

This is an amendment to 1.13.4 NMAC, Section 7, effective xx/xx/xxxx.

1.13.4.7 DEFINITIONS:

- 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. “Attachments”** are electronic file(s) sent along with an electronic message.
- 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. “Electronic message”** includes, but is not limited to, a text message, social media and e-mail that is created and delivered in an electronic format.
- E. “Native format”** means the file format that a software application uses to create or save files.
- 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 correspondence, preliminary drafts, blank forms, transmittal letters or forms that do not add information, sample letters, and informational files.
- G. “Social media”** means forms of electronic communication through which users create online communities to share information, ideas, messages and other content (e.g., twitter, facebook, instagram, pinterest, linkedin, etc.).
- ~~**H. —“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.~~

[1.13.4.7 NMAC - Rp, 1.13.4.7 NMAC, 3/31/2015; A, 11/30/2015; A, 7/15/2016; A, xx/xx/xxxx]