

**STATE OF NEW MEXICO
CITY OF RIO COMMUNITIES
RESOLUTION NUMBER: 2025-16**

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

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

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previous schedules prepared by the NM State Records and Archives Division and utilized by municipalities have been repealed by NM State Records and Archives; requiring the development of a "New Mexico Municipal Records Retention Schedule" as prepared by the NM Municipal Clerks and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

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

NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF RIO COMMUNITIES:

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

SECTION 2: Records may be stored in electronic format, as appropriate and otherwise allowable, in accordance with guidelines established by the Municipal Clerk.

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

SECTION 4: All previous retention schedules and email policies are hereby rescinded.

**PASSED, APPROVED AND ADOPTED THIS 27th DAY OF MAY 2025 BY THE GOVERNING BODY
OF THE CITY OF RIO COMMUNITIES, NEW MEXICO.**

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18.01.003	Administrative Policies	General	Until superseded by new code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) Accommodations	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18.01.006	Americans with Disabilities (ADA) Compliance Files	General	Until superseded or 1 year after affected grievances have been resolved closed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

New code	DESCRIPTION	Department	RETENTION
18.01.026	Lists and Directories	General	Until superseded
18.01.027	Logs - Fiscal	General	3 years after audit released
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>

New code	DESCRIPTION	Department	RETENTION
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>
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

New code	DESCRIPTION	Department	RETENTION
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
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

New code	DESCRIPTION	Department	RETENTION
18.04.019	Job Description	Human Resources	Once new description is issued
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
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>
18.04.031	Labor Relations	Human Resources	3 year after file closed
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

New code	DESCRIPTION	Department	RETENTION
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
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

New code	DESCRIPTION	Department	RETENTION
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.
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

New code	DESCRIPTION	Department	RETENTION
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
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

New code	DESCRIPTION	Department	RETENTION
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
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

New code	DESCRIPTION	Department	RETENTION
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 Recordings - Officer Lapel cam or Body Cam:	Police	120 days after date created (29-1-18A3, NMSA 1978)
18.10.032	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
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

New code	DESCRIPTION	Department	RETENTION
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
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
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

New code	DESCRIPTION	Department	RETENTION
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
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

New code	DESCRIPTION	Department	RETENTION
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

E-mail Retention Guidelines

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

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

2. Which E-mail constitute public records?

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

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

3. Which E-mail are NOT public records?

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

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

4. Other Considerations

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

Records Destruction Guidelines

A municipality must have the authority to destroy records before an actual destruction can take place. The authority is granted by the adoption of the "Uniform Municipal Records Retention Schedule" by the governing body.

Steps to Conducting a Records Destruction:

1. Notify all departments that a destruction will take place. Request a list of all records eligible for destruction by a cut-off date. A common cut-off date is June 30th, the end of a fiscal year.
2. Make arrangements for the eligible records to be delivered to your records holding area.
3. Review each department's list to insure that all records being recommended are eligible for destruction. Compile a master list of all eligible records,
4. Submit your master list to your city attorney for review, to ensure that records needed for any legal matters are not being recommended for destruction.
5. Review your master list for any potential historical records. If you have established a municipal archives, the list may be reviewed by the director/manager of that archives.
6. Once the list has been reviewed by legal and historical, you may submit the remaining entries to the governing body. Place an action item on a meeting agenda: Annual Records Destruction – permission to destroy records. This action requires only a simple motion to be adopted.
7. Once the governing body has given their approval to destroy the records, schedule the actual destruction.

Legal destruction methods in New Mexico include:

- Witnessed burial (at a landfill)
- Shredding
- Destruction by a certified/bonded recycler

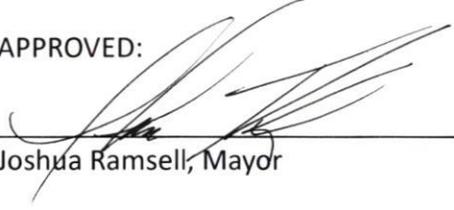
Which method you select will depend on the quantity of records to be destroyed, staff time available and/or funding available. Unless the quantity of records to be destroyed is quite small, it is rarely cost or time-effective to do the shredding in-house. Most office shredders are not robust enough to handle a larger volume of records.

If you are considering destruction by a certified/bonded recycler, to get an estimate, you will need to provide the total number of boxes (cubic foot boxes) and whether you must have the destruction done on-site, or if you will allow the company to simply pick the records up. You may have to remove any three-ring binders - but check with your vendor. There may also be a "deadhead" charge to get the truck to your location. To help reduce costs, contact your local bank and find out who does their records destruction and when their pickup is scheduled. Contact that company and see if you can piggy-back on the bank's records destruction, and perhaps save a little money (at least the deadhead costs).

8. Once the destruction has been completed, prepare a Certificate of Destruction with an attached list of the records that were destroyed and the date of the destruction. File this certificate as a permanent record in the minute book.
9. Report back to the governing body with the total number of boxes (cubic feet) of records destroyed. It's often easier to convert the number of cubic feet to "four-drawer filing cabinets" to provide a visual as to the amount of space that has been saved/recouped. It is also good to recognize the departments that participated in your records destruction.

Remember: the destruction of records without the approval of the governing body may be considered "tampering with public record", and is a fourth degree felony (§ 30-26-1).

APPROVED:



Joshua Ramsell, Mayor

ATTEST:



Roy Hubbard, Municipal Clerk-Treasurer