



# Alamogordo City Commission

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## NOTICE OF MEETING

### Regular Meeting Agenda

October 13, 2020 - 6:30 PM

The Commission Meeting will be a VIRTUAL MEETING with City Commission and City staff participating through video. The link is: <https://www.youtube.com/channel/UCTTgU3xsQBqlyRaME7TaYrQ/live>

- Richard Boss ..... Mayor
- Nadia Sikes ..... Mayor Pro-Tem, District 2
- Jason Baldwin ..... District 1
- Susan Payne ..... District 3
- Josh Rardin ..... District 4
- Sharon McDonald ..... District 5
- Dusty Wright ..... District 6
  
- Brian Cesar ..... City Manager
- Petria Bengoechea ..... City Attorney
- Rachel Hughs ..... City Clerk

**MISSION STATEMENT** as Adopted by the City Commission on March 24, 1995.

*The City of Alamogordo is a Municipal Corporation that exists solely for the purpose of providing the best possible services to our customers, the citizens of Alamogordo. We are committed to providing these services with honesty, integrity, compassion, fairness, and a commitment to excellence.*

*We are committed to the long-term financial stability and responsible growth of the City and all decisions will be driven by our commitment to provide the best services possible in a financially sound and responsible manner given the economic realities facing the City.*

In accordance with Section 10-15-1.D, NMSA 1978 (2010 Cumulative Supplement), this agenda has been posted on the bulletin board located in the east/west lobby of the City Hall and in the glass case located outside a the north entrance of the City Hall, distributed to the appropriate news media, and posted on the City website: <http://ci.alamogordo.nm.us> within the required time frame. As a courtesy, the entire Agenda Packet has also been posted on the City of Alamogordo website: <http://ci.alamogordo.nm.us>

The Mayor and City Commission request that all cell phones be turned off or set to vibrate. Members of the audience are requested to step outside the Commission Chambers to respond to or to conduct a phone conversation. The Alamogordo Commission Chambers is wheelchair accessible. Other special assistance for disabled attendees must be requested 48 hours in advance by contacting the City Clerk's Office at 575-439-4100.

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#### CALL TO ORDER & ROLL CALL

*Announce the presence of a Quorum.*

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#### INVOCATION & PLEDGE OF ALLEGIANCE

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#### APPROVAL OF AGENDA

**PRESENTATIONS**

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1. Information requesting a reduction of lien amount owed for property located at 1801 Lamar Circle. *(Stephen Godinez, Property Owner)*
2. Information requesting a second Leak Abatement for the property on 1403 Oregon Ave. *(Marc Fulson and Anthony Pryor, Property Owners)*

**PUBLIC COMMENT**

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*Residents must submit comments to the City Clerk prior to 3 p.m. on the day of the Commission meeting. Comments will be distributed to the Commission and the City Manager and will be included in the public record.*

**CITY MANAGER'S REPORT**

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**REMARKS AND INQUIRIES BY THE CITY COMMISSION**

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**CONSENT AGENDA** (Roll Call Vote Required for an Ordinance or Resolution)

*All matters listed under the Consent Agenda are considered to be routine by the City Commission and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.*

3. Approve the minutes for the September 22, 2020 Regular meeting. *(Rachel Hughs, City Clerk)*
4. Consider, and act upon, City of Alamogordo becoming a member of National Cooperative Purchasing Alliance. *(Barbara Pyeatt, Chief Procurement Officer)*
5. Consider, and act upon, an agreement with Otero County for Alamo Senior Center services to County residents. *(Magdalena Morales, ASC Manager)*
6. Consider, and act upon, the Alamogordo Police department selling one K9 (Covi) and a 2014 Chevrolet Tahoe K9 equipped police unit. *(Richard Denton, Chief of Police)*
7. Consider, and act upon, Resolution 2020-41, adopting the New Mexico Municipal Retention Schedule. *(Rachel Hughs, City Clerk)*

**ITEMS REMOVED FROM CONSENT AGENDA**

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**NEW BUSINESS**

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8. Appointments to Boards and Committees. *(Richard Boss, Mayor)*

**ADJOURNMENT**

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# AGENDA REPORT

## CITY OF ALAMOGORDO

### CITY COMMISSION

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**Meeting Date:** 10/13/2020

**Report Date:** 9/23/2020

**Report No:** 1.

**Submitted By:** Rachel Hughs

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**Subject:** Information requesting a reduction of lien amount owed for property located at 1801 Lamar Circle.  
(*Stephen Godinez, Property Owner*)

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**Fiscal Impact:**

Amount Budgeted:

Fund:

Additional Fiscal Impact:

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**Recommendation:**

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**Background:** Mr. Godinez will give information on his request for reduction of lien amount owed to the City for a weed abatement.



City of Alamogordo City Commission Meeting  
AGENDA REQUEST FORM

RECEIVED  
SEP 23 2020  
CITY CLERK

Today's Date: Sept 22 '20

Request Date of Meeting: Oct 13 2020

Name and Title: Stephens Godiner

Address: 1801 Lamar Cir

Alamogordo ZIP           

Phone Number: 575 491-2999

E-Mail Address: sbs.sig@hotmail.com

Item requested will be for information only

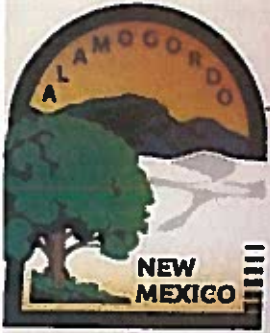
**Brief description of topic to be discussed:**  
Please attach one original of any documents pertaining to the topic -  
**We do not allow handouts at the meeting**

Received a invoice for landscape work which is far too inflated for type of work performed. I would like to request ~~the~~ reduction to much more reasonable price.

Signature: Stephens Godiner

Please return to: Rachel Hughs, CMC, City Clerk  
City of Alamogordo  
1376 E. 9<sup>th</sup> Street  
Alamogordo, NM 88310

Phone: (575) 439-4100 Fax: (575) 439-4396 E-mail: [rhughs@ci.alamogordo.nm.us](mailto:rhughs@ci.alamogordo.nm.us)



# City of Alamogordo

1376 E. NINTH STREET • ALAMOGORDO, NEW MEXICO 88310-5838 • CITY ATTORNEY'S OFFICE  
(575) 439-4210 FAX (575) 439-4396

RECEIVED  
SEP 23 2020  
CITY CLERK

September 2, 2020

Stephen Godinez  
3415 Wesley Ave.  
Las Cruces, NM 88012

*RE: 1801 Lamar Cir., Alamogordo, NM 88310*

Dear Stephen Godinez:

The City of Alamogordo has filed a lien against that property for weed abatement. The records of the Otero County Clerk's office show you to be the owner of the property at *1801 Lamar Cir.* in Alamogordo.

You can avoid foreclosure on the lien by paying the lien balance shown below. The lien balance includes filing fees and interest calculated through 09/30/2020. If foreclosure proceedings are commenced, additional costs such as attorney's fees and court costs, and the cost of sale will accrue.

Date Filed	Lien Amount	Filing Fees	Interest	Lien Balance
08/31/2020	\$1,112.78	\$50.00	\$7.32	
			<b>TOTAL DUE ON 09/30/2020</b>	<b>\$1,170.10</b>

At this time, I am reaching out to you to allow you the opportunity to take action on this matter. Should you fail to contact my office and advise as to your plan to satisfy this lien within 30 days of the receipt of this letter, we will have no choice but to move forward to foreclose on the liens and take possession of the property.

Please feel free to contact Stephanie Brusuelas, Paralegal at 575-439-4210.

Respectfully,

Petria Bengoechea  
City Attorney

# City of Alamogordo

1376 E Ninth St  
Alamogordo NM 88310  
(575) 439-4260



City of Alamogordo

Customer #: 000004297/000004297  
Customer Type: AA  
Invoice #: 36939  
Date: 07/23/20

STEPHEN GODINEZ  
3415 WESLEY AVE  
LAS CRUCES, NM 88012

Quantity	Description	Unit Price	Extended Price
1.00	ABATEMENT ACTIONS 1801 LAMAR CIR DATE OF ABATEMENT 07/02/20 APD CASE #20-000776	869.31	869.31
1.00	GOVT GR TAX 5.000% (11)	43.47	43.47

**Total Due: \$912.78**

*Printed by: 45/18*

## City of Alamogordo

Accounts Receivable Division  
1376 E Ninth St  
Alamogordo NM 88310

Customer #: 000004297/000004297  
Customer Type: AA  
Invoice #: 36939  
Invoice Date: 07/23/20

Due Date: 08/17/20  
Total Due: \$912.78

STEPHEN GODINEZ  
3415 WESLEY AVE  
LAS CRUCES, NM 88012

Date:

Receipt #:

This Box for Finance Use Only

# AGENDA REPORT

## CITY OF ALAMOGORDO

### CITY COMMISSION

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**Meeting Date:** 10/13/2020

**Report Date:** 10/6/2020

**Report No:** 2.

**Submitted By:** Rachel Hughs

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**Subject:** Information requesting a second Leak Abatement for the property on 1403 Oregon Ave. (*Marc Fulson and Anthony Pryor, Property Owners*)

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**Fiscal Impact:**

Amount Budgeted:

Fund:

Additional Fiscal Impact:

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**Recommendation:**

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**Background:** Mr. Fulson and Mr. Pryor will give information on their request for a second leak abatement for the property on 1403 Oregon Ave.



## City of Alamogordo City Commission Meeting AGENDA REQUEST FORM

Today's Date: 9/30/2020

**Request Date  
of Meeting:**

Oct 2020

**Name and Title:**

Marc Fulson and Anthony Pryor, Property Owners

**Address:**

1403 Oregon Ave.

Alamogordo, NM

**ZIP** 88310

**Phone Number:**

(719) 761-6787 and (202) 820-0745

**E-Mail Address:**

marcfulson@gmail.com and ampryor@gmail.com

**Item requested will be for Information only**

**Brief description of topic to be discussed:**

**Please attach one original of any documents pertaining to the topic -**

**We do not allow handouts at the meeting**

The 15-year homeowners and active duty military members are asking for a second abatement  
in a 12-month period since they are not related, were both repaired rapidly by specialist and the  
the pipe issues were totally outside of their control. The owners love the Alamogordo community  
, enjoyed living in the beautiful city for many years, and have provide stellar affordable housing  
for the local and military residents. Thank you for your grace and consideration in this matter.

**Signature:** \_\_\_\_\_

**Please return to:**

**Rachel Hughs, CMC, City Clerk  
City of Alamogordo  
1376 E. 9<sup>th</sup> Street  
Alamogordo, NM 88310**

**Phone:** (575) 439-4100

**Fax:** (575) 439-4396

**E-mail:** [rhughs@ci.alamogordo.nm.us](mailto:rhughs@ci.alamogordo.nm.us)

## **INSTRUCTIONS FOR AGENDA REQUEST FORMS**

The Alamogordo City Commission normally meets on the second and fourth Tuesdays of each month at 6:30 p.m. March-October and 6:00 p.m. November-February in the City Commission Chambers in City Hall. All meetings are open to the public. Public comment is allowed on most scheduled agenda items at the time each item is scheduled on the agenda. An agenda of City Commission Meetings will be posted at City Hall and on the City website <http://ci.alamogordo.nm.us> under Agendas and Minutes, at least three days before each scheduled meeting, and the yearly schedule of meetings for the City Commission may be found on the City website.

Members of the public desiring to present matters to the Commission on the public agenda must submit a request in writing along with all attachments/presentations to the office of the City Clerk by Tuesday at twelve noon, one week prior to the desired City Commission meeting. Staff will determine which Commission meeting item(s) will be placed on the Agenda. This can be done in person, regular mail, fax or e-mail. The request forms are located in the City Clerk's office and on the City website <http://ci.alamogordo.nm.us>, under City Clerk/Commission Meetings/Agenda Request Form. The City Clerk will confirm with the individual that the request was received and notify them of the date when their request will be scheduled on the City Commission agenda.

### **Unscheduled Communications**

No action will be taken relative to items on the Public Comment Section other than referral for information.

### **Other Agenda Information**

- Requests to appear will be placed on a "first-come, first-served" basis.
- The Mayor may set a time limit on comments.
- Members of the public desiring to present matters to the City Commission on the agenda must submit a request in writing to the office of the City Clerk prior to Tuesday at twelve noon one week prior to the City Commission meeting. The request should state the name of the individual(s) desiring to be heard and the matter to be presented.
- This request must be submitted with any documents you plan to present to the Commission. Please submit only one copy, which is one sided and with no staples. We will scan the document for the Agenda Book.
- Item requests may be referred to appropriate staff for mediation prior to being placed on the agenda.
- Matters pertaining to personnel, litigation and violations of laws and ordinances are excluded from the agenda.
- Decorum is mandatory.

CITY OF ALAMOGORDO  
UTILITY BILLING DIVISION

RECEIVED  
OCT 01 2020  
CITY CLERK

LEAK ABATEMENT REQUEST

Date of Request: 21 May 2020

I, Marc Fulson, account number 69663-16464,  
(Name on the Utility Account) (Utility Account Number)

experienced a water leak at 1403 Oregon Ave.  
(Utility Service Address)

Description/Cause of leak: The leak was in yardline to Unit B and C under center driveway. It took a  
long time because the driveway needed to be dug up to access the pipe and  
replace it.

The leak was repaired on 4/13/2020 and I am requesting an adjustment on my water bill. I have provided proof of repair: either an invoice from a plumber/contractor or receipts for parts that were purchased and used to repair the leak.

I understand that in order to qualify for an adjustment the water charges on the bill in question must be at least \$125.00 over the average water charges as described in the approved Leak Abatement Policy.

I also understand that adjustments will only be approved for leaks in my service line between the meter and structure or internal plumbing.

I understand **an adjustment will not be allowed** for leaks in toilets, faucets, sprinkler/irrigation systems, evaporative coolers, water softeners, Reverse Osmosis Systems, ice makers, water heaters, or any other appliance/fixture.

I understand that I must register on the City's Customer Service Portal (Aqua Hawk) before adjustment will be processed. (<http://ci.alamogordo.nm.us/237/Utility-Billing-Customer-Service>)

Marc Fulson  
(Customer Name – PRINT)

Marc Fulson  
(Customer Signature)

(719) 761-6787  
(Telephone Number)

**Ledbetter Quality Plumbing & Drain Cleaning  
LLC**

**Invoice**

PO Box 965 Alamogordo NM 88311  
575-495-8338  
rlqualityplumbing@gmail.com

Date	Invoice #
4/13/2020	15293

**Bill To**  
ERA Simmons Real Estate  
918 10th Street  
Alamogordo NM 88310  
Attn: Caroline

**Ship To**  
1403 Oregon  
Alamogordo NM 88310

**PAID**  
04/17/2020

**RECEIVED**  
OCT 01 2020  
**CITY CLERK**

<b>Terms</b>
Net 30

Item	Quantity	Description	Rate	Amount
Materials Labor	1	Equipment and Materials Quoted	1,500.00	1,500.00T
	1	Labor Quoted	3,100.00	3,100.00T
		Run new main water yardline for building and all apartments. Run new water yardline from meter to building. Concrete on driveway was cut down the middle to water softener room. Lines looped at softener room, run to outside. Created a manifold and built box to cover manifold. Water lines were tied in to apartments B&C. Cut concrete was replaced, old concrete was hauled off. Branched off main water line left and right and run water lines to existing valves in ground in front of building for apartments A&D.  1/2 down payment required at time of service, final balance due upon completion.		
		<b>Subtotal</b>		\$4,600.00
		<b>Sales Tax (8.0%)</b>		\$368.00
		<b>Balance Due</b>		\$4,968.00
		<b>Payments/Credits</b>		-\$4,968.00
		<b>Total</b>		\$0.00

Thank you for your business!

# AGENDA REPORT

CITY OF ALAMOGORDO  
CITY COMMISSION

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**Meeting Date:** 10/13/2020

**Report Date:** 9/24/2020

**Report No:** 3.

**Submitted By:** Rachel Hughs

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**Subject:** Approve the minutes for the September 22, 2020 Regular meeting. *(Rachel Hughs, City Clerk)*

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**Fiscal Impact:**

Amount Budgeted:

Fund:

Additional Fiscal Impact:

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**Recommendation:** Approve the minutes.

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**Background:** This is required by the Open Meetings Act.

**CITY OF ALAMOGORDO, NEW MEXICO  
CITY COMMISSION REGULAR MEETING MINUTES  
6:30 P.M., VIRTUAL MEETING  
September 22, 2020**

**RICHARD BOSS, MAYOR  
SHARON McDONALD, COMMISSIONER  
JOSH RARDIN, COMMISSIONER  
DUSTY WRIGHT, COMMISSIONER  
SUSAN PAYNE, COMMISSIONER**

**NADIA SIKES, MAYOR PRO-TEM  
JASON BALDWIN, COMMISSIONER  
BRIAN CESAR, CITY MANAGER  
PETRIA BENGOCHEA, CITY ATTORNEY  
RACHEL HUGHS, CITY CLERK**

CALL TO ORDER / ROLL CALL / INVOCATION / PLEDGE OF ALLEGIANCE

Mayor Boss called the meeting to order at 6:30 p.m. Roll Call was taken by the City Clerk. City Clerk Hughs announced there was a quorum present. Invocation was given by Commissioner Payne and the Pledge of Allegiance was led by Commissioner Rardin.

APPROVAL OF AGENDA

**Commissioner Baldwin moved to approve the agenda.  
Commissioner Payne seconded the motion. Motion carried with a vote of 7-0-0.**

PUBLIC COMMENT

**None.**

CITY MANAGER'S REPORT

**City Manager Cesar made the following remarks:**

1. He announced Senior Center Kitchen Administrator Rosanne Garcia retired this past Friday and thanked her for the service.
2. He said a Public Service Announcement (PSA) went out for a drive-in concert at the Old Wal Mart Building on Friday, October 2, 2020 at 5:30 p.m., with music starting at 6:00 p.m. Tickets are on sale and will include the parking spot and the spot next to the vehicle. Food vendors will be on-site for grab and go services. Attendees will need to follow all current Health Orders placed by the Governor.

REMARKS AND INQUIRIES BY THE CITY COMMISSION

**Mayor Pro-Tem Sikes made the following comments:**

She congratulated the City departments for their creativity during this time. She said the library is doing curbside service and will also be doing a scavenger hunt involving local businesses. The Zoo has been open since May and is currently open from 9:00 a.m. to 5:00 p.m. She said Josh Sides will be doing another Keep Alamogordo Beautiful cleanup at Griggs Field.

**Mayor Boss made the following comments:**

He said last Friday he attended the POW/MIA recognition ceremony and the 73<sup>rd</sup> Birthday for Holloman.

**Commissioner Payne made the following comments:**

She gave a shoutout to her students from the first local government basics class. She said the class has gone on very well.

CONSENT AGENDA

1. **Approve the minutes for the September 8, 2020 Regular meeting. (Rachel Hughs, City Clerk)**

- 2. Approve the minutes for the May 5, 2020 Budget Hearing Workshops. (*Rachel Hughs, City Clerk*)**
- 3. Approve Resolution No. 2020-38 designating the City Clerk as the Custodian of Records and including the method of destruction for City records as witnessed shredding. (*Rachel Hughs, City Clerk*) (Roll Call Vote required)**
- 4. Approve Resolution No. 2020-39 Certifying the City of Alamogordo Fixed Asset Inventory Count for FY 2020. (*Evelyn Huff, Finance Director*) (Roll Call Vote Required)**
- 5. Consider, and act upon, Resolution 2020-40 requesting written approval from the Local Government Division of the Department of Finance and Administration, State of NM for the revised budget numbers computed as of September 22, 2020. (*Evelyn Huff, Finance Director*) (Roll Call Vote Required)**
- 6. Approve the agreement with Otero County for Alamogordo Public Library Services to County residents. (*Sharon Rowe, Library Manager*)**

**Commissioner Payne moved to approve items of the consent calendar.  
Commissioner Rardin seconded the motion.  
Roll Call vote was taken.  
Motion carried with a vote of 7-0-0.**

**Commissioner Rardin moved to adjourn at 6:41 p.m.  
Commissioner Payne seconded the motion.  
Motion carried with a vote of 7-0-0**

**ADJOURNMENT**

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*Mayor Richard Boss*

*ATTEST:*

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*City Clerk Rachel Hughs*

(Prepared by Eric Barraza, Deputy Clerk)  
Approved at the Regular Meeting held on October 13, 2020.

# AGENDA REPORT

## CITY OF ALAMOGORDO

### CITY COMMISSION

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**Meeting Date:** 10/13/2020

**Report Date:** 9/24/2020

**Report No:** 4.

**Submitted By:** Barbara Pyeatt

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**Subject:** Consider, and act upon, City of Alamogordo becoming a member of National Cooperative Purchasing Alliance. (*Barbara Pyeatt, Chief Procurement Officer*)

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**Fiscal Impact:**

Amount Budgeted:

Fund:

Additional Fiscal Impact:

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**Recommendation:** Request the City Commission approve the City of Alamogordo become a member of National Cooperative Purchasing Alliance for the purpose of using the membership as a method of procuring products and services.

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**Background:** Becoming members would give the City the authority to buy products and services through this cooperative purchasing program. The City of Alamogordo's Procurement code, section 2-13-150 (a) (3), permits cooperative purchasing, and City staff would appreciate the opportunity to utilize this contract periodically. All contractors/vendors offering products and services through the National Cooperative Purchasing Alliance cooperative purchasing agreement have been subject to either a Request for Proposal (RFP) or Request for Bid (RFB) in accordance with the State Bylaws, and a resultant contract has been issued to the Contract to provide their products and services to National Cooperative Purchasing Alliance members and Participating Entities.

# AGENDA REPORT

## CITY OF ALAMOGORDO

### CITY COMMISSION

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**Meeting Date:** 10/13/2020

**Report Date:** 9/28/2020

**Report No:** 5.

**Submitted By:** Britney Courtier

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**Subject:** Consider, and act upon, an agreement with Otero County for Alamo Senior Center services to County residents. (*Magdalena Morales, ASC Manager*)

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**Fiscal Impact:**

Amount Budgeted:

Fund:

Additional Fiscal Impact: Total Amount Budgeted: \$33,275.00

Allocation for Home-delivered Meals: \$15,025.00

Allocation for Transportation: \$12,250.00

Allocation for RSVP: \$6,000.00

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**Recommendation:** Approve award of \$33,275.00 for Senior Center services to Otero County residents.

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**Background:** This agreement is a memorandum of understanding to provide home-delivered meals, transportation and RSVP services to the residents of Otero County who are outside of the Alamogordo City limits. Otero County will award a total of \$33,275.00 (\$15,025 for home-delivered meals, \$12,250 for transportation and \$6,000 for RSVP). The total award amount is less than one-half of what we have received in previous years.



ADMINISTRATION  
1101 NEW YORK AVENUE  
ALAMOGORDO, NM 88310

WWW.CO.OTERO.NM.US  
☎ (575) 437-7427  
📠 (575) 443-2928

*Commissioner, Dist. 1*

*Commissioner, Dist. 2*

*Commissioner, Dist. 3*

*County Manager*

**Gerald Matherly**

**Couy Griffin**

**Lori Bies**

**Pamela Heltner**

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AGREEMENT  
BETWEEN  
OTERO COUNTY, NEW MEXICO  
AND CITY OF ALAMOGORDO  
FOR  
HOME BOUND MEALS - LA LUZ - COMMUNITY SERVICES FUNDING

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**THIS AGREEMENT** is made and entered into this **1<sup>st</sup> day of July, 2020**, by and between the Board of County Commissioners of Otero County, State of New Mexico, hereinafter referred to as "**COUNTY**", and the City of Alamogordo, New Mexico, hereinafter referred to as "**CITY**", to witness the following:

**WHEREAS**, at the request of the County, City has agreed to provide meal services for the home bound citizens in the La Luz area of the County;

**WHEREAS**, the County has determined that it is in the best interest of the citizens of Otero County and that it will protect the health, safety, and welfare of the County to provide certain services provided for in this Agreement; and

**WHEREAS**, the County has determined that these services can be performed most economically by the City.

**NOW THEREFORE**, in consideration of the mutual benefits to be derived by each of the parties hereto, the County and the City agree as follows:

**I. TERMS OF AGREEMENT:**

The term of the Agreement begins on the **1st day of July 2020**, and shall terminate no later than the **30th day of June 2021**, or upon thirty (30) day written notice by either party to the other.

## II. STATUS:

City understands that as an Independent Contractor, it is not considered an employee of the County of Otero, and as such, is not entitled to any benefits normally provided to regular employees of the County of Otero. City further understands that this Agreement can be terminated for any reason whatsoever at any time. If this Agreement is terminated by either party, the City shall be entitled to payment for services rendered through the date of termination. The City or its employees shall personally perform all services under this Agreement and shall not assign any interest in this Agreement without prior written consent of the County.

## III. SCOPE OF WORK:

City agrees to furnish meal services for the home bound citizens in the La Luz area of the County, utilizing City employees and City equipment, such services to be provided in accordance with and under the supervision of the City Senior Programs Director.

## IV. COMPLIANCE WITH APPLICABLE LAW:

City is solely responsible for providing all services described herein and provided in a manner consistent with the laws of the United States and the laws of the State of New Mexico.

City agrees to indemnify and hold County harmless from any and all liability whatsoever for the services provided.

## V. COMPENSATION AND BENEFITS:

1. For the services rendered, County agrees to pay the City a certain budgeted amount each fiscal year. The parties acknowledge and agree that the County intends to fund this Agreement with funds through the Payment in Lieu of Taxes program of the United States Government, and that failure by the County to receive PILT funds, or a reduction in the funding level for PILT will result in the nullification of this Agreement.
2. The County agrees to contribute the amount of **\$15,025** to the City to perform the services of furnishing meal services to the home bound citizens in the La Luz area of the County, utilizing City employees and City equipment, such services to be provided in accordance with and under the supervision of the City Senior Programs Director.
3. Payments will be made quarterly; on October 1st, January 1st, April 1st, and on June 30th. All payments shall be for services rendered to the date of payment and no advance

payment may be made hereunder, with final payment submitted on or before June 15<sup>th</sup>. On or before the date of the quarterly payment, the Independent Contractor shall furnish to the County a statement reflecting all services rendered on behalf of the County, a report of the financial status, and the expenditures of funds. In addition, Independent Contractor shall submit an annual report by June 30<sup>th</sup> for presentation to the County Commission.

4. The City agrees to use the sums received from the County towards the payment of program and operating expenses and for no other purpose.
5. As an Independent Contractor, City shall not be entitled to incur or receive compensatory or overtime pay.
6. This Agreement will terminate in the event the County cannot fund City, or the City ceases to provide the services as stated herein. Termination of this Agreement will be in writing by either party by certified mail, return receipt requested. If the City ceases to provide services during any year after the County has paid its budgeted amount, the City will reimburse the County for that percentage of the fiscal year which is left after the City discontinues its services.
7. City agrees to use the sums received from the County toward payment of its operational expenses, including but not limited to, the purchase of office supplies and for the payment of salaries for employees. However, City agrees that none of the funds provided to City by the County shall be used for the purchase of "capital" items.



## **VI. GENERAL PROVISIONS:**

1. This Agreement expresses the entire agreement of the parties, all prior discussions, negotiations, and correspondence shall deem to be merged herein and shall not be offered to vary or contradict the terms hereof.
2. This Agreement shall be binding on and inure to the benefit of the parties and their heirs, executors, and personal representatives of the City.
3. If any provisions, or portions thereof contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement or portion thereof shall be deemed severable and shall not be affected and shall remain in full force and effect.
4. This Agreement shall be governed and construed in accordance with the laws of the State of New Mexico.

IN WITNESS WHEREOF the parties have set their hand this 8<sup>th</sup> day of September, 2020.

ATTEST:

**OTERO COUNTY, NEW MEXICO**

ROBYN HOLMES  
Otero County Clerk  
(SEAL)

  
\_\_\_\_\_  
PAMELA S. HELTNER  
County Manager

ATTEST:

**CITY OF ALAMOGORDO, NEW MEXICO**  
**a municipal corporation**

\_\_\_\_\_  
Rachel Hughes  
City Clerk

\_\_\_\_\_  
RICHARD BOSS  
Mayor



ADMINISTRATION  
1101 NEW YORK AVENUE  
ALAMOGORDO, NM 88310

WWW.CO.OTERO.NM.US  
☎ (575) 437-7427  
📠 (575) 443-2928

*Commissioner, Dist. 1*

**Gerald Matherly**

*Commissioner, Dist. 2*

**Couy Griffin**

*Commissioner, Dist. 3*

**Lori Bies**

*County Manager*

**Pamela Heltner**

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AGREEMENT  
BETWEEN  
OTERO COUNTY, NEW MEXICO  
AND CITY OF ALAMOGORDO, NEW MEXICO  
FOR  
TRANSPORTATION OF SENIORS - COMMUNITY SERVICES FUNDING

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**THIS AGREEMENT** is made and entered into this **1st day of July 2020**, by and between the Board of County Commissioners of Otero County, State of New Mexico, hereinafter referred to as "COUNTY," and the City of Alamogordo, New Mexico, hereinafter referred to as "CITY," to witness the following:

**WHEREAS**, the County has determined that it is in the best interests of the citizens of Otero County and that it will protect the health, safety, and welfare of the County to provide certain services provided for in this agreement; and

**WHEREAS**, the County has determined that these services can be performed most economically by the City;

**WHEREAS**, the City of Alamogordo, the County, the State of New Mexico and the Federal Government have historically provided funding for transportation services, case management and nutrition at the Alamogordo Senior Center.

**NOW THEREFORE**, in consideration of the mutual benefits to be derived by each of the parties hereto, the County and the City agree as follows:

**I. TERMS OF AGREEMENT:**

The term of the Agreement begins on the **1st day of July 2020**, and shall terminate no later than the **30th day of June 2021**, or upon thirty (30) day written notice by either party to the other.

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## **II STATUS:**

City understands that as an Independent Contractor, it is not considered an employee of the County of Otero and, as such, is not entitled to any benefits normally provided to regular employees of the County of Otero. Independent Contractor further understands that this Agreement can be terminated for any reason whatsoever at any time. If either party terminates this Agreement, the City shall be entitled to payment for services rendered through the date of termination.

The City or its employees shall personally perform all services under this Agreement and shall not assign any interest in this Agreement without prior written consent of the County.

## **III SCOPE OF WORK:**

The City agrees to provide transportation services to senior citizens who reside in the County.

## **IV. COMPLIANCE WITH APPLICABLE LAW:**

The City is solely responsible for providing all services described herein and provided in a manner consistent with the laws of the United States and the laws of the State of New Mexico. City agrees to indemnify and hold County harmless from any and all liability whatsoever for the services provided.

## **V. COMPENSATION AND BENEFITS:**

A. For the services rendered, County agrees to pay the City a certain budgeted amount each fiscal year. The parties acknowledge and agree that the County intends to fund this Agreement with funds received through the Payment In Lieu Of Taxes Program of the United States Government, and that failure by the County to receive PILT funds, or a reduction in the funding level for PILT will result in the nullification of this Agreement.

B. The County agrees to contribute the amount of **\$12,250.00** to assist with the transportation services for senior citizens who reside in the County.

C. Payments will be made in equal quarterly installments, on October 1st, January 1st, April 1st, and June 15th. All payments shall be for services rendered to the date of payment and no advance payment may be made hereunder. On or before the date of the payment, the City shall furnish to the County a request for payment pursuant to this Agreement.

D. The City agrees to use the sums received from the County towards the payment of program and operating expenses.

E. To enable the County to evaluate the use of funds, the Independent Contractor shall keep detailed records of the transportation services provided to senior citizens who reside in the County. ~~The Independent Contractor shall submit to the County's Legal and Finance~~

Departments quarterly reports on October 1<sup>st</sup>, January 1<sup>st</sup>, April 1<sup>st</sup>, and June 30<sup>th</sup> regarding the use of funds for such purposes. In addition, the Library shall submit an annual report by June 30<sup>th</sup> for presentation to the County Commission.


**VI. GENERAL PROVISIONS:**

- A. This agreement expresses the entire agreement of the parties, all prior discussions, negotiations, and correspondence shall deem to be merged herein and shall not be offered to vary or contradict the terms hereof.
- B. This agreement shall be binding on and inure to the benefit of the parties and their successors and assigns.
- C. If any provisions, or portions thereof contained in this Agreement are held unconstitutional, invalid or unenforceable, the remainder of this Agreement or portion thereof shall be deemed severable and shall not be affected and shall remain in full force and effect.
- D. This Agreement shall be governed and construed in accordance with the laws of the State of New Mexico.

IN WITNESS WHEREOF the parties have set their hand this 8<sup>th</sup> day of September, 2020.

ATTEST:

OTERO COUNTY, NEW MEXICO



*Robyn Holmes*  
\_\_\_\_\_  
ROBYN HOLMES  
Otero County Clerk  
(SEAL)



\_\_\_\_\_  
PAMELA S. HELTNER  
County Manager

ATTEST:

CITY OF ALAMOGORDO  
State of New Mexico

\_\_\_\_\_  
RACHEL HUGHES  
City Clerk

\_\_\_\_\_  
RICHARD BOSS  
Mayor

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*Commissioner, Dist. 2*

**Couy Griffin**

*Commissioner, Dist. 3*

**Lori Bies**

*County Manager*

**Pamela Heltner**

AGREEMENT  
BETWEEN  
OTERO COUNTY, NEW MEXICO  
AND CITY OF ALAMOGORDO  
FOR  
RETIRED SENIOR VOLUNTEER PROGRAM – COMMUNITY SERVICES FUNDING

**THIS AGREEMENT** regarding the Retired Senior Volunteer Program hereinafter referred to as "AGREEMENT", and is made and entered into this **1<sup>st</sup> day of July 2020**, by and between the Board of County Commissioners of Otero County, State of New Mexico hereinafter referred to as "COUNTY", and the City of Alamogordo, New Mexico (hereinafter referred to as "CITY").

**WHEREAS**, at the request of the County, City has agreed to coordinate the provision of the Retired Senior Volunteer Program Services to residents of Otero County; and

**WHEREAS**, the County has determined that these services can be performed most economically by the City; and

**NOW THEREFORE**, in consideration of the mutual benefits to be derived by each of the parties hereto, the County and the City agree as follows:

**I. TERM OF AGREEMENT:**

The term of the Agreement shall be from the **1st day of July 2020**, and the last day of the Agreement shall be not later than the **30th day of June 2021**, unless this Agreement is terminated earlier by either of the parties.

**II. STATUS:**

Independent Contractor understands that as an Independent Contractor, it is not considered an employee of the County of Otero and, as such, is not entitled to any benefits normally provided to regular employees of the County of Otero. Independent Contractor further understands that

this Agreement can be terminated for any reason whatsoever at any time. Independent Contractor, if terminated, shall be entitled to payment for services rendered through the date of termination. It is specifically understood by Independent Contractor that its Agreement with the County of Otero shall immediately terminate no later than the **30th of June 2021**. The City or its employees shall perform all services under this Agreement and shall not assign any interest in this Agreement without prior written consent of the County.

### **III. SCOPE OF WORK:**

The City agrees to reimburse the RSVP volunteers for mileage between their home and volunteer site. The reimbursement is limited to .40 per mile and limited to \$70.00 per month.

### **IV. COMPLIANCE WITH APPLICABLE LAW:**

City is solely responsible for providing all services described herein and provided in a manner consistent with the laws of the United States and the laws of the State of New Mexico.

City agrees to indemnify and hold County harmless from any and all liability whatsoever for the services provided.

### **V. COMPENSATION AND BENEFITS:**

1. For the services rendered, County agrees to pay the City a certain budgeted amount. The parties acknowledge and agree that the County intends to fund this Agreement with monies received through the Payment In Lieu Of Tax Program of the United States Government, and that failure by the County to receive PILT Funds, or a reduction in the funding level for PILT will result in the County canceling this Agreement.
2. The County agrees to contribute the amount of **\$6,000.00** to the City for funding the Retired Senior Volunteer Program (RSVP).
3. Payments will be made quarterly, on October 1st, January 1st, April 1st and June 30th. All payments shall be for services rendered to the date of request and no advance payment shall be made, with final payment submitted on or before June 15<sup>th</sup>. On or before the date of the quarterly payment, the City shall furnish to the County a statement, as well as a detailed accounting of payments made to volunteers to reimburse them for mileage expenses for travel between home and volunteer site. In addition, the City shall submit an annual accounting by June 30<sup>th</sup> for presentation to the County Commission.
4. The City agrees to use the sums received from the County toward the payment of reimbursing volunteers for mileage expenses

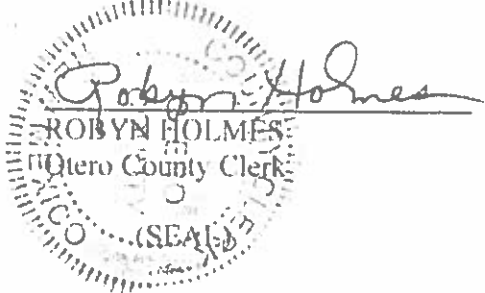
### **VI. GENERAL PROVISIONS:**

1. This Agreement expresses the entire agreement of the parties, and all prior discussions, negotiations, and correspondence shall be deemed to be merged herein and shall not be offered to vary or contradict the terms hereof.
2. This Agreement shall be binding on and inure to the benefits of the successors and assigns of the parties.
3. If any provisions, or portions thereof contained in this Agreement are held unconstitutional, invalid or unenforceable, the remainder of this Agreement or portion thereof shall be deemed severed and shall not be affected and shall remain in full force and effect.
4. This Agreement shall be governed and construed in accordance with the laws of the State of New Mexico.

IN WITNESS WHEREOF the parties hereto have set their hand this 8<sup>th</sup> day of September, 2020.

**OTERO COUNTY, NEW MEXICO**

ATTEST:



  
PAMELA S. HELTNER  
County Manager

**CITY OF ALAMOGORDO, NEW MEXICO**  
a Municipal Corporation

ATTEST:

\_\_\_\_\_  
RACHEL HUGHES  
City Clerk

(SEAL)

\_\_\_\_\_  
RICHARD BOSS  
Mayor

# AGENDA REPORT

## CITY OF ALAMOGORDO

### CITY COMMISSION

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**Meeting Date:** 10/13/2020

**Report Date:** 9/30/2020

**Report No:** 6.

**Submitted By:**

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**Subject:** Consider, and act upon, the Alamogordo Police department selling one K9 (Covi) and a 2014 Chevrolet Tahoe K9 equipped police unit. (*Richard Denton, Chief of Police*)

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**Fiscal Impact:** 2014 K9 police unit  
Police K9  
Amount Budgeted: \$0.00  
\$0.00  
Fund: 9000.00  
3000.00

Additional Fiscal Impact: This is a sale of the 2014 Chevrolet Tahoe that is K9 equipped and the sale of a K9.

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**Recommendation:** Please approve the sale of the K9 and the 2014 Chevrolet Tahoe.

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**Background:** The department currently has (3) K9's and (3) handlers. One officer has requested to be removed from the program. This is the third handler for this K9. Due to man power issues I am respectfully requesting to sell this K9 and the Chevrolet Tahoe K9 equipped unit. The Deming Police Department has expressed an interest in this and have an MOU ready to be signed along with the hold harmless agreement. The price of the K9 and Tahoe would have to be ran in the Alamogordo Daily News two times prior to any sale. This can only be sold to a police department and is not available for any citizen to purchase.

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE CITY OF ALAMOGORDO, NEW MEXICO  
AND THE CITY OF DEMING, NEW MEXICO**

This Memorandum of Understanding (MOU) memorializes the agreement between the City of Alamogordo (City) and the City of Deming Police Department (Deming PD). The purpose of this MOU is to memorialize the agreement between the City and Deming PD regarding the purchase of City owned K-9 Covi and City owned 2014 Chevrolet Tahoe (VIN 1GNLC2E03ER184014).

**WHEREAS**, the City has agreed to sell K-9 Covi, trained to detect the presence of illegal odors of narcotics consisting of marijuana, methamphetamine, cocaine and heroin to Deming PD; and

**WHEREAS**, Deming PD has had an opportunity to inspect, examine, and interact with K-9 Covi and handlers with Deming PD have been trained to use canines such as K-9 Covi and are aware of his behaviors and training; and

**WHEREAS**, Deming PD agrees to release the City and hold it harmless from any damages caused by K-9 Covi immediately upon transfer of K-9 Covi; and

**WHEREAS**, Deming PD has had an opportunity to inspect and examine the 2014 Chevrolet Tahoe; and

**WHEREAS**, Deming PD agrees to release the City and hold it harmless from any damages caused by the 2014 Chevrolet Tahoe immediately upon transfer of vehicle; and


**WHEREAS**, Deming PD shall, at its expense, defend any tort actions related to K-9 Covi and/or the 2014 Chevrolet Tahoe, that may be brought against the City once the transfer of K9 Covi and the Tahoe occurs and shall pay any judgement that may be recovered against the City by reason thereof.

1. City and Deming PD mutually agree on the purchase price of \$3,000.00 U.S. currency for K-9 Covi.
2. City and Deming PD mutually agree on the purchase price of \$9,000.00 U.S. currency for the 2014 Chevrolet Tahoe.
3. Each party has had a reasonable opportunity to read this entire Agreement, to discuss its contents and meaning with a representative of their choosing, and that the terms of this Agreement are understood and voluntarily accepted.

IN WITNESS WHEREOF, City and Chamber have executed this Memorandum of Agreement on the date set opposite their signatures.

CITY OF DEMING POLICE DEPARTMENT

Date: 9/30/20

  
\_\_\_\_\_  
Alex Valdespino  
Chief of Police

CITY OF ALAMOGORDO, NEW MEXICO  
A New Mexico municipal corporation

Date: \_\_\_\_\_

\_\_\_\_\_  
Brian Cesar  
City Manager

ATTEST:

\_\_\_\_\_  
Rachel Hughs, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Petria Bengoechea, City Attorney

# AGENDA REPORT

## CITY OF ALAMOGORDO

### CITY COMMISSION

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**Meeting Date:** 10/13/2020

**Report Date:** 10/6/2020

**Report No:** 7.

**Submitted By:** Rachel Hughs

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**Subject:** Consider, and act upon, Resolution 2020-41, adopting the New Mexico Municipal Retention Schedule. *(Rachel Hughs, City Clerk)*

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**Fiscal Impact:**

Amount Budgeted:

Fund:

Additional Fiscal Impact:

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**Recommendation:** Adopt Resolution 2020-41.

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**Background:** The New Mexico Municipal Retention Schedule has been developed to provide a uniform retention schedule across all municipalities. It will also allow some customization by individual municipalities. The Schedule is separated by departments and has 285 Record Series.

Currently the City follows the State's Retention Schedule. State developed Schedules for use by Local Government in late 1980's. State Records and Archives only has advisory capacity over municipalities. State Records and Archives repealed ALL records retention schedules previously used by municipalities in 2015. The State schedule focuses on the function of the record - what it does, rather than on the name of the record. There are 560 Record Series with 6 previous Schedules.

**RESOLUTION NO. 2020-41**

**MUNICIPAL RECORDS RETENTION POLICY**

**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 BY THE GOVERNING BODY OF THE CITY OF ALAMOGORDO, NEW MEXICO THAT:**

**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 Municipal Clerk 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 Municipal Clerk.

**Section 3.** All previous retention schedules and email policies are hereby rescinded.

**PASSED, APPROVED AND ADOPTED** this \_\_\_\_\_ day of October 2020.

CITY OF ALAMOGORDO, NEW MEXICO  
a New Mexico municipal corporation

By: \_\_\_\_\_  
Richard A. Boss, Mayor

ATTEST:

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Rachel Hughs, City Clerk

APPROVED AS TO FORM:

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Petria Bengoechea, City Attorney

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

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.01.001		<p><b>Non-record Materials:</b> 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.</p> <p>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.</p>	<p>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.</p>	None	General	1.15.3.101	
18.01.002		<p><b>Administrative Files (Manager/Department Head):</b> Records documenting actions of a Department director. These records reflect administration of policy, coordination of Department functions, and management of program activity.</p>	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	1.15.3.106	
18.01.003		<p><b>Administrative Policies:</b> Prescribed standards which are specific to the function and purpose for which the municipality or department was created and exists.</p>		Until superseded by new code	General	1.15.3.115	
18.01.004		<p><b>Administrative Reference Files (Non-executive levels):</b> Routine office management files retained below the executive or department head levels.</p>	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 no longer needed for reference	General	1.15.3.107	
18.01.005		<p><b>Americans with Disabilities (ADA) Accommodations:</b> Records related to accommodations for disabilities under the Americans with Disabilities Act</p>	File may include grievances, investigations and resolutions.	3 years after file close	General	1.19.8.115	

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

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.01.006		<b>Americans with Disability (ADA) Compliance Files:</b> 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	1.19.8.115	
18.01.007		<b>Appraisals - Valuation:</b> Records related to appraisals for valuation.	Example: property appraisal, etc.	5 years after file close	General	1.15.3.207	
18.01.008		<b>Calendars and Schedules:</b> 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		<b>Code of Conduct:</b> Prescribed standards which are peculiar and appropriate to the function and purpose for which the Government or Department was created and exists.		Until superceded by new code then review for historical value	General	1.15.3.152	
18.01.010		<b>Committee Files, Ad Hoc:</b> Records concerning committees that do not meet the definition of a public body, as defined by the Open Meetings Act (10-15-1B, 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		<b>Complaint Files:</b> 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		<b>Construction Project Files:</b> 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 1.19.8.109	
18.01.013		<b>Correspondence (Elected/Executive Level):</b> 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	

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

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.01.014		<b>Correspondence (Staff Level):</b> 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		<b>Denied, Rejected or Withdrawn Records:</b> 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		<b>Equipment and Supplies:</b> 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		<b>Facility Use Agreements:</b> 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		<b>Feasibility Studies:</b> 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		<b>Incident Files:</b> 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		<b>Indexes and Finding Aids:</b> 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		<b>Insurance Claims:</b> 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	

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

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.01.022		<b>Insurance Policies:</b> 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		<b>Inventories:</b> 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		<b>Joint Powers Agreements:</b> 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		<b>Leases:</b> Leases and related records, does not include mineral leases.		3 years after close of file	General	1.15.3.125	
18.01.026		<b>Lists and Directories:</b>	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		<b>Logs - Fiscal:</b> 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		<b>Logs - General:</b> 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		<b>Maintenance &amp; Repair:</b> 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		<b>Maps, Drawings and Plans:</b> 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: Election district maps, municipal boundaries, etc.	Permanent	General	1.15.3.127	

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

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.01.031		<b>Material Safety Data Sheets (MSDS):</b> 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) (ii)(B)	General	1.15.3.208	
18.01.032		<b>Photographs:</b> 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		<b>Policies and Procedures:</b> 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		<b>Press and News Releases:</b> 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		<b>Primary Mission Records:</b> 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		<b>Project Control File, Non-construction:</b> 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	1.15.3.150	
18.01.037		<b>Property Assessments:</b> 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		<b>Property Files:</b> 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	

(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
18.01.039		<b>Public (IPRA) Records Files:</b> 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		<b>Publicity and Promotions:</b> 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		<b>Reference Files:</b> 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		<b>Reports - General</b>	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		<b>Reports - Injuries:</b> 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		<b>Security and Access:</b> 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		<b>Speeches, Elected Officials:</b> 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		<b>Transportation and Trip Permits:</b> 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	1.15.5.314	

(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
18.01.047		<b>Video Recordings:</b> 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		<b>Work Orders:</b> 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		<b>Legal Case Files:</b>	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: 14-2-1 NMSA 1978, 32A-1-3.B NMSA 1978, 32A-2-32 NMSA 1978, 32A-3B-22 NMSA 1978, 32A-4-33 NMSA 1978, 32A-5-8 NMSA 1978, and 32A-6-15 NMSA 1978</i>	Legal	1.15.3.401	
18.02.002		<b>Legal Case Files - Juveniles:</b>		10 years after case closed or until any minor involved attains age 21, whichever is longer <i>Confidential: 14-2-1 NMSA 1978, 32A-1-3.B NMSA 1978, 32A-2-32 NMSA 1978, 32A-3B-22 NMSA 1978, 32A-4-33 NMSA 1978, 32A-5-8 NMSA 1978, and 32A-6-15 NMSA 1978</i>	Legal	1.15.3.401	
18.02.003		<b>Legal Opinions:</b> 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	

## 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		<b>Accounts Payable:</b> 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		<b>Accounts Receivable:</b> 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 1.19.8.557	
18.03.003		<b>Audit Reports:</b> 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		<b>Budget - Operating:</b> Records related to the request, recommendation and approved annual budget.	File includes workpapers used in preparing the operating budget, budget adjustment requests, budget request, montly 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		<b>Collections:</b> Records related to collections of funds including, but not limited to, bankruptcy.		3 years after audit report	Finance		
18.03.006		<b>Construction Grant Records:</b>	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	1.19.8.109	
18.03.007		<b>Contract Tax File (Form 1099):</b> 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	

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

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.03.008		<b>Contract and Agreement:</b> 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		<b>Donations:</b> 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		<b>Employer's Quarterly Federal Tax Return File (Form 941):</b> 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		<b>Fixed Assets:</b> 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		<b>Garnishments:</b> 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		<b>General Finance Records:</b> Records concerning the accounting of municipal funds	Includes detail general ledger report, journals, ledgers, account transfer orders, journal vouchers, quarterly DFA report, opening cash balance reports,	3 years after audit report	Finance	1.15.5.304 1.15.5.309 1.15.5.314 1.15.5.501 1.15.5.502 1.15.5.505	
18.03.014		<b>Grant Administration Files:</b> 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		<b>HUD Reporting File:</b> Copies of reports required by and submitted to HUD.	File may include accounts reconciliation, budget, statistical, assessment, evaluation, etc.	3 years after close of fiscal year in which created	Finance	1.19.8.307	

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.01.001		<p><b>Non-record Materials:</b> 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.</p> <p>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.</p>	<p>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.</p>	None	General	1.15.3.101	
18.01.002		<p><b>Administrative Files (Manager/Department Head):</b> Records documenting actions of a Department director. These records reflect administration of policy, coordination of Department functions, and management of program activity.</p>	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	1.15.3.106	
18.01.003		<p><b>Administrative Policies:</b> Prescribed standards which are specific to the function and purpose for which the municipality or department was created and exists.</p>		Until superseded by new code	General	1.15.3.115	
18.01.004		<p><b>Administrative Reference Files (Non-executive levels):</b> Routine office management files retained below the executive or department head levels.</p>	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 no longer needed for reference	General	1.15.3.107	
18.01.005		<p><b>Americans with Disabilities (ADA) Accommodations:</b> Records related to accommodations for disabilities under the Americans with Disabilities Act</p>	File may include grievances, investigations and resolutions.	3 years after file close	General	1.19.8.115	

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

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.01.006		<b>Americans with Disability (ADA) Compliance Files:</b> 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	1.19.8.115	
18.01.007		<b>Appraisals - Valuation:</b> Records related to appraisals for valuation.	Example: property appraisal, etc.	5 years after file close	General	1.15.3.207	
18.01.008		<b>Calendars and Schedules:</b> 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		<b>Code of Conduct:</b> Prescribed standards which are peculiar and appropriate to the function and purpose for which the Government or Department was created and exists.		Until superceded by new code then review for historical value	General	1.15.3.152	
18.01.010		<b>Committee Files, Ad Hoc:</b> Records concerning committees that do not meet the definition of a public body, as defined by the Open Meetings Act (10-15-1B, 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		<b>Complaint Files:</b> 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		<b>Construction Project Files:</b> 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 1.19.8.109	
18.01.013		<b>Correspondence (Elected/Executive Level):</b> 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	

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

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.01.014		<b>Correspondence (Staff Level):</b> 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		<b>Denied, Rejected or Withdrawn Records:</b> 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		<b>Equipment and Supplies:</b> 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		<b>Facility Use Agreements:</b> 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		<b>Feasibility Studies:</b> 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		<b>Incident Files:</b> 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		<b>Indexes and Finding Aids:</b> 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		<b>Insurance Claims:</b> 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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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.01.022		<b>Insurance Policies:</b> 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		<b>Inventories:</b> 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		<b>Joint Powers Agreements:</b> 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		<b>Leases:</b> Leases and related records, does not include mineral leases.		3 years after close of file	General	1.15.3.125	
18.01.026		<b>Lists and Directories:</b>	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		<b>Logs - Fiscal:</b> 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		<b>Logs - General:</b> 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		<b>Maintenance &amp; Repair:</b> 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		<b>Maps, Drawings and Plans:</b> 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: Election district maps, municipal boundaries, etc.	Permanent	General	1.15.3.127	

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

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.01.031		<b>Material Safety Data Sheets (MSDS):</b> 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) (ii)(B)	General	1.15.3.208	
18.01.032		<b>Photographs:</b> 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		<b>Policies and Procedures:</b> 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		<b>Press and News Releases:</b> 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		<b>Primary Mission Records:</b> 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		<b>Project Control File, Non-construction:</b> 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	1.15.3.150	
18.01.037		<b>Property Assessments:</b> 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		<b>Property Files:</b> 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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18.01.040		<b>Publicity and Promotions:</b> 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		<b>Reference Files:</b> 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		<b>Reports - General</b>	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		<b>Reports - Injuries:</b> 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		<b>Security and Access:</b> 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		<b>Speeches, Elected Officials:</b> 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		<b>Transportation and Trip Permits:</b> 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	1.15.5.314	

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
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18.01.048		<b>Work Orders:</b> 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		<b>Legal Case Files:</b>	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: 14-2-1 NMSA 1978, 32A-1-3.B NMSA 1978, 32A-2-32 NMSA 1978, 32A-3B-22 NMSA 1978, 32A-4-33 NMSA 1978, 32A-5-8 NMSA 1978, and 32A-6-15 NMSA 1978</i>	Legal	1.15.3.401	
18.02.002		<b>Legal Case Files - Juveniles:</b>		10 years after case closed or until any minor involved attains age 21, whichever is longer <i>Confidential: 14-2-1 NMSA 1978, 32A-1-3.B NMSA 1978, 32A-2-32 NMSA 1978, 32A-3B-22 NMSA 1978, 32A-4-33 NMSA 1978, 32A-5-8 NMSA 1978, and 32A-6-15 NMSA 1978</i>	Legal	1.15.3.401	
18.02.003		<b>Legal Opinions:</b> 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	

## 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		<b>Internal Audit File:</b> Internal audits of municipal programs, operations, and of external contractors and grantees (ex. Lodger'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		<b>Non-Tax Transaction Certificates:</b> Non-tax certificates issued through the municipality for the purchase of goods or services.		1 year after last transaction or until audit released NOTE: new certificates are issued by Taxation and Revenue every 10 years, 7-9-43D, NMSA 1978	Finance		
18.03.018		<b>Payroll Files:</b> Records documenting wages paid to employees for services rendered, deductions, etc.	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.	3 years after audit report	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	
18.03.019		<b>Payroll Register, Year End Report:</b> 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.		55-years after date created	Finance	1.15.5.404	
18.03.020		<b>Petty Cash Fund Files:</b> 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.	Until Audit Report released	Finance	1.15.5.511	
18.03.021		<b>Purchasing:</b> 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. NOTE: some purchasing documents also be part of the Accounts Payable file.	3 years after audit report	Finance	1.15.5.302 1.15.5.303 1.15.5.307 1.15.5.308	

(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
18.03.022		<b>Reports - Accounting:</b> Records related to accounting processes and controls.	Example: DFA Quarterly Report, etc.	3 years after audit report	Finance		
18.03.023		<b>Signature Authorizations:</b> 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		<b>Surplus and Disposal:</b> 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		<b>Vendor Management Files:</b> 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		<b>W-2 Reports:</b> 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		<b>Background Investigations - Hired:</b> 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-ID, NMSA 1978</i>	Human Resources	1.15.7.103	
18.04.002		<b>Background Investigations - Not Hired:</b> 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-ID, NMSA 1978</i>	Human Resources	1.15.7.103	
18.04.003		<b>Classification And Compensation Plan:</b>	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		<b>Classification Study Files:</b> 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		<b>Drug and Alcohol Abuse Program Files:</b> 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		<b>Drug &amp; Alcohol Testing:</b> 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, NMSA 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.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.04.007		<b>Employee Eligibility Verification (FORM I-9) Files:</b> 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: Portions of this record may be confidential pursuant, but not limited to, 5 USC, Section 552a (i.e., social security number).</i>	Human Resources	1.15.7.120	
18.04.008		<b>Employee Medical Records:</b> 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: 14-2-1.A, NMSA 1978</i>	Human Resources	1.15.6.1271. 15.6.130	
18.04.009		<b>Employee Medical Records - Hazardous Materials:</b> Records related to employee medical records specific to cases of hazardous material exposure.		30 years after separation from employment	Human Resources		
18.04.010		<b>Equal Employment Opportunity (EEO) Statistics Annual Printout:</b>		Permanent	Human Resources	1.15.7.126	
18.04.011		<b>Equal Employment Opportunity (EEO) and Affirmative Action - Compliance Reviews:</b>		5 years after file closed	Human Resources	1.15.3.143	
18.04.012		<b>Equal Employment Opportunity (EEO) and Affirmative Action - Other records:</b>		2 years after date created <i>Confidential: 10-15-1, NMSA 1978.</i>	Human Resources	1.15.3.143	
18.04.013		<b>Equal Employment Opportunity (EEO) and Affirmative Action Plans:</b> 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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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.01.001		<p><b>Non-record Materials:</b> 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.</p> <p>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.</p>	<p>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.</p>	None	General	1.15.3.101	
18.01.002		<p><b>Administrative Files (Manager/Department Head):</b> Records documenting actions of a Department director. These records reflect administration of policy, coordination of Department functions, and management of program activity.</p>	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	1.15.3.106	
18.01.003		<p><b>Administrative Policies:</b> Prescribed standards which are specific to the function and purpose for which the municipality or department was created and exists.</p>		Until superseded by new code	General	1.15.3.115	
18.01.004		<p><b>Administrative Reference Files (Non-executive levels):</b> Routine office management files retained below the executive or department head levels.</p>	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 no longer needed for reference	General	1.15.3.107	
18.01.005		<p><b>Americans with Disabilities (ADA) Accommodations:</b> Records related to accommodations for disabilities under the Americans with Disabilities Act</p>	File may include grievances, investigations and resolutions.	3 years after file close	General	1.19.8.115	

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.01.006		<b>Americans with Disability (ADA) Compliance Files:</b> 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	1.19.8.115	
18.01.007		<b>Appraisals - Valuation:</b> Records related to appraisals for valuation.	Example: property appraisal, etc.	5 years after file close	General	1.15.3.207	
18.01.008		<b>Calendars and Schedules:</b> 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		<b>Code of Conduct:</b> Prescribed standards which are peculiar and appropriate to the function and purpose for which the Government or Department was created and exists.		Until superceded by new code then review for historical value	General	1.15.3.152	
18.01.010		<b>Committee Files, Ad Hoc:</b> Records concerning committees that do not meet the definition of a public body, as defined by the Open Meetings Act (10-15-1B, 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		<b>Complaint Files:</b> 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		<b>Construction Project Files:</b> 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 1.19.8.109	
18.01.013		<b>Correspondence (Elected/Executive Level):</b> 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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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.01.014		<b>Correspondence (Staff Level):</b> 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		<b>Denied, Rejected or Withdrawn Records:</b> 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		<b>Equipment and Supplies:</b> 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		<b>Facility Use Agreements:</b> 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		<b>Feasibility Studies:</b> 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		<b>Incident Files:</b> 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		<b>Indexes and Finding Aids:</b> 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		<b>Insurance Claims:</b> 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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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.01.022		<b>Insurance Policies:</b> 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		<b>Inventories:</b> 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		<b>Joint Powers Agreements:</b> 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		<b>Leases:</b> Leases and related records, does not include mineral leases.		3 years after close of file	General	1.15.3.125	
18.01.026		<b>Lists and Directories:</b>	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		<b>Logs - Fiscal:</b> 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		<b>Logs - General:</b> 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		<b>Maintenance &amp; Repair:</b> 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		<b>Maps, Drawings and Plans:</b> 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. related data	Show streets, developments, subdivisions, traffic, population, utility services, sectors, neighborhood plans, etc. Example: Election district maps, municipal boundaries, etc.	Permanent	General	1.15.3.127	

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.01.031		<b>Material Safety Data Sheets (MSDS):</b> 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) (ii)(B)	General	1.15.3.208	
18.01.032		<b>Photographs:</b> 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		<b>Policies and Procedures:</b> 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		<b>Press and News Releases:</b> 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		<b>Primary Mission Records:</b> 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		<b>Project Control File, Non-construction:</b> 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	1.15.3.150	
18.01.037		<b>Property Assessments:</b> 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		<b>Property Files:</b> 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	

(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
18.01.039		<b>Public (IPRA) Records Files:</b> 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		<b>Publicity and Promotions:</b> 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		<b>Reference Files:</b> 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		<b>Reports - General</b>	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		<b>Reports - Injuries:</b> 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		<b>Security and Access:</b> 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		<b>Speeches, Elected Officials:</b> 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		<b>Transportation and Trip Permits:</b> 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	1.15.5.314	

(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
18.01.047		<b>Video Recordings:</b> 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		<b>Work Orders:</b> 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		<b>Legal Case Files:</b>	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: 14-2-1 NMSA 1978, 32A-1-3.B NMSA 1978, 32A-2-32 NMSA 1978, 32A-3B-22 NMSA 1978, 32A-4-33 NMSA 1978, 32A-5-8 NMSA 1978, and 32A-6-15 NMSA 1978</i>	Legal	1.15.3.401	
18.02.002		<b>Legal Case Files - Juveniles:</b>		10 years after case closed or until any minor involved attains age 21, whichever is longer <i>Confidential: 14-2-1 NMSA 1978, 32A-1-3.B NMSA 1978, 32A-2-32 NMSA 1978, 32A-3B-22 NMSA 1978, 32A-4-33 NMSA 1978, 32A-5-8 NMSA 1978, and 32A-6-15 NMSA 1978</i>	Legal	1.15.3.401	
18.02.003		<b>Legal Opinions:</b> 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	

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

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.04.007		<b>Employee Eligibility Verification (FORM I-9) Files:</b> 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: Portions of this record may be confidential pursuant, but not limited to, 5 USC, Section 552a (i.e., social security number).</i>	Human Resources	1.15.7.120	
18.04.008		<b>Employee Medical Records:</b> 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: 14-2-1.A, NMSA 1978</i>	Human Resources	1.15.6.1271. 15.6.130	
18.04.009		<b>Employee Medical Records - Hazardous Materials:</b> Records related to employee medical records specific to cases of hazardous material exposure.		30 years after separation from employment	Human Resources		
18.04.010		<b>Equal Employment Opportunity (EEO) Statistics Annual Printout:</b>		Permanent	Human Resources	1.15.7.126	
18.04.011		<b>Equal Employment Opportunity (EEO) and Affirmative Action - Compliance Reviews:</b>		5 years after file closed	Human Resources	1.15.3.143	
18.04.012		<b>Equal Employment Opportunity (EEO) and Affirmative Action - Other records:</b>		2 years after date created <i>Confidential: 10-15-1, NMSA 1978.</i>	Human Resources	1.15.3.143	
18.04.013		<b>Equal Employment Opportunity (EEO) and Affirmative Action Plans:</b> 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	

## 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		<b>Equal Employment Opportunity and Affirmative Action - Regulations and Policies:</b> 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		<b>Grievance and Complaint Files, Employee:</b> 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		<b>Group Insurance Employee Files:</b> 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, NMSA 1978</i>	Human Resources	1.15.3.202	
18.04.017		<b>Hiring and Recruitment:</b> 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		<b>Human Resources Memoranda:</b> Personnel office memoranda		Permanent	Human Resources	1.15.7.124	
18.04.019		<b>Job Description:</b>	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		<b>Labor Relations:</b> 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, grievances, etc.	3 year after file closed	Human Resources	1.19.8.116	

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

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.04.020		<b>Municipal Organizational Charts:</b> 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		<b>Personnel Action/ Status Change Request:</b>	May include rate changes, hires, transfers, promotions, terminations, and employee address update.	3 years after file close	Human Resources	1.15.7.121	
18.04.022		<b>Personnel Files:</b> 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: Matters of opinion are confidential per 14-2-1(3), NMSA 1978</i>	55 years after employee terminated or retired	Human Resources	1.15.7.101	
18.04.023		<b>Retirement Records - PERA:</b> Records related to retirement contributions of employees to PERA.	File may contain PERA application, certification, changes, refunds, financial ledger, correspondence, etc.	3 years after employee terminated or rehired	Human Resources	1.15.7.106	
18.04.024		<b>Retirement Records - Non-PERA:</b> Record related to membership in retirement funds and plans for retired employees not PERA.		70 years after employee's date of birth or 6 years after deceased	Human Resources	1.15.7.106	
18.04.025		<b>Surety Bond - Claims:</b> Records concerning claims filed against a surety bond policy.		3 years after case closed	Human Resources	1.15.3.204	
18.04.026		<b>Surety Bond - Policy:</b> 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		<b>Training Material:</b> 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	

(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
18.04.028		<b>Unemployment Compensation Claims - Quarterly Printout:</b> 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		<b>Volunteers:</b> Records related to volunteers.	File may contain application, liability waiver, releases, etc.	1 year after audit released	Human Resources		
18.04.030		<b>Worker's Compensation Claims:</b>	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		<b>Data backup:</b> 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		<b>Network Security Audit Files:</b> 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	

## 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		<b>Internal Audit File:</b> Internal audits of municipal programs, operations, and of external contractors and grantees (ex. Lodger'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		<b>Non-Tax Transaction Certificates:</b> Non-tax certificates issued through the municipality for the purchase of goods or services.		1 year after last transaction or until audit released NOTE: new certificates are issued by Taxation and Revenue every 10 years, 7-9-43D, NMSA 1978	Finance		
18.03.018		<b>Payroll Files:</b> Records documenting wages paid to employees for services rendered, deductions, etc.	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.	3 years after audit report	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	
18.03.019		<b>Payroll Register, Year End Report:</b> 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.		55-years after date created	Finance	1.15.5.404	
18.03.020		<b>Petty Cash Fund Files:</b> 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.	Until Audit Report released	Finance	1.15.5.511	
18.03.021		<b>Purchasing:</b> 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. NOTE: some purchasing documents also be part of the Accounts Payable file.	3 years after audit report	Finance	1.15.5.302 1.15.5.303 1.15.5.307 1.15.5.308	

(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
18.03.022		<b>Reports - Accounting:</b> Records related to accounting processes and controls.	Example: DFA Quarterly Report, etc.	3 years after audit report	Finance		
18.03.023		<b>Signature Authorizations:</b> 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		<b>Surplus and Disposal:</b> 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		<b>Vendor Management Files:</b> 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		<b>W-2 Reports:</b> 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		<b>Background Investigations - Hired:</b> 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-ID, NMSA 1978</i>	Human Resources	1.15.7.103	
18.04.002		<b>Background Investigations - Not Hired:</b> 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-ID, NMSA 1978</i>	Human Resources	1.15.7.103	
18.04.003		<b>Classification And Compensation Plan:</b>	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		<b>Classification Study Files:</b> 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		<b>Drug and Alcohol Abuse Program Files:</b> 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		<b>Drug &amp; Alcohol Testing:</b> 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, NMSA 1978</i>	Human Resources	1.15.6.121	

(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
18.04.007		<b>Employee Eligibility Verification (FORM I-9) Files:</b> 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: Portions of this record may be confidential pursuant, but not limited to, 5 USC, Section 552a (i.e., social security number).</i>	Human Resources	1.15.7.120	
18.04.008		<b>Employee Medical Records:</b> 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: 14-2-1.A, NMSA 1978</i>	Human Resources	1.15.6.1271. 15.6.130	
18.04.009		<b>Employee Medical Records - Hazardous Materials:</b> Records related to employee medical records specific to cases of hazardous material exposure.		30 years after separation from employment	Human Resources		
18.04.010		<b>Equal Employment Opportunity (EEO) Statistics Annual Printout:</b>		Permanent	Human Resources	1.15.7.126	
18.04.011		<b>Equal Employment Opportunity (EEO) and Affirmative Action - Compliance Reviews:</b>		5 years after file closed	Human Resources	1.15.3.143	
18.04.012		<b>Equal Employment Opportunity (EEO) and Affirmative Action - Other records:</b>		2 years after date created <i>Confidential: 10-15-1, NMSA 1978.</i>	Human Resources	1.15.3.143	
18.04.013		<b>Equal Employment Opportunity (EEO) and Affirmative Action Plans:</b> 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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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.01.001		<p><b>Non-record Materials:</b> 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.</p> <p>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.</p>	<p>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.</p>	None	General	1.15.3.101	
18.01.002		<p><b>Administrative Files (Manager/Department Head):</b> Records documenting actions of a Department director. These records reflect administration of policy, coordination of Department functions, and management of program activity.</p>	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	1.15.3.106	
18.01.003		<p><b>Administrative Policies:</b> Prescribed standards which are specific to the function and purpose for which the municipality or department was created and exists.</p>		Until superseded by new code	General	1.15.3.115	
18.01.004		<p><b>Administrative Reference Files (Non-executive levels):</b> Routine office management files retained below the executive or department head levels.</p>	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 no longer needed for reference	General	1.15.3.107	
18.01.005		<p><b>Americans with Disabilities (ADA) Accommodations:</b> Records related to accommodations for disabilities under the Americans with Disabilities Act</p>	File may include grievances, investigations and resolutions.	3 years after file close	General	1.19.8.115	

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.01.006		<b>Americans with Disability (ADA) Compliance Files:</b> 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	1.19.8.115	
18.01.007		<b>Appraisals - Valuation:</b> Records related to appraisals for valuation.	Example: property appraisal, etc.	5 years after file close	General	1.15.3.207	
18.01.008		<b>Calendars and Schedules:</b> 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		<b>Code of Conduct:</b> Prescribed standards which are peculiar and appropriate to the function and purpose for which the Government or Department was created and exists.		Until superceded by new code then review for historical value	General	1.15.3.152	
18.01.010		<b>Committee Files, Ad Hoc:</b> Records concerning committees that do not meet the definition of a public body, as defined by the Open Meetings Act (10-15-1B, 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		<b>Complaint Files:</b> 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		<b>Construction Project Files:</b> 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 1.19.8.109	
18.01.013		<b>Correspondence (Elected/Executive Level):</b> 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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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.01.014		<b>Correspondence (Staff Level):</b> 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		<b>Denied, Rejected or Withdrawn Records:</b> 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		<b>Equipment and Supplies:</b> 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		<b>Facility Use Agreements:</b> 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		<b>Feasibility Studies:</b> 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		<b>Incident Files:</b> 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		<b>Indexes and Finding Aids:</b> 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		<b>Insurance Claims:</b> 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	

(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
18.01.022		<b>Insurance Policies:</b> 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		<b>Inventories:</b> 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		<b>Joint Powers Agreements:</b> 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		<b>Leases:</b> Leases and related records, does not include mineral leases.		3 years after close of file	General	1.15.3.125	
18.01.026		<b>Lists and Directories:</b>	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		<b>Logs - Fiscal:</b> 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		<b>Logs - General:</b> 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		<b>Maintenance &amp; Repair:</b> 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		<b>Maps, Drawings and Plans:</b> 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: Election district maps, municipal boundaries, etc.	Permanent	General	1.15.3.127	

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.01.031		<b>Material Safety Data Sheets (MSDS):</b> 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) (ii)(B)	General	1.15.3.208	
18.01.032		<b>Photographs:</b> 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		<b>Policies and Procedures:</b> 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		<b>Press and News Releases:</b> 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		<b>Primary Mission Records:</b> 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		<b>Project Control File, Non-construction:</b> 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	1.15.3.150	
18.01.037		<b>Property Assessments:</b> 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		<b>Property Files:</b> 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	

(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
18.01.039		<b>Public (IPRA) Records Files:</b> 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		<b>Publicity and Promotions:</b> 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		<b>Reference Files:</b> 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		<b>Reports - General</b>	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		<b>Reports - Injuries:</b> 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		<b>Security and Access:</b> 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		<b>Speeches, Elected Officials:</b> 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		<b>Transportation and Trip Permits:</b> 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	1.15.5.314	

(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
18.01.047		<b>Video Recordings:</b> 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		<b>Work Orders:</b> 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		<b>Legal Case Files:</b>	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: 14-2-1 NMSA 1978, 32A-1-3.B NMSA 1978, 32A-2-32 NMSA 1978, 32A-3B-22 NMSA 1978, 32A-4-33 NMSA 1978, 32A-5-8 NMSA 1978, and 32A-6-15 NMSA 1978</i>	Legal	1.15.3.401	
18.02.002		<b>Legal Case Files - Juveniles:</b>		10 years after case closed or until any minor involved attains age 21, whichever is longer <i>Confidential: 14-2-1 NMSA 1978, 32A-1-3.B NMSA 1978, 32A-2-32 NMSA 1978, 32A-3B-22 NMSA 1978, 32A-4-33 NMSA 1978, 32A-5-8 NMSA 1978, and 32A-6-15 NMSA 1978</i>	Legal	1.15.3.401	
18.02.003		<b>Legal Opinions:</b> 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	

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

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.04.007		<b>Employee Eligibility Verification (FORM I-9) Files:</b> 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: Portions of this record may be confidential pursuant, but not limited to, 5 USC, Section 552a (i.e., social security number).</i>	Human Resources	1.15.7.120	
18.04.008		<b>Employee Medical Records:</b> 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: 14-2-1.A, NMSA 1978</i>	Human Resources	1.15.6.1271. 15.6.130	
18.04.009		<b>Employee Medical Records - Hazardous Materials:</b> Records related to employee medical records specific to cases of hazardous material exposure.		30 years after separation from employment	Human Resources		
18.04.010		<b>Equal Employment Opportunity (EEO) Statistics Annual Printout:</b>		Permanent	Human Resources	1.15.7.126	
18.04.011		<b>Equal Employment Opportunity (EEO) and Affirmative Action - Compliance Reviews:</b>		5 years after file closed	Human Resources	1.15.3.143	
18.04.012		<b>Equal Employment Opportunity (EEO) and Affirmative Action - Other records:</b>		2 years after date created <i>Confidential: 10-15-1, NMSA 1978.</i>	Human Resources	1.15.3.143	
18.04.013		<b>Equal Employment Opportunity (EEO) and Affirmative Action Plans:</b> 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	

## 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		<b>Equal Employment Opportunity and Affirmative Action - Regulations and Policies:</b> 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		<b>Grievance and Complaint Files, Employee:</b> 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		<b>Group Insurance Employee Files:</b> 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, NMSA 1978</i>	Human Resources	1.15.3.202	
18.04.017		<b>Hiring and Recruitment:</b> 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		<b>Human Resources Memoranda:</b> Personnel office memoranda		Permanent	Human Resources	1.15.7.124	
18.04.019		<b>Job Description:</b>	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		<b>Labor Relations:</b> 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, grievances, etc.	3 year after file closed	Human Resources	1.19.8.116	

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

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.04.020		<b>Municipal Organizational Charts:</b> 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		<b>Personnel Action/ Status Change Request:</b>	May include rate changes, hires, transfers, promotions, terminations, and employee address update.	3 years after file close	Human Resources	1.15.7.121	
18.04.022		<b>Personnel Files:</b> 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: Matters of opinion are confidential per 14-2-1(3), NMSA 1978</i>	55 years after employee terminated or retired	Human Resources	1.15.7.101	
18.04.023		<b>Retirement Records - PERA:</b> Records related to retirement contributions of employees to PERA.	File may contain PERA application, certification, changes, refunds, financial ledger, correspondence, etc.	3 years after employee terminated or rehired	Human Resources	1.15.7.106	
18.04.024		<b>Retirement Records - Non-PERA:</b> Record related to membership in retirement funds and plans for retired employees not PERA.		70 years after employee's date of birth or 6 years after deceased	Human Resources	1.15.7.106	
18.04.025		<b>Surety Bond - Claims:</b> Records concerning claims filed against a surety bond policy.		3 years after case closed	Human Resources	1.15.3.204	
18.04.026		<b>Surety Bond - Policy:</b> 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		<b>Training Material:</b> 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	

(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
18.04.028		<b>Unemployment Compensation Claims - Quarterly Printout:</b> 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		<b>Volunteers:</b> Records related to volunteers.	File may contain application, liability waiver, releases, etc.	1 year after audit released	Human Resources		
18.04.030		<b>Worker's Compensation Claims:</b>	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		<b>Data backup:</b> 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		<b>Network Security Audit Files:</b> 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	

## 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		<b>Equal Employment Opportunity and Affirmative Action - Regulations and Policies:</b> 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		<b>Grievance and Complaint Files, Employee:</b> 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		<b>Group Insurance Employee Files:</b> 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, NMSA 1978</i>	Human Resources	1.15.3.202	
18.04.017		<b>Hiring and Recruitment:</b> 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		<b>Human Resources Memoranda:</b> Personnel office memoranda		Permanent	Human Resources	1.15.7.124	
18.04.019		<b>Job Description:</b>	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		<b>Labor Relations:</b> 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, grievances, etc.	3 year after file closed	Human Resources	1.19.8.116	

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

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18.04.020		<b>Municipal Organizational Charts:</b> 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		<b>Personnel Action/ Status Change Request:</b>	May include rate changes, hires, transfers, promotions, terminations, and employee address update.	3 years after file close	Human Resources	1.15.7.121	
18.04.022		<b>Personnel Files:</b> 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: Matters of opinion are confidential per 14-2-1(3), NMSA 1978</i>	55 years after employee terminated or retired	Human Resources	1.15.7.101	
18.04.023		<b>Retirement Records - PERA:</b> Records related to retirement contributions of employees to PERA.	File may contain PERA application, certification, changes, refunds, financial ledger, correspondence, etc.	3 years after employee terminated or rehired	Human Resources	1.15.7.106	
18.04.024		<b>Retirement Records - Non-PERA:</b> Record related to membership in retirement funds and plans for retired employees not PERA.		70 years after employee's date of birth or 6 years after deceased	Human Resources	1.15.7.106	
18.04.025		<b>Surety Bond - Claims:</b> Records concerning claims filed against a surety bond policy.		3 years after case closed	Human Resources	1.15.3.204	
18.04.026		<b>Surety Bond - Policy:</b> 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		<b>Training Material:</b> 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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18.04.029		<b>Volunteers:</b> Records related to volunteers.	File may contain application, liability waiver, releases, etc.	1 year after audit released	Human Resources		
18.04.030		<b>Worker's Compensation Claims:</b>	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		<b>Data backup:</b> 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		<b>Network Security Audit Files:</b> 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	

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

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.05.003		<b>Systems and Networks:</b> 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		<b>Web Management:</b> 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		<b>Web Management - Content:</b>	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		<b>Web Management - Transactional web site:</b>	File may contain or support transaction such as registrations, purchases, etc.	3 years after site is updated or changed.	Information Technology		
18.06.001		<b>Assessments and Taxes:</b> 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	

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

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.06.002		<b>Business License and Business Registration:</b> 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	1.19.8.105 1.19.8.106	
18.06.003		<b>Claim of Lien:</b> 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	1.19.8.117	
18.06.004		<b>Election Campaign Contribution Reports:</b> 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	1.19.8.154	
18.06.005		<b>Election District Files:</b> 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	1.19.8.151	
18.06.006		<b>Election Administration - Ballots:</b> 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 (1-12-69B, NMSA 1978)	Clerk	1.19.8.153	
18.06.007		<b>Election Administration - Canvass:</b> 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		

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

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.06.008		<b>Election Administration - Other:</b> 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 destruction, 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. NOTE: State law retention when there is no contest, recount or judicial inquiry is only 45 days after canvass. (1-12-69B, NMSA 1978)	Clerk	1.19.8.153	
18.06.009		<b>Election Administration - Special Election Files:</b>	Files may include the absentee ballot register, absentee voter lists and affidavits of destruction, 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, NMSA 1978)		1.19.8.153	
18.06.010		<b>Franchise Files:</b> 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	1.19.8.401	
18.06.011		<b>Industrial Revenue Bonds:</b> 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	1.19.8.111	
18.06.012		<b>Liquor Licenses :</b> 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	1.19.8.104	

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

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.06.013		<b>Meetings - Agendas:</b>	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		<b>Meetings - Minutes:</b> 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		<b>Meetings - Minutes of Other Bodies:</b>	Minutes of non-policy making bodies.	5 years	Clerk	1.15.3.119	
18.06.016		<b>Meetings - Recordings:</b> 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		<b>Municipal Bond Certificates of Destruction:</b>	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	1.19.8.112	
18.06.018		<b>Municipal Bonds, Notes, Interest Coupons, and Certificates of Indebtedness:</b> 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	1.19.8.110	
18.06.019		<b>Municipal Bond Schedule and Bond Register :</b>	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	1.19.8.113	
18.06.020		<b>Oath of Office:</b> Oaths of elected municipal officials.	Oath may show municipal office, name of elected or appointed officer, affidavit, date, signature, etc. Oaths of Office are traditionally added to municipal minute book, along with Canvass of Election.	Permanent	Clerk	1.19.8.155	

(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
18.06.021		<b>Ordinance Code:</b> Compilation of current municipal regulations.		Until superseded by new compilation then review for historical value	Clerk	1.19.8.102	
18.06.022		<b>Ordinances:</b> 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		<b>Permits, Short Term:</b> 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		<b>Petitions:</b> Records concerning requests on a variety of issues (e.g. traffic light installation, speed bump installation, etc.).		1 year after close of fiscal year in which received	Clerk	1.19.8.114	
18.06.025		<b>Records Retention and Disposition Schedule:</b>	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		<b>Resolutions:</b> Formal statements expressing the opinion, will, or intent of the municipal governing body.		Permanent	Clerk	1.19.8.103	
18.07.001		<b>Annexations:</b> 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		<b>Annexations - Other Records:</b>		1 year after property annexed	Community Development	1.19.8.207	
18.07.003		<b>Appeals, Planning and Zoning Board:</b>	File may contain documentation regarding the appeal to Planning and Zoning Board decisions.	Permanent	Community Development		
18.07.004		<b>Building Code Violations:</b> 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	

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

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.07.005		<b>Building Files:</b> 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	1.15.3.126	
18.07.006		<b>Building Inspection Files:</b> 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	1.19.8.204	
18.07.007		<b>Building Permit Application:</b>		1 year after final inspection	Community Development		
18.07.008		<b>Building, Mechanical, Plumbing And Electrical Inspections:</b>	File may contain inspection logs and permits	2 years from inspection date	Community Development		
18.07.009		<b>Building Permit Construction Plans - Commercial:</b>		Permanent	Community Development		
18.07.010		<b>Building Permit Construction Plans - Residential:</b>		1 years from date of certificate of occupancy	Community Development		
18.07.011		<b>Certificate of Occupancy:</b>		10 years from date of issuance	Community Development		
18.07.012		<b>Code Enforcement Violations Case Files:</b>	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		<b>Conditional Use Permits:</b>	File may include application, correspondence, inspections, and copy of determination.	Permanent.	Community Development		
18.07.014		<b>Fence Permits:</b> Includes site plan review and application		1 year from date of completion	Community Development		
18.07.015		<b>Flood Plain Management Records:</b> 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 (LOMR), Elevation certificates, variance files.	Permanent See 44 CFR 58 to 70	Community Development		

(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
18.07.016		<b>Geographic Information System (GIS) Records:</b>	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		<b>Home Occupation Permits:</b> 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		<b>Metropolitan Redevelopment - Studies and Plans:</b> 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		<b>Metropolitan Redevelopment - Other Records:</b>	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		<b>Non-Conforming Certificates:</b>	File may include application, correspondence, inspections, and copy of determination.	Permanent	Community Development		
18.07.021		<b>Plans:</b>	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		<b>Project Files And Studies:</b>	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		<b>Sign Permits - Commercial:</b>	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		<b>Sign Permits - Exceptions:</b> Special exceptions to the sign code or ordinance.		Permanent	Community Development		

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

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.07.025		<b>Sign Permits - Temporary:</b>	Temporary signs in right-of-way.	1 year after event or election occurs	Community Development		
18.07.026		<b>Special Event Permits:</b>	File may contain applications, certificates of insurance, correspondence, etc.	2-years after event occurs	Community Development		
18.07.027		<b>Special Event Registration Records:</b> Registration forms, vendor registration forms, release of liability forms to participate in special events.		1 year after expiration	Community Development		
18.07.028		<b>Street Excavation Permit:</b> 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		<b>Subdivision Plats:</b>	Includes preliminary and summary plats, vacation of right-of-way plats and modifications.	Permanent	Community Development		
18.07.030		<b>Subdivisions:</b>	File may include pre-application, exception, variances, etc.	10 years after file close	Community Development		
18.07.031		<b>Subdivisions - Property owner notification:</b>	File may include property ownership notifications, lists of ownership, etc.	5 years after file close	Community Development		
18.07.032		<b>Variance:</b>		Permanent	Community Development		
18.07.033		<b>Zone Map Amendments:</b> Records concerning changes to the municipal zoning map.		Permanent	Community Development		
18.07.034		<b>Zoning Case Files:</b> 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		<b>Zoning Interpretations:</b>		Permanent	Community Development		

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

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.07.036		<b>Zoning Permit Files:</b> 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		<b>Zoning Violation Files:</b> 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		<b>Emergency Dispatch Records:</b> 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 CAD system	3 years after date of call	Communications	1.19.8.707 1.19.8.954	
18.08.002		<b>House Check Records:</b> 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		<b>Law Enforcement Telecommunications System:</b> 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		<b>Master Street Addressing Guide (MSAG):</b> 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		<b>Alarm Report:</b> Report made at every fire by fire officer.	File may include arson investigation reports.	Permanent	Fire & EMS		
18.09.002		<b>Building Emergency Evacuation File:</b> 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		<b>Building Inspection Files (Fire and Rescue):</b> 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		<b>Building Layout Files:</b> 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	

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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
18.09.005		<b>Disaster Recovery File:</b> 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		<b>Emergency Equipment Checklist:</b> 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		<b>Emergency Equipment Checklist - SCBA:</b> 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		<b>Emergency Management Basic Plan:</b> 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		<b>Emergency Medical Services Files (EMS) - Medical:</b> 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		<b>Emergency Medical Services (EMS) Files - Billing:</b> 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		<b>Fire Drills:</b> 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		<b>Fire Hydrant Maintenance:</b> Records concerning the annual inspection of hydrants.	Files may contain photos, notation of problems and corrective actions, etc.	Permanent	Fire & EMS		
18.09.013		<b>Fire Investigation Case Files:</b> 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	

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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
18.09.014		<b>Hazardous Waste Inspections And Violations Records:</b> Inspections of locations where hazardous waste is stored.	Files may contain photos, investigation notes, final report, etc.	Permanent	Fire & EMS		
18.09.015		<b>Inspections:</b> Periodic fire inspections for schools, hotels, hospitals, businesses, and public buildings.		Permanent	Fire & EMS		
18.09.016		<b>Prefire Plans:</b>	File may contain location, ownership, occupancy, construction and fire prevention features.	Permanent	Fire & EMS		
18.09.017		<b>Volunteer First Responder Files:</b> 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		<b>Animal Control Files:</b> 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		<b>Arrest Reports - Adult:</b> 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		<b>Arrest Reports - Juvenile:</b> 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, NMSA 1978</i>	Police	1.19.8.804	
18.10.004		<b>Arrest Warrants:</b>	File may include active warrants	5 years after prosecution completed	Police		
18.10.005		<b>Citations:</b> 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 (30-1-8H NMSA 1978)	Police	1.19.8.810 1.19.8.812	
18.10.006		<b>Complaints And Grievances:</b> Not resulting in investigation.		3 years	Police		

(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
18.10.007		<b>Confidential Source (Informant) Files:</b> 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	1.19.8.806	
18.10.008		<b>Crime Prevention Files:</b>		5 years after event date	Police	1.19.8.823	
18.10.009		<b>Criminal History Records (Rap Sheet) - Adult:</b> 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, FBI number, address, employment, marital status, etc.	Permanent	Police	1.19.8.802	
18.10.010		<b>Criminal History Records (Rap Sheet)- Juvenile:</b>		2 years after date of incident or at age 19, whichever is longer <i>Confidential: 32A-2-32, NMSA 1978</i>	Police	1.19.8.802	
18.10.011		<b>Criminal Investigation Case Files - Adult:</b> 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: 32A-2-32, NMSA 1978</i>	Police	1.19.8..805 1.19.8.826	
18.10.012		<b>Criminal Investigation Case Files - Juvenile:</b>	Includes Criminal Incident Automated System Files	5 years after investigation closed or until juvenile reaches age 19 whichever is less <i>Confidential: 32A-2-32, NMSA 1978</i>	Police	1.19.8..805 1.19.8.826	
18.10.013		<b>Emergency Action Books:</b> 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		

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

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.10.014		<b>Emergency Management Reports and Records:</b> 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		<b>Extraditions:</b> Records concerning the extradition and transport of prisoners.	Files may include court order, reimbursement voucher, travel arrangements, pre-booking documentation, receipt for prisoner, etc.	3 years after close of fiscal year in which created	Police	1.19.8.858	
18.10.016		<b>Gang Activity File:</b> 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	1.19.8.829	
18.10.017		<b>Incident Reports (Offence/Incident Reports) - Adult:</b> Records the original report of incident (felony or misdemeanor) and pertinent facts surrounding the incident or offense.	Reports may show incident type, case number, NCIC entry, incident code, premise type, incident location, incident date, time date, reporting area, complaint, 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 investigation closed, whichever is longer	Police	1.19.8.803	
18.10.018		<b>Incident Reports (Offence/Incident Reports) - Juvenile:</b> 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 less, provided investigation closed <i>Confidential:</i> 32A-2-32, NMSA 1978	Police	1.19.8.803	
18.10.019		<b>Internal Affairs Case File:</b> Records concerning complaint against officers or civilian employees and consequent investigation.	File may include complaint, tapes or transcriptions, 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> 14-2-1A NMSA 1978 <i>unless appealed through an administrative open meeting process</i>	Police	1.19.8.817	

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

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.10.020		<b>Internal Affairs Case File - Dismissed:</b>		3 years after complaint dismissed or cleared <i>Confidential: 14-2-1A, NMSA 1978 unless appealed through an administrative open meeting process</i>	Police	1.19.8.817	
18.10.021		<b>NCIC Records:</b>	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		<b>Pawnbroker Files:</b> 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		<b>Pawn Shop Tickets:</b> Record of description of material received from customer and customer signature.		1 month after entered into computer system	Police		
18.10.024		<b>Property and Evidence:</b> 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	

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

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.10.025		<b>Radio Frequency/Telephone Audio Recordings (911 Recorded Calls):</b> 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		<b>Restraining Orders:</b>		Until expires	Police		
18.10.027		<b>Seizure or Forfeiture Files:</b> 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		<b>Uniform Accident Report:</b> 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 (30-1-8D NMSA 1978)	Police	1.19.8.811	
18.10.029		<b>Uniform Accident Report - Fatal:</b> 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		<b>Video Recordings -Case File:</b>	Evidentialry 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		<b>Video Recordings - Other:</b>	File may include recordings from booking areas, officer lapel cam recordings and recording from security or surveillance cameras in areas such as entrances and exits, parking lots, etc.	90 days after date created (120 days after date create for officer lapel cam recordings. per SB8 from 2020 )	Police	1.19.8.807	

(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
18.11.001		<b>Controlled Substance and Drug Issuance Files:</b>	File may include narcotic and non-narcotic substances, inventories, etc.	3 years after fiscal year close (30-31-16D, NMSA 1978)	Detention	1.19.8.862 1.19.8.863 1.19.8.864	
18.11.002		<b>Jail or Detention Files:</b> Records concerning the operation of a detention facility	File may include daily jail rosters, jail inspection reports, daily reports on trustees, etc.	2 years after fiscal year close	Detention	1.19.8.851	
18.11.003		<b>Facility Incident Files - Adult:</b> 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, complaint, 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	1.19.8.860	
18.11.004		<b>Facility Incident Files - Juvenile:</b> 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	1.19.8.860	
18.11.005		<b>Facility Medical Files:</b> 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	1.19.8.854	
18.11.006		<b>Federal Retainer Requests:</b>		3 years after date custody of resident is transferred to federal law enforcement entity	Detention	1.19.8.859	
18.11.007		<b>Inmate (Prisoner) Case Files:</b> 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	1.19.8.851 1.19.8.852 1.19.8.855	
18.11.008		<b>Protective Custody Files:</b> 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	1.19.8.853	

(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
18.12.001		<b>Bond Book/Cash Bond Record:</b>	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		<b>Check Register:</b> 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		<b>Court Docket Book:</b>	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		<b>Court Docket:</b> 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		<b>Criminal Case File, DWI:</b>	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	

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

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.12.006		<b>Criminal Case File, Non-DWI:</b>	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, Remand 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	
18.12.007		<b>Master Computer Record:</b> 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		
18.13.001		<b>Discharge of Effluent Permit Files:</b> 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	1.19.8.501	
18.13.002		<b>Flow Charts, Wastewater:</b>	File may include Influent and Effluent records	10 years	Public Works	1.19.8.504	
18.13.003		<b>Infrastructure Project Files (Infrastructure Development Plans):</b> 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, plats, etc.	Permanent	Public Works	1.19.8.108	
18.13.004		<b>Line Locations:</b> 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	1.19.8.560	

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

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.13.005		<b>Meter Readings:</b> 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	1.19.8.556	
18.13.006		<b>Sludge Disposal Files:</b> 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 CFR 122.41)	Public Works	1.19.8.505	
18.13.007		<b>Street Maintenance:</b> 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		<b>Traffic Signals Intersection Files:</b> 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	1.19.8.946	
18.13.009		<b>Utility Customer Service Files:</b> 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	1.19.8.554	
18.13.010		<b>Utility Facility Files:</b> 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	1.19.8.404 1.19.8.502 1.19.8.551	
18.13.011		<b>Utility Maintenance Files - Annual Summary Report:</b> 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 Analyses, 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		

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

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.13.012		<b>Utility Maintenance Files - Other records:</b> 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, Effluent testing, routine chlorine testing, quality control testing, well and pump station reports and studies, valve records, hookups, line extentions, 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		<b>Utility Service Files:</b> 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		<b>Utility Turnoff Notice and Delinquent Report:</b> 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		<b>Vehicle Files:</b> 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		<b>Vehicle (Fleet) Maintenance Files:</b> 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		<b>Concession Records:</b>	File may include agreements, financial reports, approvals, inspections, etc.	3 years after close of fiscal year in which created	Parks & Recreation		
18.14.002		<b>Group Organizational Records:</b> 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		<b>Herbicides and Pesticides:</b> 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		<b>Park And Facility Usage:</b>	File may include usage reports, improvements, etc.	Until change occurs in equipment	Parks & Recreation		

(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
18.14.005		<b>Recreation Program Files:</b> 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		<b>Recreational Leagues:</b>	Files may contain rosters, schedules, by-laws, correspondence, season determinations, etc.	1 year after league dissolution	Parks & Recreation		
18.15.001		<b>Censorship or Complaint Files:</b> 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		<b>Collection Management - Library:</b> 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		<b>Collection Management - Museum:</b> 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		<b>Gift Donors File:</b> Records concerning the donation of publications and manuscripts to the library or artifacts and art to the museum.		5 years after date created <i>NOTE: Comply with applicable provisions of legal agreement regarding confidentiality of records concerning each gift.</i>	Library and Museum Services	1.15.3.608	
18.15.005		<b>Lending:</b> 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		<b>Patron Management:</b> 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		<b>Requests for Reproduction of Copyrighted Works:</b> 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		<b>Statistical Reports:</b>	Includes annual report submitted to State Library	20 years	Library and Museum Services		
18.16.001		<b>Cemetery Files:</b> 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		<b>Airport and Aviation Regulations :</b> Municipal, state or federal regulations concerning the operation of the municipal airport.		5 years after superceded or repealed	Transit and Airport	1.19.8.951	
18.17.002		<b>Airport Conditions and Inspections Reports:</b>	Copies of daily reports required by and submitted to FAA on light inspection, airfield inspection, field condition (NOT-AM, notice to airmen report) etc.	6 months after date submitted to FAA	Transit and Airport	1.19.8.959	
18.17.003		<b>Airport Crash Rescue Operation Files:</b> 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 FAA, FAA findings, etc.	5 years after date of incident	Transit and Airport	1.19.8.953	
18.17.004		<b>Airport Safety Officers Files:</b> 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		<b>Screening Activities Report:</b> Records concerning airport screening activities.	File may contain copy of monthly report submitted to FAA of all passengers boarded, detailing apprehensions for CCW (carrying concealed weapons)	6 months after date submitted to FAA	Transit and Airport	1.19.8.958	
18.17.006		<b>Transit Operations Files:</b> 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		<b>Animal Files:</b> 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		<b>Animal Transaction Files:</b> 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		<b>Breeding Loan Files:</b> 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		<b>Housing Authority Tenant Application Files:</b> 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		<b>Housing Discrimination Complaint file:</b> 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		<b>Tenant File (Housing Authority):</b> Records concerning family unit certified to receive public housing assistance.	File may contain Section 8 Existing Housing Program Certificate fo Family Participation, certification or re-certification of tenant eligibility, Seciton 8 Existing Housing Program request of lease approval, unit inspection report, interim inspection reports, cathodic inspection report, etc.	6 years after termination of lease	Housing Authority	1.19.8.303	
18.20.001		<b>Commercial Driver's Certification (Form MVD-11042) Files:</b> 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. [8-1-94]		3 years from date of issuance.	MVD		

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

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.20.002		<p><b>Driver's License Application and identification Card Applications (Form MVD-10229):</b> 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 &amp; 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		

# AGENDA REPORT

## CITY OF ALAMOGORDO

### CITY COMMISSION

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**Meeting Date:** 10/13/2020

**Report Date:** 9/30/2020

**Report No:** 8.

**Submitted By:** April Jones

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**Subject:** Appointments to Boards and Committees. (*Richard Boss, Mayor*)

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**Fiscal Impact:**

Amount Budgeted:

Fund:

Additional Fiscal Impact:

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**Recommendation:** Appoint to the Airport Advisory Board.

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**Background:**

**Airport Advisory Board** - One (1) vacancy. This vacancy is due to the expiring term of Jeff Rabon. Staff Liaison - Cheryl Otero-Baker.

The following individual is interested in being reappointed:

Jeff Rabon - if reappointed this will be his 7th term.

**Airport Zoning Board** - One (1) city vacancy. This vacancy is due to the expired term of David Sword. Staff Liaison - Cheryl Otero-Baker  
No applications received.

**Cemetery Board** - One (1) city or county vacancy. Staff Liaison - Tony Gonzales.  
No applications received.

**Housing Authority Advisory Board**. One (1) two year vacancy, and one (1) three year vacancy. Staff Liaison - Marissa Ruiz.  
No applications received.

If anyone is interested in serving on a board or committee you may apply with the City Clerk's office.

RECEIVED  
SEP 29 2020  
CITY CLERK

**City of Alamogordo**  
**APPLICATION TO SERVE ON A**  
**CITY BOARD/COMMITTEE**

Name: JEFFREY G RABON  
Home Phone: 575 432 6171 Work Phone: SAME 575 437 2995  
Cell Phone: SAME Fax No: \_\_\_\_\_  
E-mail address: JEFFRABON@MEIAVERDE INC.COM  
Physical Address: 12 PIEDRA ROAD ALAMOGORDO NM  
Is the above address within City limits? Yes \_\_\_ No X  
Mailing Address: \_\_\_\_\_  
Present Employer: MEIA VERDE INC Job Title: OWNER

Board/Committee you wish to serve on:  
First choice: AIRPORT ADVISORY BOARD  
Second choice: Ø

Are you related to anyone who is presently employed by the City of Alamogordo?  
Yes \_\_\_ No X If so, what is their relation to you? \_\_\_\_\_

Are you related to any Elected Official of the City of Alamogordo?  
Yes \_\_\_ No X If so, what is their relation to you? \_\_\_\_\_

Experience and education relating to the Board/Committee: PRIVATE PILOT;  
CAREER IN CONSTRUCTION, ROADS, AIRFIELD ETC  
EXPERIENCE - ASPHALT, CONCRETE, DIRT WORK,  
UTILITIES ETC

Please indicate your interest in serving on a City Board/ Committee:  
I WOULD LIKE TO CONTINUE SERVING ON THE  
AIRPORT ADVISORY BOARD

Please return completed application to: City Clerk's Office  
1376 E. Ninth Street  
Alamogordo, NM 88310  
PHONE: (575)439-4100  
FAX: (575)439-4396

