

ADMINISTRATION

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 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

1.21.2.107 DENIED, REJECTED OR WITHDRAWN RECORDS: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limited to, applications, complaints or requests which are incomplete, have no merit or have been denied, rejected or withdrawn.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:** transfer to state library when published

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

[Refer to 1.25.10 NMAC, Publications: Filing, Distribution, Format and Style]

1.13.30.14 [RESERVED]

[1.21.2.115 NMAC - N, 10/01/2015; Repealed, 11/30/2016]

Please call Archive Office

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

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 - EXECUTIVE LEVEL:

- A. Category:** Administration - general management
- B. Description:** Speeches and presentations given by executive level personnel and related records.
- C. Retention:** permanent, transfer to archives when no longer needed for reference

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

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 - 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]

1.21.2.165 WAIVERS AND RELEASES:

- 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]

1.21.2.166 - 1.21.2.170 [RESERVED]

1.21.2.171 COLLECTION MANAGEMENT - LIBRARY:

- A. Category:** Administration - archives, library and museum 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]

1.21.2.172 COLLECTION MANAGEMENT - MUSEUMS AND ARCHIVES:

- A. Category:** Administration - archives, library and museum 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]

1.21.2.173 LENDING:

- A. Category:** Administration - archives, library and museum 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]

1.21.2.174 PATRON MANAGEMENT:

- A. Category:** Administration - archives, library and museum 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]

1.21.2.175 REQUESTS:

- A. Category:** Administration - archives, library and museum 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]

1.21.2.176 SCHOLARLY RESEARCH:

- A. Category:** Administration - archives, library and museum 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]

1.21.2.177 - 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: destroy 100 years from date of birth

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

1.21.2.190 - 1.21.2.200 [RESERVED]