

## 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 which are outdated.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		Until superseded by new code	General	1.15.3.115	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	

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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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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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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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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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18.01.039		<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	

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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	

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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	



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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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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	

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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: 14-2-1D, 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: 14-2-1D, 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	

## 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
18.05.003		<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, facsimilie, 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	

(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
18.09.005		<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	

(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
18.09.014		<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	

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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 lape cam recordings and recording from security or surveillance cameras in areas such as entrances and exits, parking lots, etc.	90 days after date created	Police	1.19.8.807	

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## 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	

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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
18.12.001		<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	



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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	

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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		

# Instructions for Adoption and use of the NM Municipal Records Retention Schedule

**NOTE: You must adopt the schedule by resolution to give it legal authority.**

This schedule has been developed to provide a uniform retention schedule across all municipalities. It will also allow some customization by individual municipalities

The workbook is composed of the following worksheets:

Instructions - this page

Retention Schedule - the NM Municipal Records Retention Schedule

List w retention - A listing of all the record series by department, along with the retention period

Listing only - A listing of all the records series by department

## **Protected Fields:**

The following fields are protected and cannot be changed or modified by an individual municipality

Record Series Number

Records Series Name

Old No. - This is the old retention schedule number for the record series

## **Customizable Fields:**

The following fields may be modified by a municipality:

LO (Local Option) - Place an asterisk \* in this field if a change is made to any field in a record series

Descriptions / Examples - Add additional information to reflect details about this record series as it pertains to the individual municipality.

Retention Period - Any retention period may be increased (lengthened), but cannot be LESS than the original retention period

Department - The name of the department may be changed to match that of the individual municipality. The entire department rows may be hidden if a municipality does not have that function

Notes - Any comments or notations regarding the records series that is relevant to the individual municipality

At this time, individual record series may not be moved to different departments to reflect the organization of the individual municipality.

The current version of the retention schedule (10-18-18) also has hidden columns and rows as follows:

Hidden rows - At the end of the schedule are the record series that have been combined and/or removed from the old schedules.

Hidden columns:

New State number - the record series number that replaces the old retention schedule series number

Sort order - this allows the schedule to be sorted in the default arrangement

Last update - the date the record series was last updated

*Submit any questions or suggestions for change to the NMMCFOA Records Committee*



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

New code	DESCRIPTION	Department	RETENTION
18.01.001	Non-record Materials	General	None
18.01.002	Administrative Files (Manager/Department Head)	General	5 years
18.01.003	Administrative Policies	General	Until superseded by new code
18.01.004	Administrative Reference Files (Non-executive levels)	General	until no longer needed for reference
18.01.005	Americans with Disabilities (ADA) Accomodations	General	3 years after file close
18.01.006	Americans with Disabilities (ADA) Compliance Files	General	Until superseded or 1 year after affected grievances have been resolved closed
18.01.007	Appraisals - Valuations	General	5 years after file close
18.01.008	Calendars and Schedules	General	Until no longer needed for reference.
18.01.009	Code of Conduct	General	Until superceded by new code then review for historical value
18.01.010	Committee Files, Ad Hoc	General	Until no longer needed for reference.
18.01.011	Complaint Files	General	1 year after close of file
18.01.012	Construction Project Files	General	Permanent
18.01.013	Correspondence Files (Elected/Executive Level)	General	2 years after close of fiscal year in which created then review for historical value
18.01.014	Correspondence Files (Staff Level)	General	1 year after close of fiscal year in which created
18.01.015	Denied, Rejected or Withdrawn Records	General	2 years after file close
18.01.016	Equipment and Supplies	General	3 years after disposition of equipment
18.01.017	Facility Use Agreements	General	4 years after termination of agreement
18.01.018	Feasibility Studies	General	5 years after completion or cancellation of study.
18.01.019	Incident Files	General	3 years after file close
18.01.020	Indexes and Finding Aids	General	Until superseded or until related records are destroyed.
18.01.021	Insurance Claims	General	3 years after case closed or until settlement agreement terms are met
18.01.022	Insurance Policies	General	10 years after expiration of policy provided no claims/suits pending
18.01.023	Inventories	General	3 years after audit report
18.01.024	Joint Powers Agreements	General	10 years after termination of agreement
18.01.025	Leases	General	3 years after close of file
18.01.026	Lists and Directories	General	Until superseded
18.01.027	Logs - Fiscal	General	3 years after audit released

New code	DESCRIPTION	Department	RETENTION
18.01.028	Logs - General	General	Until no longer needed, then review for historical value
18.01.029	Maintenance and Repair	General	3 years after date of last entry
18.01.030	Maps, Drawings and Plans	General	Permanent
18.01.031	Material Safety Data Sheets (MSDS)	General	30 years after discontinuance of substance per 29 CFR 1910.1020(d) (1) (ii)(B)
18.01.032	Photographs	General	Until no longer needed for reference then review for historical value
18.01.033	Policies and Procedures	General	Until superseded by new manual of procedure
18.01.034	Press and News Releases	General	Until no longer needed for reference, then review for historical value
18.01.035	Primary Mission Records	General	Permanent
18.01.036	Project Control File, Non-construction	General	1 year after close of fiscal year in which project completed or canceled
18.01.037	Property Assessments	General	3 years after close of fiscal year in which final action taken
18.01.038	Property Files	General	Permanent. After property is sold, disposed of, or relinquished, review for historical value.
18.01.039	Public Records (IPRA) Files	General	1 year after file close
18.01.040	Publicity and Promotion	General	Until no longer needed for reference, then review for historical value.
18.01.041	Reference Files	General	Until no longer needed for reference Finance files: until audit report released
18.01.042	Reports - General	General	2 years after date file closed
18.01.043	Reports - Injuries	General	2 years after date of accident report
18.01.044	Security and Access	General	3 years after date file closed
18.01.045	Speeches - Elected Officials	General	Until no longer needed for reference, then review for historical value.
18.01.046	Transportation and Trip Permits	General	3 years after date file closed
18.01.047	Video Recordings	General	Until informational value ends, then transfer to archives for review
18.01.048	Work Order Files	General	1 year from date file closed
18.02.001	Legal Case Files	Legal	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>
18.02.002	Legal Case Files - Juvenile	Legal	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>

New code	DESCRIPTION	Department	RETENTION
18.02.003	Legal Opinions	Legal	Permanent
18.03.001	Accounts Payable	Finance	3 years after audit report
18.03.002	Accounts Receivable	Finance	3 year after audit report
18.03.003	Audit Reports	Finance	Permanent
18.03.004	Budget - Operating	Finance	3 years after audit report
18.03.005	Collection	Finance	3 years after audit report
18.03.006	Construction Grant Records	Finance	10 years after completion of project
18.03.007	Contract and Agreements	Finance	1 year after termination of contract, provided audit report released
18.03.008	Contract Tax File (Form 1099)	Finance	4 years after termination of contract or agreement
18.03.009	Donations	Finance	3 years after audit report
18.03.010	Employer's Quarterly Federal Tax Return File (Form 941)	Finance	10 years after calendar year created
18.03.011	Fixed Assets	Finance	3 years after audit report
18.03.012	Garmishments	Finance	3 years after termination of employee
18.03.013	General Finance Records	Finance	3 years after audit report
18.03.014	Grant Administration Files	Finance	6 years after termination of grant
18.03.015	HUD Reporting File	Finance	3 years after close of fiscal year in which created
18.03.016	Internal Audit File	Finance	5 years after close of fiscal year audited
18.03.017	Non-Tax Transaction Certificates	Finance	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
18.03.018	Payroll Files	Finance	3 years after audit report
18.03.019	Payroll Register, Year End Report	Finance	55-years after date created
18.03.020	Petty Cash Fund Files	Finance	Until Audit Report released
18.03.021	Purchasing	Finance	3 years after audit report
18.03.022	Reports - Accounting:	Finance	3 years after audit report
18.03.023	Signature Authorizations	Finance	1 year after close of fiscal year in which no longer authorized
18.03.024	Surplus and Disposal	Finance	3 years after audit report
18.03.025	Vendor Maintenance Files	Finance	3 years after file close
18.03.026	W-2 Reports	Finance	5 years after close of calendar year for which created

New code	DESCRIPTION	Department	RETENTION
18.04.001	Background Investigation - Hired	Human Resources	3 years after employee terminated or retired <i>Confidential: 14-2-1D, NMSA 1978</i>
18.04.002	Background Investigations - Not Hired	Human Resources	3 years after investigation <i>Confidential: 14-2-1D, NMSA 1978</i>
18.04.003	Classification And Compensation Plan	Human Resources	3 years after superseded
18.04.004	Classification Study Files	Human Resources	10 years after study is superseded
18.04.005	Drug and Alcohol Abuse Program Files	Human Resources	3 years after close of fiscal year in which created
18.04.006	Drug and Alcohol Testing	Human Resources	1 year from date of determination <i>Confidential: 14-2-1.A, NMSA 1978</i>
18.04.007	Employee Eligibility Verification (FORM I-9) Files	Human Resources	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>
18.04.008	Employee Medical Records	Human Resources	3 years after employee terminated <i>Confidential: 14-2-1.A, NMSA 1978</i>
18.04.009	Employee Medical Records - Hazardous Materials	Human Resources	30 years after separation from employment
18.04.010	Equal Employment Opportunity (EEO) Statistics - Annual Printout	Human Resources	Permanent
18.04.011	Equal Employment Opportunity (EEO) and Affirmative Action - Compliance Files	Human Resources	5 years after file closed
18.04.012	Equal Employment Opportunity (EEO) and Affirmative Action - Other Records	Human Resources	2 years after date created <i>Confidential: 10-15-1, NMSA 1978.</i>
18.04.013	Equal Employment Opportunity (EEO) and Affirmative Action - Plans	Human Resources	3 years after issued or until no longer needed for reference
18.04.014	Equal Employment Opportunity (EEO) and Affirmative Action - Regulations and Policies	Human Resources	Until obsolete or superseded, then review for historical value
18.04.015	Grievance and Complaint Files, Employee	Human Resources	3 year after file closed
18.04.016	Group Insurance Employee Files	Human Resources	3 years after employee terminated or retired, or 3 years after termination of effective period. <i>Confidential: 14-6-1, NMSA 1978</i>
18.04.017	Hiring and Recruitment	Human Resources	3 years after file close
18.04.018	Human Resources Memoranda	Human Resources	Permanent
18.04.019	Job Description	Human Resources	Once new description is issued
18.04.019	Labor Relations	Human Resources	3 year after file closed
18.04.020	Municipal Organizational Charts	Human Resources	Until superseded and until no longer needed for reference, then transfer to archives
18.04.021	Personnel Action/ Status Change Request	Human Resources	3 years after file close
18.04.022	Personnel Files	Human Resources	55 years after employee terminated or retired
18.04.023	Retirement Records - PERA	Human Resources	3 years after employee terminated or rehired
18.04.024	Retirement Records -Non-PERA	Human Resources	70 years after employee's date of birth or 6 years after deceased
18.04.025	Surety Bond - Claims	Human Resources	3 years after case closed

New code	DESCRIPTION	Department	RETENTION
18.04.026	Surety Bond - Policy	Human Resources	10 years after expiration of policy, provided no claims or suits pending.
18.04.027	Training Material	Human Resources	3 years after course conducted
18.04.028	Unemployment Compensation Claims - Quarterly Printout	Human Resources	3 years after audit released
18.04.029	Volunteers	Human Resources	1 year after audit released
18.04.030	Worker's Compensation Claims	Human Resources	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>
18.05.001	Data Backup	Information Technology	Until replaced by more current backup or until archives are no longer needed for reference.
18.05.002	Network Security Audit Files	Information Technology	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>
18.05.003	Systems and Network	Information Technology	1 year after discontinuance of system, provided all magnetic data files are authorized for disposal or transferred to new or alternate system
18.05.004	Web Management	Information Technology	1 year after discontinuance of the system.
18.05.005	Web Management - Content	Information Technology	1 year after site is updated or changed
18.05.006	Web Management - Transactional Web Sites	Information Technology	3 years after site is updated or changed.
18.06.001	Assessments/Taxes	Clerk	3 years after close of fiscal year in which assessment is paid
18.06.002	Business License and Business Registration	Clerk	3 years after close of fiscal year in which license issued
18.06.003	Claim of Lien	Clerk	6 years after lien release
18.06.004	Election Administration - Ballots	Clerk	45 days after canvass or resolution of contest or recount (1-12-69B, NMSA 1978)
18.06.005	Election Administration - Canvass	Clerk	Permanent
18.06.006	Election Administration - Other	Clerk	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)
18.06.007	Election Administration - Special Election	Clerk	Permanent
18.06.008	Election Campaign Contribution Reports	Clerk	2 years after election date or until termination of office, whichever is longer
18.06.009	Election District Files	Clerk	2 years after superseded by new redistricting
18.06.010	Franchise Files	Clerk	6 years after termination of franchise
18.06.011	Industrial Revenue Bonds	Clerk	6 years after termination of agreements beyond the bond life
18.06.012	Liquor Licenses	Clerk	3 years after close of fiscal year in which license issued

New code	DESCRIPTION	Department	RETENTION
18.06.013	Meetings - Agendas	Clerk	After next meeting date but no longer than 2 years after meeting date
18.06.014	Meetings - Minutes	Clerk	Permanent
18.06.015	Meetings - Minutes of Other Bodies	Clerk	5 years
18.06.016	Meetings - Recordings	Clerk	After minutes have been transcribed and accepted at the next meeting but no longer than 2 years after meeting date
18.06.017	Municipal Bond Certificates of Destruction	Clerk	6 years after date created (6-10-62, NMSA 1978)
18.06.018	Municipal Bond Schedule and Bond Register	Clerk	2 years after final payment (6-10-62, NMSA 1978)
18.06.019	Municipal Bonds, Notes, Interest Coupons, and Certificates of Indebtedness	Clerk	10 years after date of maturity (37-1-25, NMSA 1978)
18.06.020	Oath of Office	Clerk	Permanent
18.06.021	Ordinance Code	Clerk	Until superseded by new compilation then review for historical value
18.06.022	Ordinances	Clerk	Permanent
18.06.023	Permits, Short Term	Clerk	3 years after close of fiscal year in which permit issued
18.06.024	Petitions	Clerk	1 year after close of fiscal year in which received
18.06.025	Records Retention and Disposition Schedule	Clerk	Until superseded by new schedule
18.06.026	Resolutions	Clerk	Permanent
18.07.001	Annexations	Community Development	Permanent
18.07.002	Annexations - Other Records	Community Development	1 year after property annexed
18.07.003	Appeals, Planning and Zoning Board	Community Development	Permanent
18.07.004	Building Code Violation	Community Development	10 years after date of final resolution
18.07.005	Building Files	Community Development	Permanent
18.07.006	Building Inspection Files	Community Development	10 years after date of certificate of occupancy or final resolution
18.07.007	Building, Mechanical, Plumbing And Electrical Inspections	Community Development	1 year after final inspection
18.07.008	Building Permit Application	Community Development	2 years from inspection date
18.07.009	Building Permit Construction Plans - Commercial	Community Development	Permanent
18.07.010	Building Permit Construction Plans - Residential	Community Development	1 years from date of certificate of occupancy
18.07.011	Certificate of Occupancy	Community Development	10 years from date of issuance
18.07.012	Code Enforcement Violations Case Files	Community Development	3 years from date the case is closed
18.07.013	Conditional Use Permits	Community Development	Permanent.

New code	DESCRIPTION	Department	RETENTION
18.07.014	Fence/Shed Permits	Community Development	1 year from date of completion
18.07.015	Flood Plain Management Records	Community Development	Permanent
18.07.016	Geographic Information System (GIS) Records	Community Development	Until no longer needed for reference
18.07.017	Home Occupation Permits	Community Development	3 years after business ceases to exist
18.07.018	Metropolitan Redevelopment - Studies and Plans	Community Development	Permanent
18.07.019	Metropolitan Redevelopment - Other Records	Community Development	5 years after completion or cancellation then review for historical value
18.07.020	Non Conforming Certificates	Community Development	Permanent
18.07.021	Plans	Community Development	Until no longer needed for reference or implementation then review for historical value
18.07.023	Project Files And Studies	Community Development	5 years after completion or cancellation then review for historical value
18.07.022	Sign Permits - Exceptions	Community Development	1 year after business ceases or when new company/subdivision changes sign completely
18.07.024	Sign Permits - Commercial	Community Development	Permanent
18.07.025	Sign Permits - Temporary	Community Development	1 year after event or election occurs
18.07.026	Special Event Permits	Community Development	2-years after event occurs
18.07.027	Special Event Registration Records	Community Development	1 year after expiration
18.07.028	Street Excavation Permit	Community Development	4 years after close of fiscal year in which permit issued
18.07.029	Subdivision Plats	Community Development	Permanent
18.07.030	Subdivisions	Community Development	10 years after file close
18.07.031	Subdivisions - Property Owner Notification	Community Development	5 years after file close
18.07.032	Variance	Community Development	Permanent
18.07.033	Zone Map Amendments	Community Development	Permanent
18.07.034	Zoning Case Files	Community Development	3 years after close of fiscal year in which case closed
18.07.035	Zoning Interpretations	Community Development	Permanent
18.07.036	Zoning Permit Files	Community Development	3 years after date of final inspection
18.07.037	Zoning Violation Files	Community Development	3 years after date of final resolution
18.08.001	Emergency Dispatch Records	Communications	3 years after date of call
18.08.002	House Check Records	Communications	2 years after date of call
18.08.003	Law Enforcement Telecommunications System	Communications	1 year
18.08.004	Master Street Addressing Guide (MSAG)	Communications	Until superseded or until no longer needed for reference

New code	DESCRIPTION	Department	RETENTION
18.09.001	Alarm Report	Fire & EMS	Permanent
18.09.002	Building Emergency Evacuation File	Fire & EMS	Until superseded by new plan/information
18.09.003	Building Inspection Files (Fire and Rescue)	Fire & EMS	3 years after inspection date (UFC 103.3.4)
18.09.004	Building Layout Files	Fire & EMS	Until superseded by new business or public use of building or building razed
18.09.005	Disaster Recovery File	Fire & EMS	Until superseded by new plan or information
18.09.006	Emergency Equipment Checklist	Fire & EMS	1 year after close of calendar year in which created
18.09.007	Emergency Equipment Checklist - SCBA	Fire & EMS	1 year after disposal of equipment
18.09.008	Emergency Management Basic Plan	Fire & EMS	Permanent <i>Note: Tactical information is confidential per 14-2-1A(7), NMSA 1978</i>
18.09.009	Emergency Medical Services Files (EMS)	Fire & EMS	10 years after date created
18.09.010	Emergency Medical Services (EMS) Files - Billing	Fire & EMS	3 years after close of fiscal year in which final payment received or 3-years after close of fiscal year in which file closed
18.09.011	Fire Drills	Fire & EMS	6 months after close of calendar year in which created
18.09.012	Fire Hydrant Maintenance	Fire & EMS	Permanent
18.09.013	Fire Investigation Case Files	Fire & EMS	5 years after date investigation closed
18.09.014	Hazardous Waste Inspections And Violations Records	Fire & EMS	Permanent
18.09.015	Inspections	Fire & EMS	Permanent
18.09.016	Prefire Plans	Fire & EMS	Permanent
18.09.017	Volunteer First Responder Files	Fire & EMS	5 years after termination of last service
18.10.001	Animal Control Files	Police	1 year after file closed
18.10.002	Arrest Reports - Adult	Police	5 years after date of incident or until investigation closed, whichever is longer
18.10.003	Arrest Reports - Juvenile	Police	5 years after date of incident or at age 19, whichever is less, providing investigation closed. <i>Confidential: 32A-2-32, NMSA 1978</i>
18.10.004	Arrest Warrants	Police	5 years after prosecution completed
18.10.005	Citations	Police	3 years after date citation issued (30-1-8H, NMSA 1978)
18.10.006	Complaints And Grievances	Police	3 years
18.10.007	Confidential Source (Informant) Files	Police	3 years after case closed. Until no longer needed for reference <i>Confidential: 14-2-1A, NMSA 1978</i>
18.10.008	Crime Prevention Files	Police	5 years after event date



New code	DESCRIPTION	Department	RETENTION
18.10.009	Criminal History Records (Rap Sheet) - Adult	Police	Permanent
18.10.010	Criminal History Records (Rap Sheet)- Juvenile	Police	2 years after date of incident or at age 19, whichever is longer <i>Confidential: 32A-2-32, NMSA 1978</i>
18.10.011	Criminal Investigation Case Files - Adult	Police	5 years after investigation closes <i>Confidential: 32A-2-32, NMSA 1978</i>
18.10.012	Criminal Investigation Case Files - Juvenile	Police	5 years after investigation closed or until juvenile reaches age 19 whichever is less <i>Confidential: 32A-2-32, NMSA 1978</i>
18.10.013	Emergency Action Books	Police	Until no longer needed for reference <i>Note: Tactical information is confidential per 14-2-1A(7), NMSA 1978</i>
18.10.014	Emergency Management Reports and Records	Police	5 years after close of federal fiscal year in which created
18.10.015	Extraditions	Police	3 years after close of fiscal year in which created
18.10.016	Gang Activity File	Police	Until informational value ends <i>Confidential: 32A-2-32 NMSA 1978</i>
18.10.017	Incident Reports (Offence/Incident Reports) - Adult	Police	5 years after date of incident or until investigation closed, whichever is longer
18.10.018	Incident Reports (Offence/Incident Reports) - Juvenile	Police	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>
18.10.019	Internal Affairs Case File	Police	3 years after termination of officer <i>Confidential: 14-2-1A NMSA 1978 unless appealed through an administrative open meeting process</i>
18.10.020	Internal Affairs Case File - Dismissed	Police	3 years after complaint dismissed or cleared <i>Confidential: 14-2-1A, NMSA 1978 unless appealed through an administrative open meeting process</i>
18.10.021	NCIC Records	Police	Until cleared, canceled or purged due to expiration (in accordance with the NCIC operating rules)
18.10.022	Pawn Shop Tickets	Police	5 years after date created
18.10.023	Pawnbroker Files	Police	1 month after entered into computer system
18.10.024	Property and Evidence	Police	1 year after date of disposition of all property and evidence for each case
18.10.025	Radio Frequency/Telephone Audio Recordings (911 Recorded Calls)	Police	3 year after date of call
18.10.026	Restraining Orders	Police	Until expires
18.10.027	Seizure or Forfeiture Files	Police	6 years after close of fiscal year in which property transferred to municipality
18.10.028	Uniform Accident Report	Police	5 years after date of accident (30-1-8D NMSA 1978)
18.10.029	Uniform Accident Report - Fatal	Police	25 years after date of accident <i>Confidential: 66-7-213, 66-7-215 and 14-6-1, NMSA 1978</i>
18.10.030	Video Recording - Case File	Police	1 year after date of incident or 60 days after date of court disposition, whichever is less
18.10.031	Video Recording - Other	Police	90 days after date created
18.11.001	Controlled Substance & Drug Issuance Files	Detention	3 years after fiscal year close (30-31-16D, NMSA 1978)
18.11.002	Facility Incident Files - Adult	Detention	2 years after fiscal year close

New code	DESCRIPTION	Department	RETENTION
18.11.003	Facility Incident Files - Juvenile	Detention	5 years after date of incident or until investigation closed, whichever is longer
18.11.004	Facility Medical Files	Detention	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>
18.11.005	Federal Retainer Requests	Detention	10 years after date of treatment <i>Confidential: 14-6-1 NMSA 1978</i>
18.11.006	Inmate (Prisoner) Case Files	Detention	3 years after date custody of resident is transferred to federal law enforcement entity
18.12.001	Bond Book/Cash Bond Record	Municipal Court	3 years after close of fiscal year in which created
18.12.002	Check Register	Municipal Court	3 years after close of fiscal year in which created
18.12.003	Court Docket	Municipal Court	3 years after case closed
18.12.004	Court Docket Book	Municipal Court	3 years from date of last entry
18.12.005	Criminal Case File, DWI	Municipal Court	Permanent
18.12.006	Criminal Case File, Non-DWI	Municipal Court	3 years after case closed
18.12.007	Master Computer Record	Municipal Court	10 years after case closed
18.13.001	Discharge of Effluent Permits	Public Works	10 years after destruction of facility
18.13.002	Flow Charts, Wastewater	Public Works	10 years
18.13.003	Infrastructure Project Files (Infrastructure Development Plans)	Public Works	Permanent
18.13.004	Line Locations	Public Works	3 years after close of fiscal year in which work order issued
18.13.005	Meter Readings	Public Works	3 years after close of fiscal year in which created
18.13.006	Sludge Disposal Files	Public Works	5 years after date created (40 CFR 122.41)
18.13.007	Street Maintenance	Public Works	5 years after date created
18.13.008	Traffic Signals Intersection Files	Public Works	5 years after date created
18.13.009	Utility Customer Service Files	Public Works	3 years after close of fiscal year in which canceled or deposit refunded to customer
18.13.010	Utility Facility Files	Public Works	Permanent
18.13.011	Utility Maintenance Files - Annual Summary	Public Works	10 years after close of fiscal year in which created
18.13.012	Utility Maintenance Files - Other Records	Public Works	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)
18.13.013	Utility Service Files	Public Works	3 years after audit release
18.13.014	Utility Turnoff Notice and Delinquent Report	Public Works	3 years after audit report release
18.13.015	Vehicle Files	Public Works	3 years after disposition of vehicle

New code	DESCRIPTION	Department	RETENTION
18.13.016	Vehicle (Fleet) Maintenance Files	Public Works	3 years after close of fiscal year in which created
18.14.001	Concession Records	Parls & Recreation	3 years after close of fiscal year in which created
18.14.002	Group Organization Records	Parls & Recreation	3 years after date created
18.14.003	Herbicide and Pesticide File	Parls & Recreation	2 years after date created
18.14.004	Park And Facility Usage Files	Parls & Recreation	Until change occurs in equipment
18.14.005	Recreation Program Files	Parls & Recreation	1 year after close of fiscal year in which created
18.14.006	Recreational Leagues	Parls & Recreation	1 year after league dissolution
18.15.001	Censorship or Complaint Files	Library and Museum Services	5 years after date of last entry
18.15.002	Collection Management - Library	Library and Museum Services	Until no longer needed for reference <i>Note: many items are confidential per 18-9-4, NMSA 1978</i>
18.15.003	Collection Management - Museum	Library and Museum Services	Permanent
18.15.004	Borrowing/Loaning Records	Library and Museum Services	5 years after date created <i>NOTE: Comply with applicable provisions of legal agreement regarding confidentiality of records concerning each gift.</i>
18.15.005	Gift Donors File	Library and Museum Services	Until obsolete <i>Confidential: 18-9-4, NMSA 1978</i>
18.15.006	Patron Management	Library and Museum Services	5 years after date materials used. <i>Confidential: 18-9-4, NMSA 1978</i>
18.15.007	Requests for Reproduction of Copyrighted Works	Library and Museum Services	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>
18.15.008	Statistical Reports	Library and Museum Services	20 years
18.16.001	Cemetery Files	Cemetery	Permanent
18.17.001	Airport and Aviation Regulations	Transit and Airport	5 years after superceded or repealed
18.17.002	Airport Conditions and Inspections	Transit and Airport	6 months after date submitted to FAA
18.17.003	Airport Crash Rescue Operation Files	Transit and Airport	5 years after date of incident
18.17.004	Airport Safety Officers Files	Transit and Airport	5 years after date created
18.17.005	Screening Activities Report	Transit and Airport	6 months after date submitted to FAA
18.17.006	Transit Operations Files	Transit and Airport	3 years after fiscal year close
18.18.001	Animal Files	Zoo and Aquarium	until disposition of animal

<b>New code</b>	<b>DESCRIPTION</b>	<b>Department</b>	<b>RETENTION</b>
18.18.002	Animal Transaction Files	Zoo and Aquarium	3 years after fiscal year close
18.18.003	Breeding Loan Files	Zoo and Aquarium	1 year after termination of loan
18.19.001	Housing Authority Tenant Application Files	Housing Authority	3 years after fiscal year close
18.19.002	Housing Discrimination Complaint file	Housing Authority	3 years after file close
18.19.003	Tenant File (Housing Authority)	Housing Authority	6 years after termination of lease
18.20.001	Commercial Drivers Certification	MVD	3 years from date of issuance.
18.20.002	Driver's Licenses	MVD	3 years from date of issuance

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

<b>New code</b>	<b>Description</b>	<b>Department</b>
18.01.001	Non-record Materials	General
18.01.002	Administrative Files (Manager/Department Head)	General
18.01.003	Administrative Policies	General
18.01.004	Administrative Reference Files (Non-executive levels)	General
18.01.005	Americans with Disabilities (ADA) Accommodations	General
18.01.006	Americans with Disabilities (ADA) Compliance Files	General
18.01.007	Appraisals - Valuations	General
18.01.008	Calendars and Schedules	General
18.01.009	Code of Conduct	General
18.01.010	Committee Files, Ad Hoc	General
18.01.011	Complaint Files	General
18.01.012	Construction Project Files	General
18.01.013	Correspondence Files (Elected/Executive Level)	General
18.01.014	Correspondence Files (Staff Level)	General
18.01.015	Denied, Rejected or Withdrawn Records	General
18.01.016	Equipment and Supplies	General
18.01.017	Facility Use Agreements	General
18.01.018	Feasibility Studies	General
18.01.019	Incident Files	General
18.01.020	Indexes and Finding Aids	General
18.01.021	Insurance Claims	General
18.01.022	Insurance Policies	General
18.01.023	Inventories	General
18.01.024	Joint Powers Agreements	General
18.01.025	Leases	General

18.01.026	Lists and Directories	General
18.01.027	Logs - Fiscal	General
18.01.028	Logs - General	General
18.01.029	Maintenance and Repair	General
18.01.030	Maps, Drawings and Plans	General
18.01.031	Material Safety Data Sheets (MSDS)	General
18.01.032	Photographs	General
18.01.033	Policies and Procedures	General
18.01.034	Press and News Releases	General
18.01.035	Primary Mission Records	General
18.01.036	Project Control File, Non-construction	General
18.01.037	Property Assessments	General
18.01.038	Property Files	General
18.01.039	Public Records (IPRA) Files	General
18.01.040	Publicity and Promotion	General
18.01.041	Reference Files	General
18.01.042	Reports - General	General
18.01.043	Reports - Injuries	General
18.01.044	Security and Access	General
18.01.045	Speeches - Elected Officials	General
18.01.046	Transportation and Trip Permits	General
18.01.047	Video Recordings	General
18.01.048	Work Order Files	General
18.02.001	Legal Case Files	Legal

18.02.002	Legal Case Files - Juvenile	Legal
18.02.003	Legal Opinions	Legal
18.03.001	Accounts Payable	Finance
18.03.002	Accounts Receivable	Finance
18.03.003	Audit Reports	Finance
18.03.004	Budget - Operating	Finance
18.03.005	Collection	Finance
18.03.006	Construction Grant Records	Finance
18.03.007	Contract and Agreements	Finance
18.03.008	Contract Tax File (Form 1099)	Finance
18.03.009	Donations	Finance
18.03.010	Employer's Quarterly Federal Tax Return File (Form 941)	Finance
18.03.011	Fixed Assets	Finance
18.03.012	Garnishments	Finance
18.03.013	General Finance Records	Finance
18.03.014	Grant Administration Files	Finance
18.03.015	HUD Reporting File	Finance
18.03.016	Internal Audit File	Finance
18.03.017	Non-Tax Transaction Certificates	Finance
18.03.018	Payroll Files	Finance
18.03.019	Payroll Register, Year End Report	Finance
18.03.020	Petty Cash Fund Files	Finance
18.03.021	Purchasing	Finance
18.03.022	Signature Authorizations	Finance

18.03.023	Surplus and Disposal	Finance
18.03.024	Vendor Maintenance Files	Finance
18.03.025	W-2 Reports	Finance
18.04.001	Background Investigation - Hired	Human Resources
18.04.002	Background Investigations - Not Hired	Human Resources
18.04.003	Classification And Compensation Plan	Human Resources
18.04.004	Classification Study Files	Human Resources
18.04.005	Drug and Alcohol Abuse Program Files	Human Resources
18.04.006	Drug and Alcohol Testing	Human Resources
18.04.007	Employee Eligibility Verification (FORM I-9) Files	Human Resources
18.04.008	Employee Medical Records	Human Resources
18.04.009	Employee Medical Records - Hazardous Materials	Human Resources
18.04.010	Equal Employment Opportunity (EEO) Statistics - Annual Printout	Human Resources
18.04.011	Equal Employment Opportunity (EEO) and Affirmative Action - Compliance Files	Human Resources
18.04.012	Equal Employment Opportunity (EEO) and Affirmative Action - Other Records	Human Resources
18.04.013	Equal Employment Opportunity (EEO) and Affirmative Action - Plans	Human Resources
18.04.014	Equal Employment Opportunity (EEO) and Affirmative Action - Regulations and Policies	Human Resources
18.04.015	Grievance and Complaint Files, Employee	Human Resources
18.04.016	Group Insurance Employee Files	Human Resources
18.04.017	Hiring and Recruitment	Human Resources
18.04.018	Human Resources Memoranda	Human Resources
18.04.019	Job Description	Human Resources
18.04.019	Labor Relations	Human Resources
18.04.020	Municipal Organizational Charts	Human Resources
18.04.021	Personnel Action/ Status Change Request	Human Resources
18.04.022	Personnel Files	Human Resources
18.04.023	Retirement Records - PERA	Human Resources



18.04.024	Retirement Records -Non-PERA	Human Resources
18.04.025	Surety Bond - Claims	Human Resources
18.04.026	Surety Bond - Policy	Human Resources
18.04.027	Training Material	Human Resources
18.04.028	Unemployment Compensation Claims - Quarterly Printout	Human Resources
18.04.029	Volunteers	Human Resources
18.04.030	Worker's Compensation Claims	Human Resources
18.05.001	Data Backup	Information Technology
18.05.002	Network Security Audit Files	Information Technology
18.05.003	Systems and Network	Information Technology
18.05.004	Web Management	Information Technology
18.05.005	Web Management - Content	Information Technology
18.05.006	Web Management - Transactional Web Sites	Information Technology
18.06.001	Assessments/Taxes	Clerk
18.06.002	Business License and Business Registration	Clerk
18.06.003	Claim of Lien	Clerk
18.06.004	Election Administration - Ballots	Clerk
18.06.005	Election Administration - Canvass	Clerk
18.06.006	Election Administration - Other	Clerk
18.06.007	Election Administration - Special Election	Clerk
18.06.008	Election Campaign Contribution Reports	Clerk
18.06.009	Election District Files	Clerk
18.06.010	Franchise Files	Clerk
18.06.011	Industrial Revenue Bonds	Clerk
18.06.012	Liquor Licenses	Clerk
18.06.013	Meetings - Agendas	Clerk

18.06.014	Meetings - Minutes	Clerk
18.06.015	Meetings - Minutes of Other Bodies	Clerk
18.06.016	Meetings - Recordings	Clerk
18.06.017	Municipal Bond Certificates of Destruction	Clerk
18.06.018	Municipal Bond Schedule and Bond Register	Clerk
18.06.019	Municipal Bonds, Notes, Interest Coupons, and Certificates of Indebtedness	Clerk
18.06.020	Oath of Office	Clerk
18.06.021	Ordinance Code	Clerk
18.06.022	Ordinances	Clerk
18.06.023	Permits, Short Term	Clerk
18.06.024	Petitions	Clerk
18.06.025	Records Retention and Disposition Schedule	Clerk
18.06.026	Resolutions	Clerk
18.07.001	Annexations	Community Development
18.07.002	Annexations - Other Records	Community Development
18.07.003	Appeals, Planning and Zoning Board	Community Development
18.07.004	Building Code Violation	Community Development
18.07.005	Building Files	Community Development
18.07.006	Building Inspection Files	Community Development
18.07.007	Building, Mechanical, Plumbing And Electrical Inspections	Community Development
18.07.008	Building Permit Application	Community Development
18.07.009	Building Permit Construction Plans - Commercial	Community Development
18.07.010	Building Permit Construction Plans - Residential	Community Development
18.07.011	Certificate of Occupancy	Community Development
18.07.012	Code Enforcement Violations Case Files	Community Development
18.07.013	Conditional Use Permits	Community Development
18.07.014	Fence/Shed Permits	Community Development

18.07.015	Flood Plain Management Records	Community Development
18.07.016	Geographic Information System (GIS) Records	Community Development
18.07.017	Home Occupation Permits	Community Development
18.07.018	Metropolitan Redevelopment - Studies and Plans	Community Development
18.07.019	Metropolitan Redevelopment - Other Records	Community Development
18.07.020	Non Conforming Certificates	Community Development
18.07.021	Plans	Community Development
18.07.023	Project Files And Studies	Community Development
18.07.022	Sign Permits - Exceptions	Community Development
18.07.024	Sign Permits - Commercial	Community Development
18.07.025	Sign Permits - Temporary	Community Development
18.07.026	Special Event Permits	Community Development
18.07.027	Special Event Registration Records	Community Development
18.07.028	Street Excavation Permit	Community Development
18.07.029	Subdivision Plats	Community Development
18.07.030	Subdivisions	Community Development
18.07.031	Subdivisions - Property Owner Notification	Community Development
18.07.032	Variance	Community Development
18.07.033	Zone Map Amendments	Community Development
18.07.034	Zoning Case Files	Community Development
18.07.035	Zoning Interpretations	Community Development
18.07.036	Zoning Permit Files	Community Development
18.07.037	Zoning Violation Files	Community Development
18.08.001	Emergency Dispatch Records	Communications
18.08.002	House Check Records	Communications
18.08.003	Law Enforcement Telecommunications System	Communications
18.08.004	Master Street Addressing Guide (MSAG)	Communications

18.09.001	Alarm Report	Fire & EMS
18.09.002	Building Emergency Evacuation File	Fire & EMS
18.09.003	Building Inspection Files (Fire and Rescue)	Fire & EMS
18.09.004	Building Layout Files	Fire & EMS
18.09.005	Disaster Recovery File	Fire & EMS
18.09.006	Emergency Equipment Checklist	Fire & EMS
18.09.007	Emergency Equipment Checklist - SCBA	Fire & EMS
18.09.008	Emergency Management Basic Plan	Fire & EMS
18.09.009	Emergency Medical Services Files (EMS)	Fire & EMS
18.09.010	Emergency Medical Services (EMS) Files - Billing	Fire & EMS
18.09.011	Fire Drills	Fire & EMS
18.09.012	Fire Hydrant Maintenance	Fire & EMS
18.09.013	Fire Investigation Case Files	Fire & EMS
18.09.014	Hazardous Waste Inspections And Violations Records	Fire & EMS
18.09.015	Inspections	Fire & EMS
18.09.016	Prefire Plans	Fire & EMS
18.09.017	Volunteer First Responder Files	Fire & EMS
18.10.001	Animal Control Files	Police
18.10.002	Arrest Reports - Adult	Police
18.10.003	Arrest Reports - Juvenile	Police
18.10.004	Arrest Warrants	Police
18.10.005	Citations	Police
18.10.006	Complaints And Grievances	Police
18.10.007	Confidential Source (Informant) Files	Police
18.10.008	Crime Prevention Files	Police
18.10.009	Criminal History Records (Rap Sheet) - Adult	Police

18.10.010	Criminal History Records (Rap Sheet)- Juvenile	Police
18.10.011	Criminal Investigation Case Files - Adult	Police
18.10.012	Criminal Investigation Case Files - Juvenile	Police
18.10.013	Emergency Action Books	Police
18.10.014	Emergency Management Reports and Records	Police
18.10.015	Extraditions	Police
18.10.016	Gang Activity File	Police
18.10.017	Incident Reports (Offence/Incident Reports) - Adult	Police
18.10.018	Incident Reports (Offence/Incident Reports) - Juvenile	Police
18.10.019	Internal Affairs Case File	Police
18.10.020	Internal Affairs Case File - Dismissed	Police
18.10.021	NCIC Records	Police
18.10.022	Pawn Shop Tickets	Police
18.10.023	Pawnbroker Files	Police
18.10.024	Property and Evidence	Police
18.10.025	Radio Frequency/Telephone Audio Recordings (911 Recorded Calls)	Police
18.10.026	Restraining Orders	Police
18.10.027	Seizure or Forfeiture Files	Police
18.10.028	Uniform Accident Report	Police
18.10.029	Uniform Accident Report - Fatal	Police
18.10.030	Video Recording - Case File	Police
18.10.031	Video Recording - Other	Police
18.11.001	Controlled Substance & Drug Issuance Files	Detention
18.11.002	Facility Incident Files - Adult	Detention
18.11.003	Facility Incident Files - Juvenile	Detention
18.11.004	Facility Medical Files	Detention
18.11.005	Federal Retainer Requests	Detention

18.11.006	Inmate (Prisoner) Case Files	Detention
18.12.001	Bond Book/Cash Bond Record	Municipal Court
18.12.002	Check Register	Municipal Court
18.12.003	Court Docket	Municipal Court
18.12.004	Court Docket Book	Municipal Court
18.12.005	Criminal Case File, DWI	Municipal Court
18.12.006	Criminal Case File, Non-DWI	Municipal Court
18.12.007	Master Computer Record	Municipal Court
18.13.001	Discharge of Effluent Permits	Public Works
18.13.002	Flow Charts, Wastewater	Public Works
18.13.003	Infrastructure Project Files (Infrastructure Development Plans)	Public Works
18.13.004	Line Locations	Public Works
18.13.005	Meter Readings	Public Works
18.13.006	Sludge Disposal Files	Public Works
18.13.007	Street Maintenance	Public Works
18.13.008	Traffic Signals Intersection Files	Public Works
18.13.009	Utility Customer Service Files	Public Works
18.13.010	Utility Facility Files	Public Works
18.13.011	Utility Maintenance Files - Annual Summary	Public Works
18.13.012	Utility Maintenance Files - Other Records	Public Works
18.13.013	Utility Service Files	Public Works
18.13.014	Utility Turnoff Notice and Delinquent Report	Public Works
18.13.015	Vehicle Files	Public Works
18.13.016	Vehicle (Fleet) Maintenance Files	Public Works
18.14.001	Concession Records	Parls & Recreation

18.14.002	Group Organization Records	Parls & Recreation
18.14.003	Herbicide and Pesticide File	Parls & Recreation
18.14.004	Park And Facility Usage Files	Parls & Recreation
18.14.005	Recreation Program Files	Parls & Recreation
18.14.006	Recreational Leagues	Parls & Recreation
18.15.001	Censorship or Complaint Files	Library and Museum Services
18.15.002	Collection Management - Library	Library and Museum Services
18.15.003	Collection Management - Museum	Library and Museum Services
18.15.004	Borrowing/Loaning Records	Library and Museum Services
18.15.005	Gift Donors File	Library and Museum Services
18.15.006	Patron Management	Library and Museum Services
18.15.007	Requests for Reproduction of Copyrighted Works	Library and Museum Services
18.15.008	Statistical Reports	Library and Museum Services
18.16.001	Cemetery Files	Cemetery
18.17.001	Airport and Aviation Regulations	Transit and Airport
18.17.002	Airport Conditions and Inspections	Transit and Airport
18.17.003	Airport Crash Rescue Operation Files	Transit and Airport
18.17.004	Airport Safety Officers Files	Transit and Airport
18.17.005	Screening Activities Report	Transit and Airport
18.17.006	Transit Operations Files	Transit and Airport
18.18.001	Animal Files	Zoo
18.18.002	Animal Transaction Files	Zoo
18.18.003	Breeding Loan Files	Zoo

18.19.001	Housing Authority Tenant Application Files	Housing Authority
18.19.002	Housing Discrimination Complaint file	Housing Authority
18.19.003	Tenant File (Housing Authority)	Housing Authority
18.20.001	Commercial Drivers Certification	MVD
18.20.002	Driver's Licenses	MVD