

Legal and Judiciary: (600)

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

1.21.2.629 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 NMAC 30

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
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 MANAGMENT:

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:

- 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]

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 closed1.21.2 NMAC 32
- [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. R[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

1.21.2.668 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

1.21.2.672 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]