This is an amendment to 1.13.10 NMAC, Sections 9, and 14, effective xx/xx/xxxx.**

**1.13.10.9 BOX REQUIREMENTS:**

**A.** Agencies utilizing the records center shall use storage boxes 15” x 12” x 10” in size. Records with a retention of permanent must be submitted in acid-free boxes. Agencies submitting boxes for storage containing paper records shall:

- (1) place only one type of record classification with disposition dates within a three year range in each box;
- (2) place the records in the box vertically, in the same order in which the records were maintained and shall coincide with the records index;
- (3) place letter-sized folders across the 12-inch side, facing the front of the box;
- (4) place legal-sized folders across the 15-inch side, starting from left to right;
- (5) leave at least one-inch of space for ease of access;
- (6) place the lid on the box;
- (7) place all documents (with the exception of oversize materials) in accurately labeled standard file folders; and
- (8) do not place hanging file folders in the boxes.

**B.** The records management division has the final authority with regard to the rejection of any box shipment or portion thereof. Reasons for rejection include, but are not limited to, the following:

(1) Any box shipment that does not agree with its corresponding storage or disposition forms shall be rejected upon delivery. The custodial agency shall be required to remove the boxes from the records center immediately.

(2) Any shipment submitted for storage that is damaged or overfilled shall be rejected upon delivery. The custodial agency shall be required to remove the shipment from the records center immediately.

(3) Any box shipment submitted for storage or disposition that is deemed hazardous by the administrator shall be rejected upon delivery. The custodial agency shall be required to remove the shipment from the records center immediately. For any box rejected for contamination, the custodial agency will be required to request permission from the administrator for onsite destruction.

(4) Any box submitted for storage that is less than three quarters full (12 inches) shall be returned to the agency, including any boxes withdrawn for viewing.

**C.** Blueprints and maps submitted for storage shall be placed in boxes designed for that purpose. [1.13.10.9 NMAC - Rp, 1.13.10.10 NMAC, 11/30/2015; A, xx/xx/xxxx]

**1.13.10.14 STORAGE OF MICROFILM:**

**A.** For storage requirements, refer to 1.13.10.11 and 1.13.10.12 NMAC.

**B.** All state agencies and any public entity shall have an approved microphotography plan on file with the records management division before master microfilm can be stored. For microfilm plan requirements, refer to 1.14.2 NMAC. For information on the fee schedule, refer to 1.13.2 NMAC.

**C.** Microfilm shall pass inspection before it is approved for storage. [1.13.10.14 NMAC - Rp, .1.13.10.16 NMAC, 11/30/2015; A, xx/xx/xxxx]