

RESOLUTION NO. 2018-27

**MUNICIPAL RECORDS RETENTION POLICY and EMAIL RETENTION
GUIDELINES**

WHEREAS, the Governing Body recognizes that a records information management and retention policy is essential to the proper maintenance, storage, and destruction of all records used, created, received, maintained or held by the Municipality; and

WHEREAS, previous schedules prepared by the NM State Records and Archives Division and utilized by municipalities have been repealed by NM State Records and Archives; requiring the development of a "New Mexico Municipal Records Retention Schedule" as prepared by the NM Municipal Clerks and Finance Officers Association; and

WHEREAS, this policy will reduce requirements for storage space, ensure consistency in disposition and handling, reduce chances for reckless disposal, and ensure compliance with the state of New Mexico retention requirements.

NOW THEREFORE, BE IT RESOLVED that the Governing Body of the Town of Edgewood, State of New Mexico hereby adopts the following:

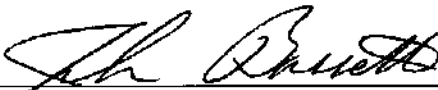
Section 1. Municipal records will be held in accordance with the New Mexico Municipal Records Retention Schedule, as attached hereto. Such schedule may be updated from time to time by the Clerk/Treasurer to reflect any federal, state, or local changes in retention requirements.

Section 2. Records may be stored in electronic format, as appropriate and otherwise allowable, in accordance with guidelines established by the Clerk/Treasurer.

Section 3. Electronic messages (E-mail) shall be held in accordance with the email retention guidelines attached hereto.

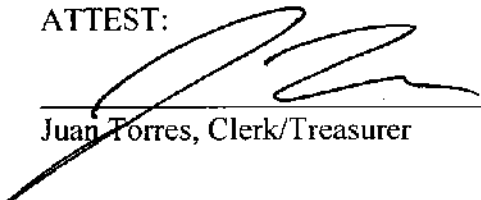
Section 4. All previous retention schedules and email policies are hereby rescinded.

PASSED, APPROVED, and ADOPTED this 5th day of December 2018.



John Bassett, Mayor

ATTEST:



Juan Torres, Clerk/Treasurer

New Mexico Municipal Records Retention Schedule - 10-18-2018

Record No.	LO	RECORD SERIES NAME	DESCRIPTION EXAMPLES	RETENTION	Department	OMB No.	NOTES
18.01.001		Non-record Materials: The following specific types of materials are defined as non-record and may be disposed of at the discretion of the Municipality when they have no more value/use to the Municipality. NOTE: All other materials either related or received in pursuance of statutory requirements or in connection with the transaction of public business which belong to the office concerned are government property and not personal property of the officer or employees concerned. Therefore, any material not included in the above definition cannot be destroyed, given or taken away, or sold without complying with all the statutory requirements specifically relating to said records.	A. Extra copies of documents preserved for convenience or reference. B. Blank forms, books, etc. which are outdated. C. Preliminary drafts of letters, reports and memoranda which do not represent significant basic steps in preparation of record documents. D. Notes, audio and video recordings which have been transcribed, except where noted on municipal retention schedule. E. Routing and other interdepartmental forms which do not add any significant material to the activity concerned. F. Stocks of publication and processed documents preserved for supply purposes only. G. Form and guide letters, sample letters, form paragraphs. H. Materials neither made nor received in pursuance of statutory requirement nor in connection with the functional responsibility of the Municipality.	None	General	1.153.101	
18.01.002		Administrative Files (Manager/Department Head): Records documenting actions of a Department director. These records reflect administration of policy, coordination of Department functions, and management of program activity.	Files may include memoranda and reports concerning municipal or department policy, organizational and program development records, and non-routine fiscal data and personnel information.	5 years	General	1.153.106	
18.01.003		Administrative Policies: Prescribed standards which are specific to the function and purpose for which the municipality or department was created and exists.	Topics include such subjects as: job activities, program material, general office information, professional associations, charitable affairs, parking for staff, disaster preparedness, and other related topics. Included are convenience copies of memoranda, reports, printed matter, and other reference materials.	Until superseded by new code	General	1.153.115	
18.01.004		Administrative Reference Files (Non-executive levels): Routine office management files retained below the executive or department head levels.	File may include grievances, investigations and resolutions.	until no longer needed for reference	General	1.153.107	
18.01.005		Americans with Disabilities (ADA) Accommodations: Records related to accommodations for disabilities under the Americans with Disabilities Act		3 years after the close	General	1.193.115	

(Any records not specifically addressed herein shall be retained in accordance with applicable law.)

New Mexico Municipal Records Retention Schedule - 10-18-2018

Record No.	LD	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.01.006		Americans with Disability (ADA) Compliance Files: Records concerning the Americans With Disabilities Act.	File may contain ADA plan, policies, grievance procedures, grievances, resolutions, etc.	Until superseded or 1 year after affected grievances have been resolved closed	General	1.19.R.115	
18.01.007		Appraisals - Valuation: Records related to appraisals for valuation.	Example: property appraisal, etc.	5 years after file close	General	1.15.3.207	
18.01.008		Calendars and Schedules: Records used to keep track of work related events and commitments of Municipal staff members or department calendar of events.	Record includes daily appointment books, calendars, and other records indicating dates for meeting and work activities. Also includes calendars of events and electronic calendars and schedules	Until no longer needed for reference.	General	1.15.3.134 1.15.3.135	
18.01.009		Code of Conduct: Prescribed standards which are peculiar and appropriate to the function and purpose for which the Government or Department was created and exists.		Until superseded by new code then review for historical value	General	1.15.3.152	
18.01.010		Committee Files, Ad Hoc: Records concerning committees that do not meet the definition of a public body, as defined by the Open Meetings Act (10-1-5-1B, NMSA 1978), with which the municipality-deals. (These committees do not formulate public policy, or discuss public business or take any action which the committee has authority to take.)	Files may contain minutes of meetings, reports, notifications, correspondence, memoranda, related documentation, etc.	Until no longer needed for reference.	General	1.15.3.113	
18.01.011		Complaint Files: Records related to complaints by the public relating to policies, procedures or business practices	File may include filing forms, recommendations, evaluations by staff, responses, resolution, etc.	1 year after close of file	General		
18.01.012		Construction Project Files: Records include capital project construction files.	Files may include construction plans or technical drawings. Example: Capital Improvement Plan (CIP) Projects. NOTE: Access to documentation of restricted/security areas shall be limited to authorized personnel only.	Permanent	General	1.15.3.126 1.19.R.119	
18.01.013		Correspondence (Elected/Executive Level): Correspondence related to the municipal administration. NOTE: This record group includes the correspondence files of all elected and appointed officials.	Communications concerning coordination of programs, policy, and responsibilities of a non-routing nature that impact on the municipality or its departments.	2 years after close of fiscal year in which created then review for historical value	General	1.15.3.108	

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New Mexico Municipal Records Retention Schedule - 10-18-2018

Record No.	LD	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.01.014		Correspondence (Staff Level): Routine correspondence created or retained below the level of Department head and division levels.	Letters and memoranda reflect communication regarding program procedures, general work activities, and responses to information requests.	1 year after close of fiscal year in which created	General	1.15.3.109	
18.01.015		Denied, Rejected or Withdrawn Records: Records which are incomplete, have no merit or have been denied, rejected or withdrawn.	Example: public records request, denied bid or request for proposal, variance request, zoning map amendment, infrastructure development plans, conditional use permits, etc.	2 years after file close	General	1.15.3.708	
18.01.016		Equipment and Supplies: Records related to equipment, including software.	File may contain operating manuals, warranties, related documentation, correspondence, memoranda, etc. Example: traffic signal equipment, well pumps, fire hydrants, pump curves, etc.	3 years after disposition of equipment	General	1.15.3.129	
18.01.017		Facility Use Agreements: Records concerning the use municipal facility by an outside party.	File may contain request, approval, schedule, copy of organizational bylaws, etc.	4 years after termination of agreement	General	1.19.8.551	
18.01.018		Feasibility Studies: Studies requested/conducted prior to the acquisition, installation, implementation, and/or purchase of new technologies, equipment, properties, projects, etc. NOTE: Studies may be incorporated into other files (i.e. project files).		5 years after completion or cancellation of study.	General	1.15.3.151	
18.01.019		Incident Files: Records concerning occurrences such as injuries to members of the public occurring on municipal property or damage to private property by municipal employees.	File may contain incident report, damage survey report, cost estimates, photographs, witness statements, etc. Includes bomb threat reports, damage to equipment or property, etc.	3 years after file close	General	1.15.3.501	
18.01.020		Indexes and Finding Aids: Indexes, lists, registers, and other finding aids used to provide access to records.	Example: Legal Case Index	Until superseded or until related records are destroyed.	General	1.15.3.149 1.15.3.404	
18.01.021		Insurance Claims: Records concerning claims filed against insurance carried by the municipality.	Records of the amounts recovered from insurance companies in connection with losses and of claims against insurance companies, including reports of losses and supporting papers. Example: tort claim, etc.	3 years after case closed or until settlement agreement terms are met	General	1.15.3.201	

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New Mexico Municipal Records Retention Schedule - 10-18-2018

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	OMB No.	NOTES
18.01.022		Insurance Policies: Records concerning municipal insurance coverage.	File includes policies for building and contents, equipment, automobiles, workers compensation, group health, certificates of liability, etc.	10 years after expiration of policy provided no claims/suits pending	General	1.15.3.201 1.15.3.202	
18.01.023		Inventories: Records related to the control of supplies and stock inventory.	Example: Supply list, Annual Inventory of Zoo Animals	3 years after audit report	General	1.15.3.129 1.19.8.932	
18.01.024		Joint Powers Agreements: Written contractual agreement entered into between two or more public agencies subject to any constitutional or legislative restrictions imposed upon any of the contracting public agencies. (Joint Powers Agreement Act, 11-1-1 to 11-1-7 NMSA 1978)		10 years after termination of agreement	General	1.15.3.145	
18.01.025		Lenses: Lenses and related records, does not include mineral lenses.		3 years after close of file	General	1.15.3.125	
18.01.026		Lists and Directories:	Includes mailing lists, telephone directories and rosters compiled by the department. Example: Employee listing, mandatory employee training list, etc.	Until superseded	General	1.15.3.136	
18.01.027		Logs - Fiscal: Records documenting fiscal events or used to monitor or control.	Example: Abandoned Vehicle, Traffic Ticket, etc.	3 years after audit released	General	1.19.8.955	
18.01.028		Logs - General: Records documenting events relevant to a particular system and used to monitor or control.	Example: Telephone, Contract/Agreement, Employee Number, Equipment & Vehicle Maintenance, Legal Case, Wrecker/Impound, Detention Work Activity File, etc.	Until no longer needed, then review for historical value	General	1.15.3.132 1.15.3.306 1.15.3.403 1.15.3.510 1.15.7.112 1.19.8.820 1.19.8.861	
18.01.029		Maintenance & Repair: Records related to the maintenance and repair of municipal owned and operated buildings, facilities and grounds.	File may include work orders, maintenance reports, related documentation, correspondence, memoranda, service agreements, etc.	3 years after date of last entry	General	1.15.3.128 1.15.3.133 1.19.8.306	
18.01.030		Maps, Drawings and Plans: Maps and surveys of municipal owned assets including property, facilities, buildings and infrastructure. Information concerns roads, property lines, corners, monuments, road marker placements, structures, sites, and other related data.	Show streets, developments, subdivisions, traffic, population, utility services, sectors, neighborhood plans, etc. Example: Elevation disaster maps, municipal boundaries, etc.	Permanent	General	1.15.3.127	

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New Mexico Municipal Records Retention Schedule - 10-18-2018

Record No.	1.0	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.01.031		Material Safety Data Sheets (MSDS): Records concerning safety information on chemical products used by the staff.	Access to documentation of restricted or security areas (i.e., correctional facilities, museum and archival vaults, etc.)	30 years after discontinuance of substance per 29 CFR 1910.1020(d) (1) (ix)(3)	General	1.15.3.208	
18.01.032		Photographs: Photographic proofs and negatives of Department activities.	shall be limited to authorized personnel only.	(Until no longer needed for reference then review for historical value)	General	1.15.5.124	
18.01.033		Policies and Procedures: Manuals of policies and procedure prepared and published for the guidance of public officers and employees engaged in operations required for the efficient operation of government.	File may include procedures for acquiring space, budgeting, accounting, purchasing, contracting, vouchering, printing, appointment and dismissal of employees, record maintenance, etc.	(Until superseded by new manual of procedure)	General	1.15.3.114	
18.01.034		Press and News Releases: Records related to official government press, news releases and notices.	Example: press releases	Until no longer needed for reference, then review for historical value	General	1.15.3.123	
18.01.035		Primary Mission Records: Files concerning the establishment of the municipality, its development and policies, its progress, operation summaries, plans for the future development, incorporation, historic records etc.		Permanent	General	1.15.3.103	
18.01.036		Project Control File, Non-construction: Memoranda, reports and other records documenting assignments, progress, and completion of projects.		1 year after close of fiscal year in which project completed or canceled	General	1.15.3.140	
18.01.037		Property Assessments: Records concerning the assessment of real property (lien) initiated by petition or declaration of imminent domain to improve or develop community infrastructure.	Files may contain petitions, correspondence, memoranda, assessment value documentation, challenges to assessed values, final action of governing body, etc.	3 years after close of fiscal year in which final action taken	General	1.19.8.206	
18.01.038		Property Files: Records of real property owned or used by municipality.	Information includes description and location of the property, maps, sale agreements, land acquisition forms, deeds, title insurance and related correspondence. Also includes easements, right-of-ways and appraisals; Example: water rights	Deeds and related documentation: Permanent After property is sold, disposed of, or relinquished, review for historical value.	General	1.15.3.125	

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Ord No.	NOTES
18.01.039		Public (IPRA) Records Files: Records concerning requests to provide records.	File may include procedures, custodian of record appointment, requests to review/copy documents, copies of denial to review/copy documents, copies of memoranda extending time to respond to request, copies of memoranda stating that this Department is not responsible for maintaining record requested and is forwarding request to appropriate custodian, etc.	1 year after file close	General	1.15.3.708	
18.01.040		Publicity and Promotions: Records related to marketing of the municipality including, but not limited to, advertising and public relations with the media including newspapers, television and magazines	File may include biographies, newspaper clippings, promotional materials, bulletins, broadcast scripts, photographs, visual documentation, and other related items. Example: Community Development Report	Until no longer needed for reference, then review for historical value.	General	1.15.3.121 1.15.3.208	
18.01.041		Reference Files: Records related to information received from other agencies, commercial or private entities and other reference materials which are maintained solely for ease of access and reference. Reference files are also departmental copies of records and reports from finance, human resources, administration, etc.	Files may include convenience copies of memoranda, reports, subject files and other reference materials. Example: Conference or workshop attended file, etc.	Until no longer needed for reference Finance files: until audit report released	General	1.15.3.102	
18.01.042		Reports - General	Includes state required quarterly and annual reports for various City activities, routine and interim reports, and departmental annual reports.	2 years after date file closed	General	1.15.3.117	
18.01.043		Reports - Injuries: Records related to reports of injuries resulting in no action or claim.	Includes notice of accident, etc.	2 years after date of accident report	General	1.15.3.118	
18.01.044		Security and Access: Records related to security and access	Example: visitor control files, detention visitor control files, key accountability records, security gate entrance card files, etc.	3 years after date file closed	General	1.15.3.122 1.15.3.511 1.15.3.512 1.19.8.857 1.19.8.957	
18.01.045		Speeches, Elected Officials: Speeches and presentations given by executive level personnel and related records.	Speeches concern program procedure, work activities, and related concepts.	Until no longer needed for reference, then review for historical value.	General	1.15.3.137	
18.01.046		Transportation and Trip Permits: Records related to transportation and trip permits, travel.	File may include date, vehicle number, destination, persons traveling, etc. Example: trip ticket	3 years after date file closed	General	1.15.3.314	

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New Mexico Municipal Records Retention Schedule - 10-18-2018

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.01.047		Video Recordings: General or documentary films produced by the municipality.		Until informational value ends, then transfer to archives for review	General	1.15.3.122	
18.01.048		Work Orders: Records related to work and job orders for repair and maintenance of property, IT support, etc.	Example: IT Service request/ticket, utility customer service, etc.	1 year from date file closed	General	1.15.3.133 1.15.3.801 1.19.8.554	
18.02.001		Legal Case Files:	Records may contain complaints, court order, motion, pleadings, notes, briefs, releases, investigative reports, investigative activity logs, transcripts, closing sheets, correspondence, memoranda, etc. NOTE: Case files involving real property where the state has an interest shall be retained for 10 years after case closed or until state no longer has an interest, whichever is longer.	10 years after case closed <i>Confidential:</i> 14-2-1 MMSA 1978, 32A-1-3.B MMSA 1978, 32A-2-32 MMSA 1978, 32A-3B-22 MMSA 1978, 32A-4-33 MMSA 1978, 32A-5-8 MMSA 1978, and 32A-6-15 MMSA 1978	Legal	1.15.3.401	
18.02.002		Legal Case Files - Juveniles:		10 years after case closed or until any minor involved attains age 21, whichever is longer <i>Confidential:</i> 14-2-1 MMSA 1978, 32A-1-3.B MMSA 1978, 32A-2-32 MMSA 1978, 32A-3B-22 MMSA 1978, 32A-4-33 MMSA 1978, 32A-5-8 MMSA 1978, and 32A-6-15 MMSA 1978	Legal	1.15.3.401	
18.02.003		Legal Opinions: Records requesting legal office to render or issue an opinion.	File may contain request, opinion, relating documentation, correspondence, memoranda, etc.	Permanent	Legal	1.15.3.405	

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New Mexico Municipal Records Retention Schedule - 10-18-2018

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.03.001		Accounts Payable: Records relating to accounts payable including, but not limited to, purchasing and reimbursements.	File may include invoices, checks, vouchers, warrants, check registers, correspondence, memoranda, reports, transaction register, encumbrance documents, open purchase order report, payment request, etc. Example: Confidential Source Payment files, etc.	3 years after audit report	Finance	1.15.3.131 1.15.5.304 1.15.5.309 1.15.5.310 1.15.5.311 1.15.3.312 1.15.5.313 1.15.5.316 1.15.5.317	
18.03.002		Accounts Receivable: Records concerning payments made to the municipality for goods and services and/or other revenue sources.	File may include receipts, deposit slips, bank statements, correspondence, invoices for services/goods supplied by the municipality, memoranda, daily cash reports, reconciliation of cash transactions, monthly revenue report, utility payment stubs, utility billing register, etc.	3 year after audit report	Finance	1.15.5.202 1.15.5.203 1.15.5.204 1.15.5.205 1.15.5.206 1.15.5.207 1.15.5.508 1.15.5.566 1.19.R.557	
18.03.003		Audit Reports: Printed report documenting the annual audit of funds. These reports, prepared by an outside accounting firm, are categorized by the various offices and further classified by accounts to which they relate. This series also includes semiannual and special audits.	Information includes balance sheet, summary of revenue and expenditures, cash balances, statement of taxes, statement of delinquent taxes, statement of other receipts, statement of fines and fees.	Permanent	Finance	1.15.5.510	
18.03.004		Budget - Operating: Records related to the request, recommendation and approved annual budget.	File includes worksheets used in preparing the operating budget, budget adjustment requests, budget request, monthly status report,	3 years after audit report	Finance	1.15.5.101 1.15.5.102 1.15.5.103 1.15.5.104 1.15.5.105	
18.03.005		Collections: Records related to collections of funds including, but not limited to, bankruptcy.		3 years after audit report	Finance		
18.03.006		Construction Grant Records:	File may include grant administration files, consultant contracts, submittals, construction records, grant funds, cash flow, etc. Example: Capital Improvement Plan (CIP) projects	10 years after completion of project	Finance	1.19.X.109	
18.03.007		Contract Tax File (Form 1099): Records concerning the reporting to the IRS on monies paid out by agency on technical and professional service contracts.		1 year after termination of contract, provided audit report released	Finance	1.15.5.319	

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New Mexico Municipal Records Retention Schedule - 10-18-2018

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	OID No.	NOTES
18.03.008		Contract and Agreement: Records concerning contracts let through bid by the Purchasing Department, technical/professional services contracts, lease/rental contracts, agreements, etc.	File may include contract/agreement, bid information, contract/agreement specifications, correspondence, memoranda, etc. Example: Maintenance Service Agreement, etc.	4 years after termination of contract or agreement	Finance	1.15.3.128 1.15.5.305	
18.03.009		Donations: Records related to donations of funds and assets to or from a government entity.	File may include correspondence, gift agreement, etc.	3 years after audit report	Finance		
18.03.010		Employer's Quarterly Federal Tax Return File (Form 941): Records concerning municipality's reporting of Federal taxes withheld.	File contains employer's quarterly Federal tax return (Form 941) and associated worksheet.	10 years after calendar year created	Finance	1.18.341.415	
18.03.011		Fixed Assets: Records related to the control of fixed assets.	File may contain item description, item location, identification number, date of acquisition, original cost, depreciation, etc.	3 years after audit report	Finance	1.15.5.509	
18.03.012		Garnishments: Records concerning determination and initiation of garnishment deductions to employee payroll.	File may include write of garnishment, check-write gross to net record, IRS levy, form letters to paralegal, correspondence, etc.	3 years after termination of employee	Finance	1.15.6.108	
18.03.013		General Finance Records: Records concerning the accounting of municipal funds	Includes detail general ledger report, journals, ledgers, account transfer orders, journal vouchers, quarterly DVA report, opening cash balance reports.	3 years after audit report	Finance	1.15.5.304 1.15.5.309 1.15.5.314 1.15.5.301 1.15.3.502 1.15.5.505	
18.03.014		Grant Administration Files: Records concerning contracts and grants received by the municipality. Also includes redistribution of grant funds by the municipality.	Records include block grants (CDBG), negotiated grants, Federal agency grants, state agency grants (i.e. agency on aging), entitlement grants, etc. Files may contain municipality's application for grant, grant award notification, applications to the municipality for sub-grant monies, copies of sub-grant award notifications, sub-grantee expenditure reports, copy of final expenditure report, reports as required by grant, etc.	6 years after termination of grant	Finance	1.15.5.208 1.19.8.209	
18.03.015		HUD Reporting File: Copies of reports required by and submitted to HUD.	File may include accounts reconciliation, budget, statistic, assessment, evaluation, etc.	3 years after close of fiscal year in which created	Finance	1.19.8.307	

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New Mexico Municipal Records Retention Schedule - 10-18-2018

Record No. / LO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.03.016	Internal Audit File: Internal audits of municipal programs, operations, and of external contractors and grantees (ex. Leidy's tax audit). This record series does not include municipality's external audit report.	File may contain audit plan, entrance or exit conference documentation, procedure questionnaires, correspondence, memoranda, supporting documentation, and final audit report.	5 years after close of fiscal year audited	Finance	1.15.3.148	
18.03.017	Non-Tax Transaction Certificates: Non-tax certificates issued through the municipality for the purchase of goods or services.	Information includes name of employee, social security number, date of check, hourly or salaried amount, overtime, number of hours worked, deductions, etc. File may include: time sheets, time cards, leave records, overtime file, miscellaneous deductions (United Way, Credit Union, etc.), personnel action forms, payroll vouchers, payroll sign-out sheets, warrants, checks, trial payroll, bi-weekly or monthly payroll register (excluding the year-end report), monthly benefit remittance, employee year-to-date report, personnel action/status change request, etc.	1 year after last transaction or until audit released NOT15; new certificates are issued by Taxation and Revenue every 10 years. 7-9-431). NMSA 1978	Finance	1.15.3.142 1.15.5.402 1.15.5.404 1.15.5.405 1.15.5.406 1.15.5.407 1.15.5.408 1.15.7.105 1.15.7.708	
18.03.018	Payroll Files: Records documenting wages paid to employees for services rendered, deductions, etc.	Payroll Register, Year End Report: Documents wages paid to employees for services rendered. Information includes name of employee, social security number, date of check, hourly or salaried amount, overtime, number of hours worked, deductions, etc.	3 years after audit report	Finance	1.15.5.404 1.15.5.414 1.15.5.405 1.15.5.406 1.15.5.407 1.15.5.408 1.15.7.105 1.15.7.708	
18.03.019	Petty Cash Fund Files: Records concerning the use of petty cash monies.	File may include petty cash request, petty cash vouchers, petty cash canceled checks, petty cash bank statements, receipts, cash reconciliation, etc.	55-years after date created	Finance	1.15.5.404	
18.03.020	Purchasing: Records concerning the purchase of goods and services for the municipality.	File may include purchase documents such as bids, quotes, request for proposals (RFP), requisitions, purchase orders, etc. NOT15; some purchasing documents also be part of the Accounts Payable file.	Until Audit Report released	Finance	1.15.5.311	
18.03.021			3 years after audit report	Finance	1.15.5.302 1.15.5.303 1.15.5.307 1.15.5.308	

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New Mexico Municipal Records Retention Schedule - 10-18-2018

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.03.022		Reports - Accounting: Records related to accounting processes and controls.	Example: DEVA Quarterly Report, etc.	3 years after audit report	Finance		
18.03.023		Signature Authorizations: Record authorizing person to sign fiscal documents, personnel documents, etc.		1 year after close of fiscal year in which no longer authorized	Finance	1.15.3.140	
18.03.024		Surplus and Disposal: Records related to the disposal of surplus equipment.	File may contain inventories, records of disposal, accounting information, related documentation, correspondence, memoranda, etc.	3 years after audit report	Finance	1.15.3.130	
18.03.025		Vendor Management Files: Records related to management of vendors.	Files may contain vendor name, address, etc.	3 years after file close	Finance	1.15.5.301	
18.03.026		W-2 Reports: Employer's copy of employees' total earnings and withholdings for the calendar year reported to the Internal Revenue Service.	Information includes employer's name and address, employee's social security number, federal income tax withheld, FICA taxes withholding	5 years after close of calendar year for which created	Finance	1.15.5.409	
18.04.001		Background Investigations - Hired: Records concerning the work and personal history of hired employees.	File may include application, authorization, investigation, final report, etc.	3 years after employee terminated or retired <i>Confidential: 14-2-1D, MMSA 1978</i>	Human Resources	1.15.7.103	
18.04.002		Background Investigations - Not Hired: Records concerning the work and personal history of prospective employees.	File may include application, authorization, investigation, final report, etc.	3 years after investigation <i>Confidential: 14-2-1D, MMSA 1978</i>	Human Resources	1.15.7.103	
18.04.003		Classification And Compensation Plan:	File may include specification number, salary range, abbreviated title, full title, etc.	3 years after superseded	Human Resources	1.15.7.122	
18.04.004		Classification Study Files: Special studies for proposed classifications:	File may include but are not limited to job description, task statements, methodology, description of study, salary surveys, relative correspondence, etc.	10 years after study is superseded	Human Resources	1.15.7.119	
18.04.005		Drug and Alcohol Abuse Program Files: Records concerning the administration of the agency's alcohol and drug abuse program.		3 years after close of fiscal year in which created	Human Resources	1.15.3.141	
18.04.006		Drug & Alcohol Testing: Records related to drug and alcohol testing of employees	May include explanations/challenges of confirmed positive test results	1 year from date of determination <i>Confidential: 14-2-1.A, MMSA 1978</i>	Human Resources	1.15.6.121	

(Any records not specifically addressed herein shall be retained in accordance with applicable law.)

New Mexico Municipal Records Retention Schedule - 10-18-2018

Record No.	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	OMB No.	NOTES
18.04.007	Employee Eligibility Verification (FORM I-9) Files: Records documenting the employer's determination, verification and re-verification of eligibility that an employee is authorized to work in the United States.	File may include form I-9 (i.e., employee name, address, date of birth, social security number, attestation of citizenship, etc.), copy of social security card, copy of employment authorization with photo, copy of driver's license, copy of birth certificate, copy of U.S. citizenship identification card, etc.	3 years from date of hire or 1 year from date of separation of employment, whichever is later (8 CFR 274A.2) <i>Confidential:</i> Portions of this record may be confidential pursuant, but not limited to, 5 USC, Section 552a (i.e., social security number).	Human Resources	1.15.7.120	
18.04.008	Employee Medical Records: Records related to employee medical records excluding cases of hazardous material exposure.	File may contain employee physical (pre-and/or post-employment), psychological reports, return to work forms, vaccination records, etc.	3 years after employee terminated <i>Confidential:</i> 14-2-1A, NMSA 1978	Human Resources	1.15.6.1271, 15.6.130	
18.04.009	Employee Medical Records - Hazardous Materials: Records related to employee medical records specific to cases of hazardous material exposure.		30 years after separation from employment	Human Resources		
18.04.010	Equal Employment Opportunity (EEO) Statistics Annual Printout:		Permanent	Human Resources	1.15.7.126	
18.04.011	Equal Employment Opportunity (EEO) and Affirmative Action - Compliance Reviews:		5 years after file closed	Human Resources	1.15.3.143	
18.04.012	Equal Employment Opportunity (EEO) and Affirmative Action - Other records:		2 years after date created <i>Confidential:</i> 10-15-1, NMSA 1978.	Human Resources	1.15.3.143	
18.04.013	Equal Employment Opportunity (EEO) and Affirmative Action Plans: Required annual by state and federal law, these are department assessments of internal employment practices with specific policies and procedures designed to eliminate the effects of institutional discrimination.		3 years after issued or until no longer needed for reference	Human Resources	1.15.7.125	

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New Mexico Municipal Records Retention Schedule - 10-18-2018

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.04.014		Equal Employment Opportunity and Affirmative Action - Regulations and Policies: Records concerning agency's affirmative action/equal opportunity program.	File may include regulations and guidelines, policies, reports, studies, correspondence, and related records.	Until obsolete or superseded, then review for historical value	Human Resources	1.15.3.143	
18.04.015		Grievance and Complaint Files, Employee: Records related to filing of grievances and investigations related to employees.	File may include complaint or grievance, correspondence, investigation, summary of hearing, exhibits, committee decisions, transcripts, resolutions, depositions, etc. Example: Affirmative Action or EEO complaint, Collective Bargaining grievance, etc.	3 year after file closed	Human Resources	1.15.7.127	
18.04.016		Group Insurance Employee Files: Records concerning individual employee policy holders records.	File may contain waiver and enrollment forms for group insurance in effect	3 years after employee terminated or retired, or 3 years after termination of effective period. <i>Confidential: 14-6-1, MMSA 1978</i>	Human Resources	1.15.3.202	
18.04.017		Hiring and Recruitment: Records concerning the hiring/recruitment of municipal employees. May include promotional and transfer opportunity notices.	File may contain job posting, applications for employment, interview questions, list of applicants, correspondence, search committee findings and recommendations, etc. May also include promotional and transfer opportunity notices.	3 years after file close	Human Resources	1.15.3.120 1.15.3.144 1.15.6.137 1.15.7.111	
18.04.018		Human Resources Memoranda: Personnel office memoranda		Permanent	Human Resources	1.15.7.124	
18.04.019		Job Description:	File includes job title, definition, supervision and guidelines, examples of work performed, distinguishing characteristics, minimum qualifications, working conditions.	(Once new description is issued)	Human Resources	1.15.7.116	
18.04.019		Labor Relations: Records related to labor relations and collective bargaining.	Files may contain copy of certification of labor organization as the exclusive representative of employees, mediation documentation and recommendations, agreements, grievance, etc.	3 year after file closed	Human Resources	1.19.R.116	

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Record No.	1.0	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.04.020		Municipal Organizational Charts: Records that reflect the organizational structure of the municipality and its departments.	Information includes a diagram, which shows a systematic and symbolic arrangement of an agency's divisions and program areas by name and function.	Until superseded and until no longer needed for reference, then transfer to archives	Human Resources	1.15.3.104	
18.04.021		Personnel Action/ Status Change Request:	May include rate changes, hire, transfers, promotions, terminations, and employee address update.	3 years after file close	Human Resources	1.15.7.121	
18.04.022		Personnel Files: Records concerning an individual's employment with the municipality.	Includes application for employment, resume, transcripts, personnel action/ status change form, job description, test grades, education certificates of completion, performance evaluations, disciplinary actions, commendations, recommendations, disclaimers, background investigation records, law enforcement oath of office, etc. <i>Note: Mentions of opinion are confidential per 14-2-1(3), MMSA 1978</i>	55 years after employee terminated or retired	Human Resources	1.15.7.101	
18.04.023		Retirement Records - PERA: Records related to retirement contributions of employees to PIRA.	File may contain PIRA application, certification, changes, refunds, financial ledger, correspondence, etc.	3 years after employee terminated or retired	Human Resources	1.15.7.106	
18.04.024		Retirement Records - Non-PERA: Record related to membership in retirement funds and plans for retired employees not PIRA.		70 years after employee's date of birth or 6 years after deceased	Human Resources	1.15.7.106	
18.04.025		Surety Bond - Claims: Records concerning claims filed against a surety bond policy.		3 years after case closed	Human Resources	1.15.3.204	
18.04.026		Surety Bond - Policy: Records concerning surety bond coverage of agency employees, and persons acting on behalf of or in service to the agency in any official capacity.	File may contain certificates of surety	10 years after expiration of policy, provided no claims or suits pending.	Human Resources	1.15.3.204	
18.04.027		Training Material: Records related to conferences, workshops or courses conducted by municipal personnel.	File may contain agendas, programs, handouts, reports, training materials, list of attending employees, critiques, questionnaires, correspondence, memoranda, related documentation, etc. Example: Crime prevention instruction, etc. Note: Certificates of completion become part of employee's personnel file.	3 years after course conducted	Human Resources	1.15.3.122 1.15.3.138 1.15.7.128 1.19.8.823	

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.04.028		Unemployment Compensation Claims - Quarterly Printout: Report compiled from records maintained by Employment Security Department.	File may contain name, social security number of claimant, eligibility, paid benefits, etc.	3 years after audit released	Human Resources		
18.04.029		Volunteers: Records related to volunteers.	File may contain application, liability waiver, releases, etc.	1 year after audit released	Human Resources		
18.04.030		Worker's Compensation Claims:	File may contain copies of investigation reports, notice of accident, medical and documentation reports, copies of medical bill submitted by claimant, record of paid benefits, etc.	3 years after end of calendar year in which file closed <i>NOTE: Claim files containing health information are confidential. (14-6-1, NMSA 1978)</i>	Human Resources	1.15.3.205	
18.05.001		Data backup: Files stored in cloud based systems or other mass storage media as backup to working files or archives of past data.		Until replaced by more current backup or until archives are no longer needed for reference.	Information Technologies	1.15.3.301	
18.05.002		Network Security Audit Files: Records documenting security audits conducted on electronic information systems.	Files may include risk assessment report, business process analysis, final audit report and determinations, correspondence, etc.	5 years from date of final report <i>Confidential: Portions of this record may contain confidential information pursuant, but not limited to 44 U.S.C. 3544(a)(1)(A).</i>	Information Technology	1.15.3.300	

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.05.003		Systems and Networks: Software and documentation for operation systems.	Files may include data systems specifications, systems test documentation, file specifications, user guides, output specifications, reports, and information retrieval data. Proprietary software is confidential (copyright, protection of rights, 17 USC, section 102,106, and 117). System test documentation for approved systems may be destroyed one year after completion of testing.	1 year after discontinuance of system, provided all magnetic data files are authorized for disposal or transferred to new or alternate system	Information Technologies	1.15.3.301	
18.05.004		Web Management: Records related to management of public websites including, but not limited to, design, graphics, formats and links. The overall design of a website, which can encompass hardware and software, consisting of the how the components are designed, connected to, and operate with one another. The architectural design also contains information on the development and maintenance of informational or transactional websites that may contain documentation on the platform and associated software necessary to operate and maintain an internet or intranet presence.	Records and information hosted electronically and accessible through the internet or intranet. File may contain web platform or software.	1 year after discontinuance of the system.	Information Technology	1.15.3.306	
18.05.005		Web Management - Content:	A website may contain information regarding the mission of an agency or the reason for the establishment of a web presence. The website may contain replicated information from an agency such as, names of staff, announcements of meetings, calendar of events, press releases, annual reports, strategic plans, surveys, images, multimedia, audio, transactional forms or pages (e-commerce), etc. The website may also contain unique information found only on the website.	1 year after site is updated or changed	Information Technology		
18.05.006		Web Management - Transactional web site:	File may contain or support transaction such as registrations, purchases, etc.	3 years after site is updated or changed.	Information Technology		
18.06.001		Assessments and Taxes: Records concerning the various levies imposed by ordinance.		3 years after close of fiscal year in which assessment is paid	Clerk	1.15.5.201	

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	OMD No.	NOTES
18.06.002		Business License and Business Registration: Records concerning the issuance of business licenses and/or business registrations.	Files may contain application for license or registration, fee receipts, license or registration stub, correspondence, memoranda, etc.	3 years after close of fiscal year in which license issued	Clerk	1.19.K.105 1.19.K.106	
18.06.003		Claim of Lien: Records concerning liens placed against private property for services rendered by the municipality.	Files may contain claim of lien, assessment table, copy of notice of public hearing, copy of notice of violation, court order, copy of work order, copy of billing, release of lien, correspondence, memoranda, etc.	6 years after lien release	Clerk	1.19.K.117	
18.06.004		Election Campaign Contribution Reports: Records concerning the contribution to fund campaigns of candidates or special issues.	Reports may show name of contributor, amount of contribution, candidate name, etc.	2 years after election date or until termination of office, whichever is longer	Clerk	1.19.K.154	
18.06.005		Election District Files: Records concerning the creation of election voting districts.	Files may contain petitions, census information, boundary proposals, public hearing information, consultant information, contractual documentation, copies of ordinance adopting voting districts, final district delineation, district maps, etc.	2 years after superseded by new redistricting	Clerk	1.19.K.151	
18.06.006		Election Administration - Ballots: Ballots and voting material from regular and special municipal elections.	Files may include ballots, voting machine permits, application for absentee ballots, absentee ballots and envelopes, sample ballots, etc.	45 days after canvass or resolution of contest or recount (1-12-69)N, NMSA (1978)	Clerk	1.19.K.153	
18.06.007		Election Administration - Canvass: Record showing the official results from regular and special municipal elections.	The official canvass is filed in the minute book of the municipality.	Permanent	Clerk		

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Record No.	LD	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.06.6908		Election Administration - Other: Records concerning regular and special municipal elections held for the purpose of electing municipal officers or considering any other question placed on the ballot by the governing body.	Files may include the petitions, copy of election resolution, declarations of candidacy and withdrawals, absentee ballot register, absentee voter lists and affidavits of destination, signature roster, registered voter list, machine printed returns, oaths of office of the precinct board, proof of all publications, copies of all election material required to be published or posted, ballot labels, copies of all affidavits or certificates prepared in connection with election, copy of certificates of canvass, amended certificates of canvass, results of recounts, rechecks, contests, re-canvass, precinct board files, etc.	2 years after the election. NOTES: State law retention when there is no contest, recount or judicial inquiry is only 45 days after canvass. (1-12-69)3, NMMSA (1978)	Clerk	1.19.K.153	
18.06.0099		Election Administration - Special Election Files:	Files may include the absentee ballot register, absentee voter lists and affidavits of destination, signature roster, registered voter list, machine printed returns, oaths of office of the precinct board, election resolution, proof of all publications, copies of all election material required to be published or posted, ballot labels, affidavits of triplicate voter registration or certificates submitted by voters, copies of all affidavits or certificates prepared in connection with election, copy of certificates of canvass, results of recounts, rechecks, contests, re-canvass, precinct board files, etc.	3 years after election (1-24-4, NMMSA (1978)		1.19.K.153	
18.06.0110		Franchise Files: Records establishing the terms in which utility may use municipal termination of rights of way.	Files may include copy of right of way contract (ordinance), studies, reports, work papers, etc.	6 years after termination of franchise	Clerk	1.19.K.401	
18.06.0111		Industrial Revenue Bonds: Records concerning the issuance of municipal revenue bonds to acquire, own, lease, or sell projects for the purpose of promoting industry and trade other than retail trade.	Files may include agreement for the abatement of taxes, project descriptions, industry or trade information, correspondence, memoranda, etc.	6 years after termination of agreements beyond the bond life	Clerk	1.19.K.111	
18.06.0112		Liquor Licenses: Records concerning the issuance of Municipal liquor licenses.	Files may contain application for license, license stub, license fee receipts, correspondence, memoranda, etc.	3 years after close of fiscal year in which license issued	Clerk	1.19.K.104	

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Record No.	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	GRD No.	NOTES
18.06.013	Meetings - Agendas:	File may include agenda package, public hearing notices, etc.	After next meeting date but no longer than 2 years after meeting date	Clerk	1.15.3.119	
18.06.014	Meetings - Minutes: Records related to meetings of statutory and policy making bodies.	Information includes agenda, date, place, list of attendees, and a summary of discussion and decisions. Official minutes may also include all informational attachments such as reports, surveys, proposals, studies, and charts distributed to members for discussion and for use in making decisions on agency policy, planning, and administrative matters. Official minutes shall include only those documents and attachments that have been formally introduced as part of a record.	Minutes of meetings of Governing Body meetings, boards, commissions, and/or other policy-making bodies, as defined in open meetings Act (10-15-1, NMSA 1978); Permanent	Clerk	1.15.3.119	
18.06.015	Meetings - Minutes of Other Bodies:	Minutes of non-policy making bodies.	5 years	Clerk	1.15.3.119	
18.06.016	Meetings - Recordings: Audio or video recordings of meetings		After minutes have been transcribed and accepted at the next meeting but no longer than 2 years after meeting date	Clerk	1.15.3.119	
18.06.017	Municipal Bond Certificates of Destruction:	File may include number and maturity of the bond, note, certificate, coupon, the date paid, etc.	6 years after date created (6-10-62, NMSA 1978)	Clerk	1.19.R.112	
18.06.018	Municipal Bonds, Notes, Interest Coupons, and Certificates of Indebtedness: Record of debt incurred by the municipality.	Files include notes, interest coupons, certificates of indebtedness, etc.	2 years after final payment (6-10-62, NMSA 1978)	Clerk	1.19.R.110	
18.06.019	Municipal Bond Schedule and Bond Register :	Shows bond issue number, date issued, amount of issue, date of maturity, and date paid.	10 years after date of maturity (37-1-25, NMSA 1978)	Clerk	1.19.R.113	
18.06.020	Oath of Office: Oaths of elected municipal officials.	Oath may show municipal officer, name of elected or appointed officer, affidavit, date, signature, etc. Oaths of Office are traditionally added to municipal minute book, along with Consess of Election.	Permanent	Clerk	1.19.R.155	

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Record No.	IO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.06.021		Ordinance Code: Compilation of current municipal regulations.		Until superseded by new compilation then review for historical value	Clerk	1.19.8.102	
18.06.022		Ordinances: Regulations adopted by the municipal governing body.	Files may contain original regulation adopted, amendments, repeal information, proof of publication, legal notices, etc.	Permanent	Clerk	1.19.8.101	
18.06.023		Permits, Short Term: Records concerning the issuance of permits to participate in non-business activity (e.g., charitable solicitations, parades, gatherings, displays, garage sales, etc.).	Files may contain application for permit registration, registration stub, registration fee receipts, correspondence, memoranda, etc.	3 years after close of fiscal year in which permit issued	Clerk	1.19.8.107	
18.06.024		Petitions: Records concerning requests on a variety of issues (e.g., traffic light installation, speed hump installation, etc.).		1 year after close of fiscal year in which received	Clerk	1.19.8.114	
18.06.025		Records Retention and Disposition Schedule:	Schedule shows record number, name, description, retention, confidentiality, department, and last update date, etc.	Until superseded by new schedule	Clerk	1.15.3.701	
18.06.026		Resolutions: Formal statements expressing the opinion, will, or intent of the municipal governing body.		Permanent	Clerk	1.19.8.103	
18.07.001		Annexations: Records concerning the annexation of property to the municipality.	Including petitions, resolutions, ordinances, orders by Municipal Boundary Commission.	Permanent	Community Development	1.19.8.207	
18.07.002		Annexations - Other Records:		1 year after property annexed	Community Development	1.19.8.207	
18.07.003		Appeals, Planning and Zoning Board:	File may contain documentation regarding the appeal to Planning and Zoning Board decisions.	Permanent	Community Development		
18.07.004		Building Code Violations: Records concerning violations to building code (building, plumbing, mechanical, environmental).	Files may contain complaint, inspections, work notes, final report, compliance documentation, final resolution, correspondence, memoranda, etc.	10 years after date of final resolution	Community Development	1.19.8.205	

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.07.005		Building Files: Records related to municipal-owned buildings and facilities including: capital improvements, as-built and as-constructed drawings, does not include routine maintenance construction projects. NOTE: Access to documentation of restricted or security areas shall be limited to authorized personnel only.	Examples: blueprints, as-builts, technical drawings, plans, etc.	Permanent	Community Development	1.15.3, 1.26	
18.07.006		Building Inspection Files: Records concerning the application to construct and/or to modify private structures within the municipality.	Files may contain application to build/modify, copy of permit issued, inspections (e.g., plumbing, electrical, environmental, etc.), construction plan copies, work notes, certificate of occupancy copy, etc.	10 years after date of certificate of occupancy or final resolution	Community Development	1.19.R.204	
18.07.007		Building Permit Application:		1 year after final inspection	Community Development		
18.07.008		Building, Mechanical, Plumbing And Electrical Inspections:	File may contain inspection logs and permits	2 years from inspection date	Community Development		
18.07.009		Building Permit Construction Plans - Commercial:		Permanent	Community Development		
18.07.010		Building Permit Construction Plans - Residential:		1 years from date of certificate of occupancy	Community Development		
18.07.011		Certificate of Occupancy:		10 years from date of issuance	Community Development		
18.07.012		Code Enforcement Violations Case Files:	File may include report of violation, complaints, inspections, notifications, photographs and/or video	3 years from date the case is closed	Community Development		
18.07.013		Conditional Use Permits:	File may include application, correspondence, inspections, and copy of determination.	Permanent.	Community Development		
18.07.014		Fence Permits: Includes site plan review and application		1 year from date of completion	Community Development		
18.07.015		Flood Plain Management Records: Records regarding the operation of a community program of corrective and preventative measures for reducing flood damage and ensure compliance with community floodplain management ordinances	File may include owner's name, building address, legal description, Map/panel number, base flood elevation, flood zones, NFIP community name and number, FIRM Panel effective date etc. Also includes letters of Map Revision (OMRA), Elevation certificates, variance files.	Permanent Sec 44 CTR 58 to 70	Community Development		

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Record No.	LD	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.07.016		Geographic Information System (GIS) Records:	File may include atlases, street maps, lot specific data, zoning, property ownership, legal descriptions, street addresses, etc.	Until no longer needed for reference	Community Development		
18.07.017		Home Occupation Permits: Permit to conduct business in residential zoned areas.	File may include application, correspondence, inspections, and copy of approval. Includes family day care facilities operated in residential areas.	3 years after business ceases to exist	Community Development		
18.07.018		Metropolitan Redevelopment - Studies and Plans: Project files pertaining to redevelopment plans.	File may include blighting studies, de-blighting studies, redevelopment plans and copies of ordinances and/or resolutions.	Permanent	Community Development		
18.07.019		Metropolitan Redevelopment - Other Records:	File may include property ownership notifications, lists of ownership, etc.	5 years after completion or cancellation then review for historical value	Community Development		
18.07.020		Non-Conforming Certificates:	File may include application, correspondence, inspections, and copy of determination.	Permanent	Community Development		
18.07.021		Plans:	Plans may show streets, developments, subdivisions, traffic, population, Integrated Comprehensive Plan, corridor plans, specific plans, master plans, access plans, etc.	Until no longer needed for reference or implementation then review for historical value	Community Development		
18.07.022		Project Files And Studies:	Includes studies and project files pertaining to municipal planning, construction, redistricting, census, fair Housing policy, etc.	5 years after completion or cancellation then review for historical value	Community Development		
18.07.023		Sign Permits - Commercial:	File includes commercial signs, subdivision signs and change of sign face.	1 year after business ceases or when new company/subdivision changes sign completely	Community Development		
18.07.024		Sign Permits - Exceptions: Special exceptions to the sign code or ordinance.		Permanent	Community Development		

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Record No.	140	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.07.025		Sign Permits - Temporary:	Temporary signs in right-of-way.	1 year after event or election occurs	Community Development		
18.07.026		Special Event Permits:	File may contain applications, certificates of insurance, correspondence, etc.	2 years after event occurs	Community Development		
18.07.027		Special Event Registration Records: Registration forms, vendor registration forms, release of liability forms to participate in special events.		1 year after expiration	Community Development		
18.07.028		Street Excavation Permit: Records concerning the application for permit to excavate or bore under a municipal-owned street for the purpose of construction or repair of utility lines.	Files may contain application for permit, engineering drawings, archaeological data, copy of permit, cut location information, date of cut, date completed, date of final reformation, etc.	4 years after close of fiscal year in which permit issued	Community Development	1.19.8.403	
18.07.029		Subdivision Plats:	Includes preliminary and summary plans, location of right-of-way plats and modifications.	Permanent	Community Development		
18.07.030		Subdivisions:	File may include pre-application, exception, variances, etc.	10 years after file close	Community Development		
18.07.031		Subdivisions - Property owner notification:	File may include property ownership notifications, lists of ownership, etc.	5 years after file close	Community Development		
18.07.032		Variance:		Permanent	Community Development		
18.07.033		Zone Map Amendments: Records concerning changes to to the municipal zoning map.		Permanent	Community Development		
18.07.034		Zoning Case Files: Records concerning request to initially set or change established zoning designation.	Files may contain zoning request, fee receipts, reviews, recommendation by planning and zoning board, correspondence, memoranda, etc.	3 years after close of fiscal year in which case closed	Community Development	1.19.8.201	
18.07.035		Zoning Interpretations:		Permanent	Community Development		

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.07.036		Zoning Permit Files: Records concerning the application to allow the use of property as designated by zoning code.	Files may contain application to utilize property as designated by zoning code, certificate of zoning compliance, copy of permit issued, final inspection, construction plan copies, work notes, certificate of occupancy copy, etc.	3 years after date of final inspection	Community Development	1.19.8.202	
18.07.037		Zoning Violation Files: Records concerning violations to zoning designation.	Files may contain complaint, inspections, work notes, final report, compliance documentation, final resolution, correspondence, memoranda, etc.	3 years after date of final resolution	Community Development	1.19.8.203	
18.08.001		Emergency Dispatch Records: Record of emergency assistance (e.g., ambulance, fire).	Records may show incident reported, name of person requesting assistance, place of occurrence, address, time call received, dispatcher name, vehicle and personnel dispatched (or vehicle number), etc. Example: Record of Calls (ROC) from C/M system	3 years after date of call	Communications	1.19.8.707 1.19.8.954	
18.08.002		House Check Records: Property owner request for visual check of vacant property.	File may include vacation home watch application forms and log.	2 years	Communications		
18.08.003		Law Enforcement Telecommunications System: Records concerning printed administrative messages generated from law enforcement entities nationwide and outgoing messages generated from local law enforcement	Records may include teletype (notice of criminal activity, request for information, facsimile, composite drawing, photograph, etc.)	1 year	Communications	1.19.8.816	
18.08.004		Master Street Addressing Guide (MSAG): Records for 911 database.	Includes updates regarding street and address changes, 911 database ledger correction form.	Until superseded or until no longer needed for reference	Communications		
18.09.001		Alarm Report: Report made at every fire by fire officer.	File may include arson investigation reports.	Permanent	Fire & EMS		
18.09.002		Building Emergency Evacuation File: Records concerning the safe and orderly evacuation of a building.	Records include evacuation plan, list of designated fire captains/coordination leaders, training information, etc.	Until superseded by new plan/information	Fire & EMS	1.15.3.147	
18.09.003		Building Inspection Files (Fire and Rescue): Records related to inspections for fire prevention and fire protection for buildings, facilities and structures.	File may contain inspections, findings, conclusions, etc. Example: fire report	3 years after inspection date (UFC 103.3.4)	Fire & EMS	1.19.8.703	
18.09.004		Building Layout Files: Records concerning public and commercial building layouts that show or identify fire hazards and hazardous materials in responding to fire calls.	Files may contain building blue-print or plan, fire prevention features, hazardous materials list, etc.	Until superseded by new business or public use of building or building razed	Fire & EMS	1.19.8.702	

(Any records not specifically addressed herein shall be retained in accordance with applicable law.)

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.09.005		Disaster Recovery File: Records concerning the preparation of a disaster plan and the organization of salvage procedures for the agency. NOTE: A copy of this file should be maintained off-site. In the event of a disaster, all copies of this file shall be retained until any or all investigations have been concluded.	Records include the disaster recovery plan, salvage procedures, information on training in disaster recovery techniques, etc.	(Until superseded by new plan or information)	Fire & EMS	1.15.3.146	
18.09.006		Emergency Equipment Checklist: Record of periodic (daily) inspections of emergency equipment.	Records may include first aid supply inventory, vehicle readiness, etc. and show equipment operational status, medical supply quantities, shift time, date, etc.	1 year after close of calendar year in which created	Fire & EMS	1.19.8.706	
18.09.007		Emergency Equipment Checklist - SCBA: Record of period (daily) inspections of SCBA (self-contained breathing apparatus)	File may include date, time, person inspecting, status of equipment, etc.	1 year after disposal of equipment	Fire & EMS	1.19.8.706	
18.09.008		Emergency Management Basic Plan: Includes emergency and civil defense plans for the survival of personnel and vital materials during an enemy or terrorist attack, natural or technological disaster, or civil unrest.		Permanent <i>Note: Tactical information is confidential per 14-2-1A(7), NMSA 1978</i>	Fire & EMS		
18.09.009		Emergency Medical Services Files (EMSS) - Medical: Records concerning medical diagnosis or treatment by responding EMS paramedics.	Medical record may include medical service report, monitoring equipment readouts, etc.	10 years after date created	Fire & EMS	1.19.8.708	
18.09.010		Emergency Medical Services (EMS) Files - Billing: Records concerning billing by responding EMS paramedics.	Billing record may include copy of billing statement submitted to Medicare, Medicaid, insurance carrier, and/or patient, etc.	3 years after close of fiscal year in which final payment received or 3 years after close of fiscal year in which file closed	Fire & EMS	1.19.8.708	
18.09.011		Fire Drills: Report documenting fire drills conducted by the department for schools, businesses, etc.	Report may include school (or business) name, date of fire drill, name of person conducting drill, findings, recommendations, comments, etc.	6 months after close of calendar year in which created	Fire & EMS	1.19.8.704	
18.09.012		Fire Hydrant Maintenance: Records concerning the annual inspection of hydrants.	Files may contain photos, notation of problems and corrective actions, etc.	Permanent	Fire & EMS		
18.09.013		Fire Investigation Case Files: Records concerning investigations conducted by fire department to determine cause of fire.	Files may contain photos, investigation notes, final report, etc.	5 years after date investigation closed	Fire & EMS	1.19.8.705	

(Any records not specifically addressed herein shall be retained in accordance with applicable law.)

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.09.014		Hazardous Waste Inspections And Violations Records: Inspections of locations where hazardous waste is stored.	Files may contain photos, investigation notes, final report, etc.	Permanent	Fire & EMS		
18.09.015		Inspections: Periodic fire inspections for schools, hotels, hospitals, businesses, and public buildings.		Permanent	Fire & EMS		
18.09.016		Prefire Plans:	File may contain location, ownership, occupancy, construction and fire prevention features.	Permanent	Fire & EMS		
18.09.017		Volunteer First Responder Files: Records concerning personnel information of volunteer firefighters and police reserve officers (non-municipal employees).	File may contain application, training certificates, personnel information, etc.	5 years after termination of last service	Fire & EMS	1.19.8.701	
18.10.001		Animal Control Files: Records concerning animal control.	Files may include violations of animal control ordinances, carcass removal records, animal pound records, licensing documentation, lost and found reports, animal trap records, animal license (tag) copy, euthanasia reports, etc.	1 year after file closed	Police	1.19.8.821	
18.10.002		Arrest Reports - Adult: Records of the arrest/booking of subject.	Information includes subject name, arrest number, physical characteristics arrest date/time, arrest location, arresting officer name, charges, etc.	5 years after date of incident or until investigation closed, whichever is longer	Police	1.19.8.804	
18.10.003		Arrest Reports - Juvenile: Records of the arrest/booking of subject.	Information includes subject name, arrest number, physical characteristics arrest date/time, arrest location, arresting officer name, charges, etc.	5 years after date of incident or at age 19, whichever is less, providing investigation closed. <i>Confidential: 32A-2-32, NMMSA 1978</i>	Police	1.19.8.804	
18.10.004		Arrest Warrants:	File may include active warrants	5 years after prosecution completed	Police		
18.10.005		Citations: Records related to the management of citations, including, but not limited to, parking and traffic violations; does not include DUI citations.	File may include name of violator, physical description, address, violation, officer name, etc. Example: Penalty Assessment and Non-Traffic, Uniform Traffic Citation, etc.	3 years after date citation issued (30-1-811 NMMSA 1978)	Police	1.19.8.810 1.19.8.812	
18.10.006		Complaints And Grievances: Not resulting in investigation.		3 years	Police		

(Any records not specifically addressed herein shall be retained in accordance with applicable law.)

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Record No.	1.0	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	GD No.	NOTES
18.10.007		Confidential Source (Informant) Files: Records concerning confidential sources or informants utilized in criminal investigations conducted by law enforcement.	File may contain names of informants, personal and/or criminal history of informants, types of information available through informant, information, payment information	3 years after case closed. Until no longer needed for reference <i>Confidential</i> 14-2-1A, NMSA 1978	Police	1.19.R.806	
18.10.008		Crime Prevention Files:		5 years after event date	Police	1.19.R.823	
18.10.009		Criminal History Records (Rap Sheet) - Adult: Record of complete cumulative original history on any subject arrested for a crime by the police department.	Information may include any/all of the following: name, date of birth, physical description, I/M number, address, employment, marital status, etc.	Permanent	Police	1.19.R.802	
18.10.010		Criminal History Records (Rap Sheet)- Juvenile:		2 years after date of incident or at age 19, whichever is longer <i>Confidential:</i> 32A-2-32, NMSA 1978	Police	1.19.R.802	
18.10.011		Criminal Investigation Case Files - Adult: Records concerning criminal investigations conducted by police department for the purpose of criminal prosecution. Records created as an enhancement to the investigative portion of the incident report (offense or incident report). Note: evidence and copies of case file may be forwarded to prosecuting attorney.	Files may contain motor vehicle records, criminal histories, photos, search warrants, arrest warrants, names of confidential sources, etc. Includes Criminal Incident Automated System files.	5 years after investigation closes <i>Confidential:</i> 32A-2-32, NMSA 1978	Police	1.19.R.815 1.19.R.826	
18.10.012		Criminal Investigation Case Files - Juvenile:	Includes Criminal Incident Automated System Files	5 years after investigation closed or until juvenile reaches age 19 whichever is less <i>Confidential:</i> 32A-2-32, NMSA 1978	Police	1.19.R.805 1.19.R.826	
18.10.013		Emergency Action Books: Guidelines and or checklists for use in the emergency operations center (EOC).		Until no longer needed for reference <i>Note: Tactical Information is confidential per 14-2-1A(7), NMSA</i>	Police		

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Record No.	EO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.10.014		Emergency Management Reports and Records: Periodic reports required by state and federal management agencies as well as exercise participation and evaluation reports and records of emergency management training.		5 years after close of federal fiscal year in which created	Police		
18.10.015		Extraditions: Records concerning the extradition and transport of prisoners.	Files may include court order, reimbursement voucher, travel arrangements, pre-bookings documentation, receipt for prisoner, etc.	3 years after close of fiscal year in which created	Police	1.19.R.838	
18.10.016		Gang Activity File: Records concerning local gang activity.	File may contain gang identifier information, gang history, gang membership lists, crime involvement information, etc.	Until informational value ends <i>Confidential:</i> 32A-2-32 NMSA 1978	Police	1.19.R.829	
18.10.017		Incident Reports (Offense/Incident Reports) - Adult: Records the original report of incident (felony or misdemeanor) and pertinent facts surrounding the incident or offense.	Reports may show incident type, case number, MJC entry, incident code, premise type, incident location, incident date, time date, reporting area, complainant, victim information, subject (suspect) data, arrest data, vehicle data, witness data, narrative, UCR (Uniform Crime Reporting) data administrative section, etc.	5 years after date of incident or until juvenile reaches age 19, whichever is longer, provided investigation closed <i>Confidential:</i> 32A-2-	Police	1.19.R.803	
18.10.018		Incident Reports (Offense/Incident Reports) - Juvenile: Records the original report of incident (felony or misdemeanor) and pertinent facts surrounding the incident or offense.		5 years after date of incident or until juvenile reaches age 19, whichever is longer, provided investigation closed <i>Confidential:</i> 32A-2-	Police	1.19.R.803	
18.10.019		Internal Affairs Case File: Records concerning complaint against officers or civilian employees and consequent investigation.	File may include complaint, tapes or transcripts, staff inspection order, order to appear, evidence (e.g., tapes, videos, reports, photographs, etc.), police reports copies, medical releases, supplementary offense report (investigation summary), review order (chain of command review), case reviews with case recommendation, determination, determination notification copy, etc.	3 years after termination of officer <i>Confidential:</i> 14-2-14 NMSA 1978 unless appealed through an administrative open meeting process	Police	1.19.R.817	

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Record No.	1.0	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.10.020		Internal Affairs Case File - Dismissed:		3 years after complaint dismissed or cleared <i>Confidential: 14-2-1A, MMSA 1978 unless appealed through an administrative open meeting process</i>	Police	1.19.8.817	
18.10.021		NCIC Records:	File may include case number concerning stolen vehicles, guns, articles, license plates, missing persons, wanted persons, etc. May also include NCIC Validation Schedule	Until cleared, canceled or purged due to expiration (in accordance with the NCIC operating rules)	Police		
18.10.022		Pawnbroker Files: Records concerning local pawnbroker shops. Files may contain reports submitted to law enforcement department by local pawnbrokers as required by the Pawnbrokers Act (Section 56-12-9 NMSA 1978) and information on pawn inspections by police department.	Pawnbroker reports may show name of item; description of the item, including make and model number; date of transaction; time of transaction; type of transaction; name and address of person offering item; description of person offering item; type of identification used by person offering item; etc.	5 years after date created	Police	1.19.8.827	
18.10.023		Pawn Shop Tickets: Record of description of material received from customer and customer signature.		1 month after entered into computer system	Police		
18.10.024		Property and Evidence: Record of property and/or evidence either seized, found or impounded.	Includes date/time/location of property acquisition, acquiring officer, type of offense, case number, suspect name, property owner's name and address, item description, serial number or controlled substance weight, investigative section case referred to, property disposition information, etc. Chain of events portion of record may show name/number of locker in which evidence is placed, date and name of officer placing evidence in storage, date and name of person removing evidence from storage, location in evidence room where evidence is placed. Information on disposition of evidence, officer's signature, etc.	1 year after date of disposition of all property and evidence for each case	Police	1.19.8.808	

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Record No.	IO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.10.025		Radio Frequency/Telephone Audio Recordings (911 Recorded Calls): Radio frequency/telephone audio recordings of emergency and/or non-emergency calls received. Portions of recording may be confidential (i.e. names of minors, suspect information, etc.). Recordings may be copied and filed with investigative portion of incident reports.		3 year after date of call	Police	1.19.8.813	
18.10.026		Restraining Orders:		Until expires	Police		
18.10.027		Seizure or Forfeiture Files: Records concerning property or goods seized by law enforcement entities and released by state or federal government to the municipality.	Files may include copy of application for transfer of forfeited property or goods, inventory of property or goods, asset control information, purchase order copies, financial reports, etc.	6 years after close of fiscal year in which property transferred to municipality	Police	1.19.8.822	
18.10.028		Uniform Accident Report: Records related to accident reports and incidents	Report may include date, time of accident, location, persons involved, vehicles involved, vehicle or property damage, injury codes, seat belt codes, witness information, road and weather conditions, apparent contributing factors, driver or pedestrian sobriety or physical condition, diagrams, etc.	5 years after date of accident (30-1-81D NMSA 1978)	Police	1.19.8.811	
18.10.029		Uniform Accident Report - Fatal: Records related to accident reports and incidents involving fatalities	Report may include date, time of accident, location, persons involved, vehicles involved, vehicle or property damage, injury codes, seat belt codes, witness information, road and weather conditions, apparent contributing factors, driver or pedestrian sobriety or physical condition, diagrams, etc.	25 years after date of accident <i>Confidential:</i> 66-7-213, 66-7-215 and 14-6-1, NMSA 1978	Police	1.19.8.811	
18.10.030		Video Recordings - Case File:	Evidentiary footage or recordings of DUI arrest or any criminal incident.	1 year after date of incident or 60 days after date of court disposition, whichever is less	Police	1.19.8.807	
18.10.031		Video Recordings - Other:	File may include recordings from booking areas, officer hope cam recordings and recording from security or surveillance cameras in areas such as entrances and exits, parking lots, etc.	90 days after date created	Police	1.19.8.807	

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.11.001		Controlled Substance and Drug Issuance Files:	File may include narcotic and non-narcotic substances, inventories, etc.	3 years after fiscal year close (30-31-61), NMSA (1978)	Detention	1.19.R.862 1.19.R.863 1.19.R.864	
18.11.002		Jail or Detention Files: Records concerning the operation of a detention facility	File may include daily jail rosters, jail inspection reports, daily reports on inmates, etc.	2 years after fiscal year close	Detention	1.19.R.851	
18.11.003		Facility Incident Files - Adult: Records the original report of incident and pertinent facts surrounding the incident or offense.	Reports may show incident type, case number, incident location, incident date, time date, reporting area, complain, victim information, subject (suspect) data, witness data, narrative, administrative section, etc.	5 years after date of incident or until investigation closed, whichever is longer	Detention	1.19.R.860	
18.11.004		Facility Incident Files - Juvenile: Records the original report of incident and pertinent facts surrounding the incident or offense.		5 years after date of incident or until juvenile reaches age 19, whichever is less, provided investigation closed. <i>Confidential: 32A-2-32 NMSA 1978</i>	Detention	1.19.R.860	
18.11.005		Facility Medical Files: Records documenting the diagnosis and treatment of facility inmates.	File may contain medical history and reports, etc.	10 years after date of treatment <i>Confidential: 14-6-1 NMSA 1978</i>	Detention	1.19.R.854	
18.11.006		Federal Retainer Requests:		3 years after date custody of resident is transferred to federal law enforcement entity	Detention	1.19.R.859	
18.11.007		Inmate (Prisoner) Case Files: Records of inmate or prisoner case history.	File may contain fingerprints, mug shots, property release authorization, release orders, copy of incident report, copy of arrest report, segregation information, release orders, release and activity log, etc.	5 years after date of release	Detention	1.19.R.851 1.19.R.852 1.19.R.855	
18.11.008		Protective Custody Files: Records of individuals held under protective custody at jail facility.	File may contain individuals name and address, general information, condition of individual, personal property information, time in and out, etc.	5 years after date of release	Detention	1.19.R.853	

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.12.001		Bond Book/Cash Bond Record:	File may include defendant name, name of person who posted the bond, amount of bond, check number and receipt number.	3 years after close of fiscal year in which created	Municipal Court	1.19.8.809	
18.12.002		Check Register: Record of checks issued for payment of voucher.	Register may show check number, vendor name, vendor code, voucher number, voucher date, vendor invoice number, fund (account) number, payment amount, check date, etc.	3 years after close of fiscal year in which created	Municipal Court		
18.12.003		Court Docket Book:	File may include defendant name, docket number, offense, judge, charge, citation number, officer name, disposition, etc.	3 years after case closed	Municipal Court	1.19.9.107	
18.12.004		Court Docket: Record log of civil processes served.	Docket may show parties names, attorneys, type of civil process, date of entry, by whom served, date of service, kind of service, police department costs, etc. Includes docket cards, docket sheets, etc.	3 years from date of last entry	Municipal Court	1.19.8.818 1.19.8.819 1.19.9.105 1.19.9.106	
18.12.005		Criminal Case File, DWI:	Contains criminal docket sheet, Uniform Traffic Citation, criminal complaint, summons, Probable Cause Form, bail bond forms, Condition of Release forms, Notice of Appeal, Warrants, Failure to Appear Notices, Entry of Appearance form, Remand Order, Waiver of Counsel forms, Guilty Plea Proceeding form, transportation documentation, Judgment and Sentence forms, fidelity bond claim, court pleadings, motions, pleadings, notes, briefs, releases, investigative reports, investigator activity logs, transcripts, closing sheets, correspondence, memoranda, etc. NOTE: 1: Treatment/psychological evaluations, supervision histories (i.e. probation, mandatory programs, etc.) shall be kept separately.	Permanent	Municipal Court	1.19.9.104	

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.12.007		Master Computer Record: Shows docket number, defendant name, defendant personal data, incident location, incident date, etc. NOTE: Court shall insure that both alphabetical and numerical access to case file is produced.		10 years after case closed	Municipal Court		
18.12.006		Criminal Case File, Non-DWI:	Contains Uniform Traffic Citation, criminal complaint, summons, Probable Cause Form, bail bond forms, Condition of Release forms, Notice of Appeal, Warrants, Failure to Appear Notices, Entry of Appearance form, Return Order, Waiver of Counsel forms, No Contest forms, transportation documentation, judgment and Sentence forms, Fidelity bond claim, court pleadings, motions, pleadings, notes, briefs, releases, investigative reports, investigator activity logs, transcripts, closing sheets, correspondence, memoranda, etc. NOTE: 1: Treatment/psychological evaluations, supervision histories (i.e. probation, mandatory programs, etc.) shall be kept separately.	3 years after case closed	Municipal Court	1.19.9.103	
18.13.001		Discharge of Effluent Permit Files: Records concerning the discharge of effluent.	Files may contain National Pollutant Discharge Elimination System (NPDES) permit application, permit for discharge of effluent, compliance monitoring reports, inspection reports, non-NPDES permits, notice of intent to discharge effluent, plans, specifications, enforcement actions, etc.	10 years after destruction of facility	Public Works	1.19.X.501	
18.13.002		Flow Charts, Wastewater:	File may include Influent and Effluent records	10 years	Public Works	1.19.X.504	
18.13.003		Infrastructure Project Files (Infrastructure Development Plans): Records related to the planning, design and construction of specific projects including, but not limited to, facility and infrastructure projects.	Files may contain feasibility studies, statistical reports, history documentation, maps, plans, etc.	Permanent	Public Works	1.19.X.108	
18.13.004		Line Locations: requests to locate underground utility lines.	Files may contain request, work order, etc.	3 years after close of fiscal year in which work order issued	Public Works	1.19.R.560	

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	OID No.	NOTES
18.13.005		Meter Readings: records concerning measurement of utility usage.	Record may show customer name, meter number, meter size, meter location, meter reading, billing address, etc. Includes meter reading sheets, meter books, meter reading schedule, etc.	3 years after close of fiscal year in which created	Public Works	1.19.K.556	
18.13.006		Sludge Disposal Files: Records concerning the wasting, hauling, and composting of sludge.	Files may contain waste monitoring reports, hauling application copy, composting application copy, hauling permit, composting permit, etc.	5 years after date created (40 C.F.R. 122.41)	Public Works	1.19.K.505	
18.13.007		Street Maintenance: Records concerning repairs and other maintenance on streets.	File may include work orders, list of materials used, inspections, etc.	5 years after date created	Public Works		
18.13.008		Traffic Signals Intersection Files: Records concerning the acquisition and maintenance of municipal traffic signals.	Files may include traffic planning studies, traffic controller drawings, intersection drawings, timing progressions, turning count totals, etc.	5 years after date created	Public Works	1.19.K.946	
18.13.009		Utility Customer Service Files: Records concerning the application for utility (water, wastewater, solid waste, gas, electric, etc.) service.	Files may contain application for service, deposit information, cancellation request, etc.	3 years after close of fiscal year in which canceled or deposit refunded to customer	Public Works	1.19.K.554	
18.13.010		Utility Facility Files: Records concerning the design and construction of municipal utilities (water supply or storage structures, wastewater treatment facilities, solid waste facilities - landfills, transfer stations, natural gas plants, electricity generation facilities, etc.)	Files may contain engineering designs, engineering drawings, soil surveys or studies, geological surveys or studies, construction records/plans, inspection copies, etc.	Permanent	Public Works	1.19.K.404 1.19.K.502 1.19.K.551	
18.13.011		Utility Maintenance Files - Annual Summary Report: Records concerning maintenance of utility (water, wastewater, solid waste, gas, electric, etc.) distribution or collection lines and services (e.g., water lines, sewer lines, gas lines, electrical lines, cable lines, water wells, water hydrants, transfer station operation, etc.).	Example: Water usage by zone, Water Level Report, Report to State Engineer, Well Field Yearly Production, SCADA Telemetry, Safe Drinking Water Act (SDWA) Chemical Analysis, Report of Sanitary Surveys, Action Plans to Correct Violations, SDWA variances or exceptions, etc.	10 years after close of fiscal year in which created	Public Works		

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Record No. LO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.13.012	Utility Maintenance Files - Other records: Records concerning maintenance of utility (water, wastewater, solid waste, gas, electric, etc.) distribution or collection lines and services (e.g., water lines, sewer lines, gas lines, electrical lines, cable lines, water wells, fire hydrants, transfer station operation, etc.).	Files may include work schedules, personnel schedules, daily work logs, check lists, inspections, testing, work reports, etc. Example: SDWA/Bacteriological Tests, 1-Minute testing, routine chlorine testing, quality control testing, well and pump station reports and studies, valve records, hookups, line extensions, sewer manhole inspections, etc.	5 years after close of fiscal year in which created (40 CFR 503.17, Clean Water Act Sections 308-402 (33 U.S.C. 1318-1342))	Public Works		
18.13.013	Utility Service Files: Records concerning customer-initiated complaint or request for service.	File may contain request for service, complaint of service, site evaluations, work orders, service logs, memoranda, inspections, billings copies, adjustment ledger, adjustment and final bill memos, etc.	3 years after audit release	Public Works	1.19.8.555	
18.13.014	Utility Turnoff Notice and Delinquent Report: Listing of utility customers marked for service disconnection.	Listing may show customer names and addresses, service addresses, account numbers, delinquent amounts, etc.	3 years after audit report release	Public Works	1.19.8.558	
18.13.015	Vehicle Files: Records concerning the history of municipal-owned or leased vehicles, airplanes or other mobile equipment.	Files may include purchase or lease information, vehicle title/registration, warranty documentation, maintenance documentation, maintenance expenditure information, disposal information, etc.	3 years after disposition of vehicle	Public Works	1.19.8.901 1.19.8.952	
18.13.016	Vehicle (Fleet) Maintenance Files: Records concerning the maintenance performed on municipal-owned vehicles.	Files may include work orders, repair orders, work schedules, maintenance orders, maintenance schedules, work reports, etc. Example: Gasoline usage and mileage records, etc.	3 years after close of fiscal year in which created	Public Works	1.19.8.902	
18.14.001	Concession Records:	File may include agreements, financial reports, approvals, inspections, etc.	3 years after close of fiscal year in which created	Parks & Recreation		
18.14.002	Group Organizational Records: Records concerning activities and membership of groups sponsored and operated by the municipality.	Records may include membership lists, schedule of activities, attendance, etc.	3 years after date created	Parks & Recreation	1.2.2.114	
18.14.003	Herbicides and Pesticides: Records concerning the use and storage of herbicides and pesticides on municipal property and right of ways.	File may contain storage documentation, application documentation, applicator certification information, herbicide inventory, pesticide inventory, etc.	2 years after date created	Parks & Recreation	1.19.8.601	
18.14.004	Park And Facility Usage:	File may include usage reports, improvements, etc.	Until change occurs in equipment	Parks & Recreation		

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.14.005		Recreation Program Files: records concerning the management of recreational programs (summer recreational programs, recreational leagues, swimming pool).	Files may contain activity rosters, program schedules, work schedules, registration forms, waiver of liability/acknowledgement of risk forms, etc.	1 year after close of fiscal year in which created	Parks & Recreation	1.19.8.652	
18.14.006		Recreational Leagues:	Files may contain rosters, schedules, by-laws, correspondence, season determinations, etc.	1 year after league dissolution	Parks & Recreation		
18.15.001		Censorship or Complaint Files: records concerning library material censorship and complaints.	File may include evaluations by staff, patron's complaints, final decision documentation, etc.	5 years after date of last entry	Library and Museum Services	1.15.3.607	
18.15.002		Collection Management - Library: Records related to the management of items and objects owned or managed by a library.	File may include catalog of holdings, information on materials selection and acquisition, challenges to materials, etc.	Until no longer needed for reference <i>Note: many items are confidential per 18-9-4, NMSA 1978</i>	Library and Museum Services	1.15.3.602 1.15.3.606	
18.15.003		Collection Management - Museum: related to the management of items and objects owned or managed by a museum or archive.	File may include accession records, holdings descriptions, de-accession information, etc.	Permanent	Library and Museum Services	1.15.3.601	
18.15.004		Gift Donors File: Records concerning the donation of publications and manuscripts to the library or artifacts and art to the museum.		5 years after date created NOTE: Comply with applicable provisions of legal agreement regarding confidentiality of records concerning each gift.	Library and Museum Services	1.15.3.608	
18.15.005		Lending: Records related to borrowing, lending and returning of library items, including, but not limited to, tracking.	File may include information on borrowers, interlibrary loan,	Until obsolete <i>Confidential: 18-9-4, NMSA 1978</i>	Library and Museum Services	1.15.3.603 1.15.3.604	
18.15.006		Patron Management: Records related to the management of patrons.	Records may show patron name, patron address, patron signature, etc.	5 years after date materials used. <i>Confidential: 18-9-4, NMSA 1978</i>	Library and Museum Services	1.15.3.605	

(Any records not specifically addressed herein shall be retained in accordance with applicable law.)

New Mexico Municipal Records Retention Schedule - 10-18-2018

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.15.007		Requests for Reproduction of Copyrighted Works: Records concerning requests for copyrighted materials.	Records may contain files or logs, records of requests made for copies or phonorecords of copyrighted materials, records of the fulfillment of such requests, etc. (includes interlibrary loans).	3 years after the calendar year in which created per United States Copyright Office Circular 21, p. 19 <i>Confidential: 18-9-4, NMSA 1978</i>	Library and Museum Services	1.15.3.609	
18.15.008		Statistical Reports:	Includes annual report submitted to State Library	20 years	Library and Museum Services		
18.16.001		Cemetery Files: Records concerning the operation and maintenance of municipal-owned cemeteries.	Files may include plot design or layout, plot owner records and deeds, interment records, headstone placement, etc.	Permanent	Cemetery	1.19.8.553	
18.17.001		Airport and Aviation Regulations : Municipal, state or federal regulations concerning the operation of the municipal airport.		5 years after superseded or repealed	Transit and Airport	1.19.8.951	
18.17.002		Airport Conditions and Inspections Reports:	Copies of daily reports required by and submitted to F/AA on light inspection, airfield inspection, field condition (NOT-AML, notice to airmen report) etc.	6 months after date submitted to F/AA	Transit and Airport	1.19.8.959	
18.17.003		Airport Crash Rescue Operation Files: Records concerning crash incidents and actions taken.	File may include monthly activity reports documenting activities such as crash incidents, responses, inspections, copies of reports submitted to F/AA, F/AA findings, etc.	5 years after date of incident	Transit and Airport	1.19.8.953	
18.17.004		Airport Safety Officers Files: Records concerning security of airport operation.	File may contain first aid reports, daily logs, incident reports, photographs, safety officer court appearance documentation, etc.	5 years after date created	Transit and Airport	1.19.8.956	
18.17.005		Screening Activities Report: Records concerning airport screening activities.	File may contain copy of monthly report submitted to F/AA of all passengers boarded, detailing apprehensions for CCW (carrying concealed weapons)	6 months after date submitted to F/AA	Transit and Airport	1.19.8.938	
18.17.006		Transit Operations Files: Records concerning the establishment and operation of a transit system.	Files may contain bus route planning, route information and schedules, ridership reports, fuel usage, daily fares received, bus driver daily checklist, charter rental files, etc.	3 years after fiscal year close	Transit and Airport	1.19.8.941 1.19.8.942 1.19.8.943 1.19.8.944 1.19.8.945	

(Any records not specifically addressed herein shall be retained in accordance with applicable law.)

New Mexico Municipal Records Retention Schedule - 10-18-2018

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.18.001		Animal Files: Records concerning individual animals.	File may contain veterinarian records, breeding information, shipment papers, daily reports data, stud files, health certificate, etc.	until disposition of animal	Zoo	1.19.8.927 1.19.8.928 1.19.8.930	
18.18.002		Animal Transaction Files: Records concerning the acquisition, disposition, or transport of animals.	File may contain receipts, transfer documentation, transaction confirmations, disposition orders, shipping permits, etc.	3 years after fiscal year close	Zoo	1.19.8.926 1.19.8.929	
18.18.003		Breeding Loan Files: Records concerning animals loaned to other zoos or loaned to this zoo for breeding purposes.	File may contain lists of animals loaned, loan conditions, etc.	1 year after termination of loan	Zoo	1.19.8.931	
18.19.001		Housing Authority Tenant Application Files: Records concerning the application for public housing.	File may include application to certify tenant eligibility (applicant name, address, source of income, amount of income, names of family members, signature of applicant, etc.), tenant waiting list, etc.	3 years after fiscal year close	Housing Authority	1.19.8.301	
18.19.002		Housing Discrimination Complaint file: Records concerning allegations of housing discrimination	File may contain complaint, investigation report, findings, conclusions, etc.	3 years after file close	Housing Authority	1.19.8.304	
18.19.003		Tenant File (Housing Authority): Records concerning family unit certified to receive public housing assistance.	File may contain Section 8 Existing Housing Program Certificate for Family Participation, certification or re-certification of tenant eligibility, Section 8 Existing Housing Program request of lease approval, unit inspection report, interim inspection reports, catholic inspection report, etc.	6 years after termination of lease	Housing Authority	1.19.8.303	
18.20.001		Commercial Driver's Certification (Form MVD-11042) Files: Contain: certification form with: applicant's name, address, date of birth, social security number, driver's license number, state, and applicant's signature. Also contain: Vehicle Certification (Form MVD-10414), and Commercial Driver's License Examination (Form MVD-11040). Note: Paper originals may be destroyed after microfilm meets State of New Mexico Microphotography Standards and is verified for completeness, in accordance with SRC Rule No. 92-03 and 92-04. 18-1-941		3 years from date of issuance.	MVD		

(Any records not specifically addressed herein shall be retained in accordance with applicable law.)

New Mexico Municipal Records Retention Schedule - 10-18-2018

Record No.	I.O	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.20.002		<p>Driver's License Application and Identification Card Applications (Form MVD-10229): These applications submitted for obtaining a New Mexico Driver's License or Identification (I.D.) Card. Numerical. Shows: applicant's name and address, date issued, number, expiration date, class, date of birth, sex, color of eyes, height, weight, social security number, vision exam, written & road tests, Commercial Driver's License (CDL) knowledge test scores, CDL skills test scores, applicant's questionnaire, organ donation statement, assumption of liability for applicant under age, name change, applicant certification, and Motor Vehicle Division (MVD) or authorized agent verification signature. This record is created in quadruplicate. A. MVD Division [12-16-82, 8-1-94]</p>		3 years from date of issuance	MVD		

(Any records not specifically addressed herein shall be retained in accordance with applicable law.)

E-mail Retention Guidelines

1. What are the retention requirements for E-Mail?

E-mail communications relating to municipal business are part of the Municipality's records and shall be retained depending upon the nature of the document, consistent with the retention requirements for that type of document. E-mail may include public records or transitory information. Only those e-mail classified as public records in the Public Records Act, or the Municipality's adopted records retention schedules, must be retained based on established retention periods published therein. The content of e-mail may vary considerably; therefore, each e-mail shall be evaluated to determine if it meets the definition of a public record.

2. Which E-mail constitute public records?

E-mail and attachments identified as public records shall be retained and stored for as long as required under the appropriate retention period provided in the Municipality's adopted records retention schedules. E-mail that are public records include but are not limited to:

- A. Policies and directives;
- B. Correspondence or memoranda that contain final directives, determinations, instructions or guidance regarding public business;
- C. Minutes of the Governing Body or Boards and Commissions, advisory groups, ad-hoc committees or work groups developing programs;
- D. Messages that authorize, establish or complete a business transaction; or
- E. Final reports or recommendations such as to the Governing Body or Boards and Commissions or produced by task forces or study groups.

3. Which E-mail are NOT public records?

Non-record and transitory e-mail do not set policy, provide directives, establish guidelines or procedures nor do they certify transactions; they may be destroyed at the discretion of the user. Non-record and transitory e-mail include but are not limited to:

- A. Duplicate copies of messages sent to multiple people;
- B. Personal messages and announcements not related to official City business;
- C. Preliminary drafts of letters, reports and memoranda;
- D. Messages considered brainstorming or preliminary thought processes in nature, reflecting the exchange of ideas preliminary to the development of a final decision or position of the City;
- E. Transmittal e-mail that do not add substantive information to the attachment(s) being transmitted;
- F. Copies of documents distributed for convenience or reference;
- G. Announcements of social events, such as retirement parties;
- H. Spam (unsolicited, commercial E-mail); and
- I. Messages to or from E-mail distributions lists (listserv) not directly related to City business.

4. Other Considerations

- A. E-mail should be filed in a manner that enhances accessibility and assists in records management and retention.
- B. The attachment an e-mail contains falls under records management, not the e-mail which transmits it unless the body of the email adds substantive information to the attachment.