

A G E N D A
CITY OF AZTEC
CITY COMMISSION WORKSHOP
May 14, 2019
201 W. Chaco, City Hall
5:15 p.m.

5:15 P.M.

Fiscal Year 2020 Budget Workshop

ATTENTION PERSONS WITH DISABILITIES: The meeting room and facilities are fully accessible to persons with mobility disabilities. If you plan to attend the meeting and will need an auxiliary aid or service, please contact the City Clerk's Office at 334-7600 prior to the meeting so that arrangements can be made.

Note: A final agenda will be posted 72 hours prior to the meeting. Copies of the agenda may be obtained from City Hall, 201 W. Chaco, Aztec, NM 87410.

AG E N D A
CITY OF AZTEC
CITY COMMISSION MEETING
May 14, 2019
201 W. Chaco, City Hall
6:00 p.m.

I. CALL TO ORDER

II. INVOCATION AND PLEDGE OF ALLEGIANCE

United States Pledge of Allegiance

New Mexico Pledge of Allegiance

I Salute the Flag of the State of New Mexico and the Zia Symbol of Perfect Friendship among United Cultures

III. ROLL CALL

IV. APPROVAL OF AGENDA ITEMS

V. CONSENT AGENDA

- A. Commission Meeting Minutes April 23, 2019
- B. Resolution 2019-1133 A Resolution Designating the New Mexico Municipal Records Retention and Destruction Schedule
- C. Special Budget Resolution 2019-1134

Items placed on the Consent Agenda will be voted on with one motion. If any item proposed does not meet the approval of all Commissioners, a Commissioner may request that the item be heard under "items from Consent Agenda"

VI. ITEMS REMOVED FROM CONSENT AGENDA

VII. PROCLAMATION

None

VIII. PRESENTATIONS

None

IX. CITIZENS INPUT (3 Minutes Maximum)

ATTENTION PERSONS WITH DISABILITIES: The meeting room and facilities are fully accessible to persons with mobility disabilities. If you plan to attend the meeting and will need an auxiliary aid or service, please contact the City Clerk's Office at 334-7600 prior to the meeting so that arrangements can be made.

Note: A final agenda will be posted 72 hours prior to the meeting. Copies of the agenda may be obtained from City Hall, 201 W. Chaco, Aztec, NM 87410.

X. BUSINESS ITEMS

- A. Aztec Museum Funding Request
- B. Final Adoption of Ordinance 2019-490 Amending Chapter 2, Administration, Division 6 Municipal Judge
- C. Intent to Adopt Ordinance 2019-491 Providing for the Annexation to the City of Aztec of Contiguous Territory Located in Sections 1, 12, 13 of T30N, R11W and Sections 6 and 7, T30N, R10W N.M.P.M. San Juan County, New Mexico

XI. QUASI JUDICIAL HEARINGS (LAND USE)

None

XII. COMMISSIONER, CITY MANAGER, DEPARTMENT REPORTS

XIII. ADJOURNMENT

ATTENTION PERSONS WITH DISABILITIES: The meeting room and facilities are fully accessible to persons with mobility disabilities. If you plan to attend the meeting and will need an auxiliary aid or service, please contact the City Clerk's Office at 334-7600 prior to the meeting so that arrangements can be made.

Note: A final agenda will be posted 72 hours prior to the meeting. Copies of the agenda may be obtained from City Hall, 201 W. Chaco, Aztec, NM 87410.

1
2 CITY OF AZTEC
3 COMMISSION MEETING MINUTES
4 April 23, 2019
5

6 **I. CALL TO ORDER**
7

8 Mayor Victor Snover called the Meeting to order at 6:00 pm at the Aztec City
9 Commission Room, City Hall, 201 W. Chaco, Aztec, NM.
10

11 **II. INVOCATION AND PLEDGE OF ALLEGIANCE**
12

- 13 A. Invocation (led by Judge Gray)
14 B. United States Pledge of Allegiance (led by Mayor Snover)
15 C. New Mexico Pledge of Allegiance (led by Mayor Snover)
16

17 **III. ROLL CALL**

18 Members Present: Mayor Victor Snover; Mayor Pro-Tem Fry;
19 Commissioner Sipe; Commissioner Mark
20 Lewis; Commissioner Austin Randall
21

22 Members Absent: NONE
23

24 Others Present: City Manager Steve Mueller; City Attorney Nicci Unsicker;
25 Project Manager Ed Kotyk; City Clerk Karla Sayler (see
26 attendance sheet)
27

28 **IV. APPROVAL OF AGENDA ITEMS**
29

30 MOVED by Commissioner Randall to Approve the Agenda as given SECONDED
31 by Commissioner Lewis
32

33 All voted Aye: Motion passed five to zero
34
35

36 **V. CONSENT AGENDA**
37

- 38 A. Commission Workshop Meeting Minutes April 9, 2019
39 B. Commission Meeting Minutes April 9, 2019
40 C. Resolution 2019-1131 Authorizing the Opening and Closing of
41 Time Certificates of Deposit for City of Aztec
42 D. Resolution 2019-1132 Authorizing Investment of Monies in Local
43 Short-Term Investment Fund for City
44

45 MOVED by Commissioner Randall to Approve the Consent Agenda as given
46 SECONDED by Commissioner Sipe

47
48 All voted Aye: Motion passed five to zero
49

50 **VI. ITEMS FROM CONSENT AGENDA**

51 NONE

52 **VII. PROCLAMATION**

53 NONE
54
55

56 **VIII. PRESENTATIONS**

57
58
59 A. Patricia Tharp with the San Juan County Historical Society presented their
60 annual report to commission. She explained the mission of the Historical
61 Society and explained that they have a lot of documents in their historical
62 care. She mentioned that she appreciated the building and support that the
63 City provides them and also explained that they are out of room and are in
64 need of a larger building. The Society's currently has 150 members.
65

66 B. Mike Patch with the Aztec Boys and Girls Club presented the annual report
67 for the Club to commission. He explained the mission of the boys and girls
68 club. He explained that they had 306 members and on a given day they have
69 85-109 kids in the club. He reported that finances are much more stable this
70 year. He thanked Commission for the funding and support by the City.
71

72 **IX. CITIZENS INPUT (3 Minutes Maximum)**

73
74 Zona Potter mentioned that she was concerned about McWilliams Road that is in
75 Pioneer Heights Subdivision. She mentioned that McWilliams Road is in bad condition
76 and not paved. She mentioned there are manholes and dirt causing it difficult to drive on
77 the road. Ms. Potter mentioned that when she bought her property they told her it would
78 be pave in 2 years and it is now 8 years later and still not paved.
79

80 **X. BUSINESS ITEMS**

81 NONE
82
83

84 **XI. QUASI JUDICIAL HEARINGS (LAND USE)**

85
86 Mayor Snover read the land use script and explained the procedures for the
87 hearing. Mayor Snover asked Commission if there were any challenges, personal
88 biases or ex-parte communications and there were none. Mayor Snover Swore in all
89 witnesses.
90

91 A. VAR 19-01 A Request to Reduce the Front Setback from Twenty-Five (25)
92 feet to Twenty-One (21) feet in the R-2 Multiple-Family Dwelling District
93

94 Steven Saavedra Community Development Director explained this is a request
95 from Helen Srader at 1405 Parkland Cir in order to build a garage. City staff does not
96 see a change to the code and they are recommending approval of the request.

97 Helen Srader owner of the property explained that when she purchased this
98 property she new that she would want a garage.

99 Mayor Snover closed testimony to allow commission to comment or ask
100 questions.

101
102 Moved by Commissioner Sipe to Approve Variance 19-01, a request from Helen
103 Srader, to reduce the front yard setback to 21-feet for property located at 1405 Parkland
104 Cir, Aztec, NM, 87410, SECONDED by Commissioner Lewis
105

106 A Roll Call was taken; All Voted Aye: Motion Passed Five to Zero
107

108 B. ZC 19-01 Zone Change request from MH Mobile Home Zoning District to the
109 R-2 Multiple Family Zoning District
110

111 Steven Saavedra Community Development Director explained that this is a
112 request that comes in part because of code compliance. He explained that there are
113 currently 3 addresses and they need to bring this into compliance. City cannot move
114 forward with anything until this is in compliance with chapter 26. Community
115 Development is recommending the zone change.

116 Interested Party Mike Anderson explained that this place has been sold again
117 and again and that he has a concern that this property is full of black mold and needs to
118 be abated. He feels the best thing is to put another trailer there and start over.

119 Interested Party Ms. Murphy felt there is a huge issue with the foot traffic that is
120 there now not to mention if more structures are moved in.

121 Mayor Snover closed hearing to testimony. Mayor Pro-Tem Fry reminded
122 Commission that the only thing they are deciding on tonight is the zoning and everything
123 else would be looked at by the County building inspector.
124

125 Moved by Mayor Pro-Tem Fry to Approve Zone Change 19-01, a request from
126 Arin Fishburn, for a zone change from the MH Mobile Home District to the R-2 Multiple-
127 Family District for property located at 1509, 1505 and 1507 Martin Ave, Aztec, NM
128 87410, SECONDED by Commissioner Sipe
129

130 A Roll Call was taken; All Voted Aye: Motion Passed Five to Zero
131

132 C. CUP 19-01 Conditional Use Permit for Dog Grooming-Kennel at 1603 W.
133 Aztec Blvd.
134

135 Steven Saavedra Community Development Director explained this is a request to
136 allow pet grooming and boarding which right now it is only grooming that is allowed. He
137 explained that this needs to come into conformity. The property is located in a
138 Commercial zoning district.

139 Jill Cox explained that she would like to continue her business of grooming and
140 add boarding.

141 Mayor Snover closed the hearing to testimony.

142
143 Moved by Commissioner Randall to Approve CUP 19-01, a request from Jill Cox,
144 for a conditional use permit to allow a dog grooming and kennel, for property located at
145 1603 W. Aztec Blvd, with the following conditions: the San Juan County building division
146 and Fire Marshall need to be aware of any changes to structure, SECONDED by
147 Commissioner Lewis

148
149 A Roll Call was taken; All Voted Aye: Motion Passed Five to Zero

150
151 **XII. COMMISSIONER, CITY MANAGER, DEPARTMENT REPORTS**

152
153 City Manager Steve Mueller reminded all that Saturday night at 10 pm will be the
154 power outage. He also mentioned that the Employee Association Cinco-de-Mayo
155 potluck is on May 2nd at noon.

156
157 General Services Director Jeff Blackburn thanked Public Works and General
158 Services staff for the success in the spring cleanup event. He also thanked Joe
159 Sanchez and Waste Management for the help with this event.

160
161 Community Development Director Steven Saavedra reminded all about the
162 NMLZO workshop coming up in Albuquerque.

163
164 Commissioner Lewis mentioned that JB Laughlin passed away.

165
166 Commissioner Sipe reported that she met with Misty Boone and her dad about
167 the problems with the ditch company. Friday night she was asked to judge the recycle
168 art contest at the Feat of Clay. She attended NWNM Seniors meeting and they are still
169 looking for a Director, and she has MPO coming up.

170
171 Mayor Pro-Tem Fry met with Hilcorp and they are confirming to be a responsible
172 community partner. She attended San Juan Safe Communities Initiative and the topic
173 was about the homeless children population of 239 in Farmington. She attended the
174 County Commission meeting. The 2020 Census is coming up (April 2020). She
175 attended the EDAB meeting and that they are wanting to see Sunday Liquor Sales on
176 the next election ballot. She mentioned that the Chamber will be having a membership
177 drive and they are seeking board members.

178

179 Mayor Snover mentioned that he attended the Boys and Girls Club Community
180 Fair last weekend. ECHO sponsored a Destination Exploration event in Farmington. He
181 was invited to attend a tour at Chaco Canyon, he mentioned that Ben Ray Lujan,
182 Congresswoman Holland, and others also attended this event.
183

184 **XIII. ADJOURNMENT**

185
186 Mayor Snover moved to adjourn the meeting at 7:14 pm.
187

188
189
190
191
192
193
194
195
196 _____
197 Mayor, Victor Snover

198 ATTEST:
199 _____
200 Karla Sayler, City Clerk

201
202
203 MINUTES PREPARED BY:
204 _____
205 Sherlynn Morgan, Administrative Assistant
206

Staff Summary Report

MEETING DATE:	May 14, 2019
AGENDA ITEM:	V. CONSENT AGENDA (B)
AGENDA TITLE:	Resolution 2019-1133 A Resolution Designating the New Mexico Municipal Records Retention and Destruction Schedule for the City of Aztec

ACTION REQUESTED BY:	City Clerk Office
ACTION REQUESTED:	Approval of Resolution 2019-1133
SUMMARY BY:	Karla Saylor

PROJECT DESCRIPTION / FACTS

The previous Records Retention and Destruction Schedule (2008) prepared by the New Mexico State Records and Archives Division was adopted by the City of Aztec via Resolution 2008-776.

The Records Retention and Destruction Schedule (2008) has subsequently been repealed.

As a result, the New Mexico Municipal Clerks and Finance Association developed the New Mexico Municipal Records Retention Schedule to provide a uniform retention schedule across all municipalities. If this resolution is adopted it will replace current Resolution 2008-776 and Records retention Policy.

The New Mexico Records Retention Schedule is a fluid document that may be updated to comply with amendments to federal, state or local requirements.

We will still follow Resolution 2010-850 for Destruction of Hard Copy Records Once Digitally Archived.

SUPPORT DOCUMENTS:	Resolution 2019-1133 New Mexico Municipal Records Retention Schedule
---------------------------	---

DEPARTMENT'S RECOMMENDED MOTION:	Move to Approve Resolution 2019-1133 A Resolution Designating the New Mexico Municipal Records Retention and Destruction Schedule for the City of Aztec
---	---

**CITY OF AZTEC
Resolution 2019-1133**

**A Resolution Designating the Retention and Destruction Schedule for the City of Aztec
Municipal Records Retention Policy Guidelines**

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

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

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

NOW, THEREFORE, be it resolved by the Governing Body of the City of Aztec, New Mexico that the.....

Section 1.

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

Section 2.

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

Section 3.

All previous retention schedules are hereby rescinded.

PASSED, SIGNED, ADOPTED and APPROVED this 14th day of May 2019.

Victor Snover, Mayor

ATTEST:

Karla Sayler, CMC City Clerk

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>Non-record Materials: The following specific types of materials are defined as-non-record and may be disposed of at the discretion of the Municipality when they have no more value/use to the Municipality.</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>Administrative Files (Manager/Department Head): Records documenting actions of a Department director. These records reflect administration of policy, coordination of Department functions, and management of program activity.</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>Administrative Policies: 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>Administrative Reference Files (Non-executive levels): 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>Americans with Disabilities (ADA) Accommodations: Records related to accommodations for disabilities under the Americans with Disabilities Act</p>	File may include grievances, investigations and resolutions.	3 years after file close	General	1.19.8.115	

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

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.01.006		Americans with Disability (ADA) Compliance Files: Records concerning the Americans With Disabilities Act.	File may contain ADA plan, policies, grievance procedures, grievances, resolutions, etc.	Until superseded or 1 year after affected grievances have been resolved closed	General	1.19.8.115	
18.01.007		Appraisals - Valuation: Records related to appraisals for valuation.	Example: property appraisal, etc.	5 years after file close	General	1.15.3.207	
18.01.008		Calendars and Schedules: Records used to keep track of work related events and commitments of Municipal staff members or department calendar of events.	Record includes daily appointment books, calendars, and other records indicating dates for meeting and work activities. Also includes calendars of events and electronic calendars and schedules	Until no longer needed for reference.	General	1.15.3.134 1.15.3.135	
18.01.009		Code of Conduct: Prescribed standards which are peculiar and appropriate to the function and purpose for which the Government or Department was created and exists.		Until superceded by new code then review for historical value	General	1.15.3.152	
18.01.010		Committee Files, Ad Hoc: Records concerning committees that do not meet the definition of a public body, as defined by the Open Meetings Act (10-15-1B, 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		Complaint Files: Records related to complaints by the public relating to policies, procedures or business practices	File may include filing forms, recommendations, evaluations by staff, responses, resolution, etc.	1 year after close of file	General		
18.01.012		Construction Project Files: Records include capital project construction files.	Files may include construction plans or technical drawings. Example: Capital Improvement Plan (CIP) Projects. NOTE: Access to documentation of restricted/security areas shall be limited to authorized personnel only.	Permanent	General	1.15.3.126 1.19.8.109	
18.01.013		Correspondence (Elected/Executive Level): Correspondence related to the municipal administration. NOTE: This record group includes the correspondence files of all elected and appointed officials.	Communications concerning coordination of programs, policy, and responsibilities of a non-routing nature that impact on the municipality or its departments.	2 years after close of fiscal year in which created then review for historical value	General	1.15.3.108	

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

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

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

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

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

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.01.031		Material Safety Data Sheets (MSDS): Records concerning safety information on chemical products used by the staff.	Access to documentation of restricted or security areas (i.e., correctional facilities, museum and archival vaults, etc.)	30 years after discontinuance of substance per 29 CFR 1910.1020(d) (1) (ii)(B)	General	1.15.3.208	
18.01.032		Photographs: Photographic proofs and negatives of Department activities.	shall be limited to authorized personnel only.	Until no longer needed for reference then review for historical value	General	1.15.5.124	
18.01.033		Policies and Procedures: Manuals of policies and procedure prepared and published for the guidance of public officers and employees engaged in operations required for the efficient operation of government,	File may include procedures for acquiring space, budgeting, accounting, purchasing, contracting, vouchering, printing, appointment and dismissal of employees, record maintenance, etc.	Until superseded by new manual of procedure	General	1.15.3.114	
18.01.034		Press and News Releases: Records related to official government press, news releases and notices.	Example: press releases	Until no longer needed for reference, then review for historical value	General	1.15.3.123	
18.01.035		Primary Mission Records: Files concerning the establishment of the municipality, its development and policies, its progress, operation summaries, plans for the future development, incorporation, historic records etc.		Permanent	General	1.15.3.103	
18.01.036		Project Control File, Non-construction: Memoranda, reports and other records documenting assignments, progress, and completion of projects.		1 year after close of fiscal year in which project completed or canceled	General	1.15.3.150	
18.01.037		Property Assessments: Records concerning the assessment of real property (lien) initiated by petition or declaration of imminent domain to improve or develop community infrastructure.	Files may contain petitions, correspondence, memoranda, assessment value documentation, challenges to assessed values, final action of governing body, etc.	3 years after close of fiscal year in which final action taken	General	1.19.8.206	
18.01.038		Property Files: Records of real property owned or used by municipality.	Information includes description and location of the property, maps, sale agreements, land acquisition forms, deeds, title insurance and related correspondence. Also includes easements, right-of-ways and appraisals, Example: water rights	Deeds and related documentation: Permanent. After property is sold, disposed of, or relinquished, review for historical value.	General	1.15.3.125	

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

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

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.01.039		Public (IPRA) Records Files: Records concerning requests to provide records.	File may include procedures, custodian of record appointment, requests to review/copy documents, copies of denial to review/copy documents, copies of memoranda extending time to respond to request, copies of memoranda stating that this Department is not responsible for maintaining record requested and is forwarding request to appropriate custodian, etc.	1 year after file close	General	1.15.3.708	
18.01.040		Publicity and Promotions: Records related to marketing of the municipality including, but not limited to, advertising and public relations with the media including newspapers, television and magazines	File may include biographies, newspaper clippings, promotional materials, bulletins, broadcast scripts, photographs, visual documentation, and other related items. Example: Community Development Report	Until no longer needed for reference, then review for historical value.	General	1.15.3.121 1.15.3.208	
18.01.041		Reference Files: Records related to information received from other agencies, commercial or private entities and other reference materials which are maintained solely for ease of access and reference. Reference files are also departmental copies of records and reports from finance, human resources, administration, etc.	Files may include convenience copies of memoranda, reports, subject files and other reference materials. Example: Conference or workshop attended file, etc.	Until no longer needed for reference Finance files: until audit report released	General	1.15.3.102	
18.01.042		Reports - General	Includes state required quarterly and annual reports for various City activities, routine and interim reports, and departmental annual reports.	2 years after date file closed	General	1.15.3.117	
18.01.043		Reports - Injuries: Records related to reports of injuries resulting in no action or claim.	Includes notice of accident, etc.	2 years after date of accident report	General	1.15.3.118	
18.01.044		Security and Access: Records related to security and access	Example: visitor control files, detention visitor control files, key accountability records, security gate entrance card files, etc.	3 years after date file closed	General	1.15.3.122 1.15.3.511 1.15.3.512 1.19.8.857 1.19.8.957	
18.01.045		Speeches, Elected Officials: Speeches and presentations given by executive level personnel and related records.	Speeches concern program procedure, work activities, and related concepts.	Until no longer needed for reference, then review for historical value.	General	1.15.3.137	
18.01.046		Transportation and Trip Permits: Records related to transportation and trip permits, travel.	File may include date, vehicle number, destination, persons traveling, etc. Example: trip ticket	3 years after date file closed	General	1.15.5.314	

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

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

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

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

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.03.001		Accounts Payable: Records relating to accounts payable including, but not limited to, purchasing and reimbursements.	File may include invoices, checks, vouchers, warrants, check registers, correspondence, memoranda, reports, transaction register, encumbrance documents, open purchase order report, payment request, etc. Example: Confidential Source Payment Files, etc.	3 years after audit report	Finance	1.15.3.131 1.15.5.304 1.15.5.309 1.15.5.310 1.15.5.311 1.15.3.312 1.15.5.313 1.15.5.316 1.15.5.317	
18.03.002		Accounts Receivable: Records concerning payments made to the municipality for goods and services and or other revenue sources.	File may include receipts, deposit slips, bank statements, correspondence, invoices for services/goods supplied by the municipality, memoranda, daily cash reports, reconciliation of cash transactions, monthly revenue report, utility payment stubs, utility billing register, etc.	3 year after audit report	Finance	1.15.5.202 1.15.5.203 1.15.5.204 1.15.5.205 1.15.5.206 1.15.5.207 1.15.5.508 1.15.5.566 1.19.8.557	
18.03.003		Audit Reports: Printed report documenting the annual audit of funds. These reports, prepared by an outside accounting firm, are categorized by the various offices and further classified by accounts to which they relate. This series also includes semiannual and special audits.	Information includes balance sheet, summary of revenue and expenditures, cash balances, statement of taxes, statement of delinquent taxes, statement of other receipts, statement of fines and fees.	Permanent	Finance	1.15.5.510	
18.03.004		Budget - Operating: Records related to the request, recommendation and approved annual budget.	File includes 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		Collections: Records related to collections of funds including, but not limited to, bankruptcy.		3 years after audit report	Finance		
18.03.006		Construction Grant Records:	File may include grant administration files, consultant contracts, submittals, construction records, grant funds, cash flow, etc. Example: Capital Improvement Plan (CIP) projects	10 years after completion of project	Finance	1.19.8.109	
18.03.007		Contract Tax File (Form 1099): Records concerning the reporting to the IRS on monies paid out by agency on technical and professional service contracts.		1 year after termination of contract, provided audit report released	Finance	1.15.5.319	

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

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

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

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.03.016		Internal Audit File: Internal audits of municipal programs, operations, and of external contractors and grantees (ex. 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		Non-Tax Transaction Certificates: 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		Payroll Files: 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		Payroll Register, Year End Report: Documents wages paid to employees for services rendered. Information includes name of employee, social security number, date of check, hourly or salaried amount, overtime, number of hours worked, deductions, etc.		55-years after date created	Finance	1.15.5.404	
18.03.020		Petty Cash Fund Files: Records concerning the use of petty cash monies.	File may include petty cash request, petty cash vouchers, petty cash canceled checks, petty cash bank statements, receipts, cash reconciliation, etc.	Until Audit Report released	Finance	1.15.5.511	
18.03.021		Purchasing: Records concerning the purchase of goods and services for the municipality.	File may include purchase documents such as bids, quotes, request for proposals (RFP), requisitions, purchase orders, etc. NOTE: some purchasing documents also be part of the Accounts Payable file.	3 years after audit report	Finance	1.15.5.302 1.15.5.303 1.15.5.307 1.15.5.308	

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

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

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.03.022		Reports - Accounting: Records related to accounting processes and controls.	Example: DFA Quarterly Report, etc.	3 years after audit report	Finance		
18.03.023		Signature Authorizations: Record authorizing person to sign fiscal documents, personnel documents, etc.		1 year after close of fiscal year in which no longer authorized	Finance	1.15.3.140	
18.03.024		Surplus and Disposal: Records related to the disposal of surplus equipment.	File may contain inventories, records of disposal, accounting information, related documentation, correspondence, memoranda, etc.	3 years after audit report	Finance	1.15.3.130	
18.03.025		Vendor Management Files: Records related to management of vendors.	Files may contain vendor name, address, etc.	3 years after file close	Finance	1.15.5.301	
18.03.026		W-2 Reports: Employer's copy of employees' total earnings and withholdings for the calendar year reported to the Internal Revenue Service.	Information includes employer's name and address, employee's social security number, federal income tax withheld, FICA taxes withholding	5 years after close of calendar year for which created	Finance	1.15.5.409	
18.04.001		Background Investigations - Hired: Records concerning the work and personal history of hired employees.	File may include application, authorization, investigation, final report, etc.	3 years after employee terminated or retired <i>Confidential: 14-2-ID, NMSA 1978</i>	Human Resources	1.15.7.103	
18.04.002		Background Investigations - Not Hired: Records concerning the work and personal history of prospective employees.	File may include application, authorization, investigation, final report, etc.	3 years after investigation <i>Confidential: 14-2-ID, NMSA 1978</i>	Human Resources	1.15.7.103	
18.04.003		Classification And Compensation Plan:	File may include specification number, salary range, abbreviated title, full title, etc.	3 years after superseded	Human Resources	1.15.7.122	
18.04.004		Classification Study Files: Special studies for proposed classifications;	File may include but are not limited to job description, task statements, methodology, description of study, salary surveys, relative correspondence, etc.	10 years after study is superseded	Human Resources	1.15.7.119	
18.04.005		Drug and Alcohol Abuse Program Files: Records concerning the administration of the agency's alcohol and drug abuse program.		3 years after close of fiscal year in which created	Human Resources	1.15.3.141	
18.04.006		Drug & Alcohol Testing: Records related to drug and alcohol testing of employees	May include explanations/challenges of confirmed positive test results	1 year from date of determination <i>Confidential: 14-2-1.A, 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		Employee Eligibility Verification (FORM I-9) Files: Records documenting the employer's determination, verification and re-verification of eligibility that an employee is authorized to work in the United States.	File may include form I-9 (i.e., employee name, address, date of birth, social security number, attestation of citizenship, etc.), copy of social security card, copy of employment authorization with photo, copy of driver's license, copy of birth certificate, copy of U.S. citizenship identification card, etc.	3 years from date of hire or 1 year from date of separation of employment, whichever is later (8 CFR 274A.2) <i>Confidential: 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		Employee Medical Records: Records related to employee medical records excluding cases of hazardous material exposure.	File may contain employee physical (pre-and/or post-employment), psychological reports, return to work forms, vaccination records, etc.	3 years after employee terminated <i>Confidential: 14-2-1.A, NMSA 1978</i>	Human Resources	1.15.6.1271. 15.6.130	
18.04.009		Employee Medical Records - Hazardous Materials: Records related to employee medical records specific to cases of hazardous material exposure.		30 years after separation from employment	Human Resources		
18.04.010		Equal Employment Opportunity (EEO) Statistics Annual Printout:		Permanent	Human Resources	1.15.7.126	
18.04.011		Equal Employment Opportunity (EEO) and Affirmative Action - Compliance Reviews:		5 years after file closed	Human Resources	1.15.3.143	
18.04.012		Equal Employment Opportunity (EEO) and Affirmative Action - Other records:		2 years after date created <i>Confidential: 10-15-1, NMSA 1978.</i>	Human Resources	1.15.3.143	
18.04.013		Equal Employment Opportunity (EEO) and Affirmative Action Plans: Required annual by state and federal law, these are department assessments of internal employment practices with specific policies and procedures designed to eliminate the effects of institutional discrimination.		3 years after issued or until no longer needed for reference	Human Resources	1.15.7.125	

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

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.04.014		Equal Employment Opportunity and Affirmative Action - Regulations and Policies: Records concerning agency's affirmative action/equal opportunity program.	File may include regulations and guidelines, policies, reports, studies, correspondence, and related records.	Until obsolete or superseded, then review for historical value	Human Resources	1.15.3.143	
18.04.015		Grievance and Complaint Files, Employee: Records related to filing of grievances and investigations related to employees.	File may include complaint or grievance, correspondence, investigation, summary of hearing, exhibits, committee decisions, transcripts, resolutions, depositions, etc. Example: Affirmative Action or EEO complaint, Collective Bargaining grievance, etc.	3 year after file closed	Human Resources	1.15.7.127	
18.04.016		Group Insurance Employee Files: Records concerning individual employee policy holders' records.	File may contain waiver and enrollment forms for group insurance in effect	3 years after employee terminated or retired, or 3 years after termination of effective period. <i>Confidential: 14-6-1, NMSA 1978</i>	Human Resources	1.15.3.202	
18.04.017		Hiring and Recruitment: Records concerning the hiring/recruitment of municipal employees. May include promotional and transfer opportunity notices.	File may contain job posting, applications for employment, interview questions, list of applicants, correspondence, search committee findings and recommendations, etc. May also include promotional and transfer opportunity notices.	3 years after file close	Human Resources	1.15.3.120 1.15.3.144 1.15.6.137 1.15.7.111	
18.04.018		Human Resources Memoranda: Personnel office memoranda		Permanent	Human Resources	1.15.7.124	
18.04.019		Job Description:	File includes job title, definition, supervision and guidelines, examples of work performed, distinguishing characteristics, minimum qualifications, working conditions.	Once new description is issued	Human Resources	1.15.7.116	
18.04.019		Labor Relations: Records related to labor relations and collective bargaining.	Files may contain copy of certification of labor organization as the exclusive representative of employees, mediation documentation and recommendations, agreements, 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		Municipal Organizational Charts: Records that reflect the organizational structure of the municipality and its departments.	Information includes a diagram, which shows a systematic and symbolic arrangement of an agency's divisions and program areas by name and function.	Until superseded and until no longer needed for reference, then transfer to archives	Human Resources	1.15.3.104	
18.04.021		Personnel Action/ Status Change Request:	May include rate changes, hires, transfers, promotions, terminations, and employee address update.	3 years after file close	Human Resources	1.15.7.121	
18.04.022		Personnel Files: Records concerning an individual's employment with the municipality.	Includes application for employment, resume, transcripts, personnel action/ status change form, job description, test grades, education certificates of completion, performance evaluations, disciplinary actions, commendations, recommendations, disclaimers, background investigation records, law enforcement oath of office, etc. <i>Note: 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		Retirement Records - PERA: 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		Retirement Records - Non-PERA: 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		Surety Bond - Claims: Records concerning claims filed against a surety bond policy.		3 years after case closed	Human Resources	1.15.3.204	
18.04.026		Surety Bond - Policy: Records concerning surety bond coverage of agency employees and persons acting on behalf of or in service to the agency in any official capacity	File may contain certificates of surety	10 years after expiration of policy, provided no claims or suits pending.	Human Resources	1.15.3.204	
18.04.027		Training Material: Records related to conferences, workshops or courses conducted by municipal personnel.	File may contain agendas, programs, handouts, reports, training materials, list of attending employees, critiques, questionnaires, correspondence, memoranda, related documentation, etc. Example: Crime prevention instruction, etc. Note: Certificates of completion become part of employee's personnel file.	3 years after course conducted	Human Resources	1.15.3.122 1.15.3.138 1.15.7.128 1.19.8.823	

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

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		Systems and Networks: Software and documentation for operation systems.	Files may include data systems specifications, systems test documentation, file specifications, user guides, output specifications, reports, and information retrieval data. Proprietary software is confidential (copyright, protection of rights, 17 USC, section 102,106, and 117). System test documentation for approved systems may be destroyed one year after completion of testing.	1 year after discontinuance of system, provided all magnetic data files are authorized for disposal or transferred to new or alternate system	Information Technologies	1.15.3.301	
18.05.004		Web Management: Records related to management of public websites including, but not limited to, design, graphics, formats and links. The overall design of a website, which can encompass hardware and software, consisting of the how the components are designed, connected to, and operate with one another. The architectural design also contains information on the development and maintenance of informational or transactional websites that may contain documentation on the platform and associated software necessary to operate and maintain an internet or intranet presence.	Records and information hosted electronically and accessible through the internet or intranet. File may contain web platform or software.	1 year after discontinuance of the system.	Information Technology	1.15.3.306	
18.05.005		Web Management - Content:	A website may contain information regarding the mission of an agency or the reason for the establishment of a web presence. The website may contain replicated information from an agency such as, names of staff, announcements of meetings, calendar of events, press releases, annual reports, strategic plans, surveys, images, multimedia, audio, transactional forms or pages (e-commerce), etc. The website may also contain unique information found only on the website.	1 year after site is updated or changed	Information Technology		
18.05.006		Web Management - Transactional web site:	File may contain or support transaction such as registrations, purchases, etc.	3 years after site is updated or changed.	Information Technology		
18.06.001		Assessments and Taxes: Records concerning the various levies imposed by ordinance.		3 years after close of fiscal year in which assessment is paid	Clerk	1.15.5.201	

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		Business License and Business Registration: Records concerning the issuance of business licenses and/or business registrations.	Files may contain application for license or registration, fee receipts, license or registration stub, correspondence, memoranda, etc.	3 years after close of fiscal year in which license issued	Clerk	1.19.8.105 1.19.8.106	
18.06.003		Claim of Lien: Records concerning liens placed against private property for services rendered by the municipality.	Files may contain claim of lien, assessment table, copy of notice of public hearing, copy of notice of violation, court order, copy of work order, copy of billing, release of lien, correspondence, memoranda, etc.	6 years after lien release	Clerk	1.19.8.117	
18.06.004		Election Campaign Contribution Reports: Records concerning the contribution to fund campaigns of candidates or special issues.	Reports may show name of contributor, amount of contribution, candidate name, etc.	2 years after election date or until termination of office, whichever is longer	Clerk	1.19.8.154	
18.06.005		Election District Files: Records concerning the creation of election voting districts.	Files may contain petitions, census information, boundary proposals, public hearing information, consultant information, contractual documentation, copies of ordinance adopting voting districts, final district delineation, district maps, etc.	2 years after superseded by new redistricting	Clerk	1.19.8.151	
18.06.006		Election Administration - Ballots: Ballots and voting material from regular and special municipal elections.	Files may include ballots, voting machine permits, application for absentee ballots, absentee ballots and envelopes, sample ballots, etc.	45 days after canvass or resolution of contest or recount (1-12-69B, NMSA 1978)	Clerk	1.19.8.153	
18.06.007		Election Administration - Canvass: Record showing the official results from regular and special municipal elections.	The official canvass is filed in the minute book of the municipality.	Permanent	Clerk		

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		Election Administration - Other: Records concerning regular and special municipal elections held for the purpose of electing municipal officers or considering any other question placed on the ballot by the governing body.	Files may include the petitions, copy of election resolution, declarations of candidacy and withdrawals, absentee ballot register, absentee voter lists and affidavits of 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		Election Administration - Special Election Files:	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		Franchise Files: Records establishing the terms in which utility may use municipal termination of rights of way.	Files may include copy of right of way contract (ordinance), studies, reports, work papers, etc.	6 years after termination of franchise	Clerk	1.19.8.401	
18.06.011		Industrial Revenue Bonds: Records concerning the issuance of municipal revenue bonds to acquire, own, lease, or sell projects for the purpose of promoting industry and trade other than retail trade.	Files may include agreement for the abatement of taxes, project descriptions, industry or trade information, correspondence, memoranda, etc.	6 years after termination of agreements beyond the bond life	Clerk	1.19.8.111	
18.06.012		Liquor Licenses : Records concerning the issuance of Municipal liquor licenses.	Files may contain application for license, license stub, license fee receipts, correspondence, memoranda, etc.	3 years after close of fiscal year in which license issued	Clerk	1.19.8.104	

(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
18.06.013		Meetings - Agendas:	File may include agenda package, public hearing notices, etc.	After next meeting date but no longer than 2 years after meeting date	Clerk	1.15.3.119	
18.06.014		Meetings - Minutes: Records related to meetings of statutory and policy making bodies.	Information includes agenda, date, place, list of attendees, and a summary of discussion and decisions. Official minutes may also include all informational attachments such as reports, surveys, proposals, studies, and charts distributed to members for discussion and for use in making decisions on agency policy, planning, and administrative matters. Official minutes shall include only those documents and attachments that have been formally introduced as part of a record.	Minutes of meetings of Governing Body meetings, boards, commissions, and/or other policy-making bodies, as defined in open meetings Act (10-15-1, NMSA 1978): Permanent	Clerk	1.15.3.119	
18.06.015		Meetings - Minutes of Other Bodies:	Minutes of non-policy making bodies.	5 years	Clerk	1.15.3.119	
18.06.016		Meetings - Recordings: Audio or video recordings of meetings		After minutes have been transcribed and accepted at the next meeting but no longer than 2 years after meeting date	Clerk	1.15.3.119	
18.06.017		Municipal Bond Certificates of Destruction:	File may include number and maturity of the bond, note, certificate, coupon, the date paid, etc.	6 years after date created (6-10-62, NMSA 1978)	Clerk	1.19.8.112	
18.06.018		Municipal Bonds, Notes, Interest Coupons, and Certificates of Indebtedness: Record of debt incurred by the municipality.	Files include notes, interest coupons, certificates of indebtedness, etc.	2 years after final payment (6-10-62, NMSA 1978)	Clerk	1.19.8.110	
18.06.019		Municipal Bond Schedule and Bond Register :	Shows bond issue number, date issued, amount of issue, date of maturity, and date paid.	10 years after date of maturity (37-1-25, NMSA 1978)	Clerk	1.19.8.113	
18.06.020		Oath of Office: 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		Ordinance Code: Compilation of current municipal regulations.		Until superseded by new compilation then review for historical value	Clerk	1.19.8.102	
18.06.022		Ordinances: Regulations adopted by the municipal governing body.	Files may contain original regulation adopted, amendments, repeal information, proof of publication, legal notices, etc.	Permanent	Clerk	1.19.8.101	
18.06.023		Permits, Short Term: Records concerning the issuance of permits to participate in non-business activity (e.g., charitable solicitations, parades, gatherings, displays, garage sales, etc.).	Files may contain application for permit registration, registration stub, registration fee receipts, correspondence, memoranda, etc.	3 years after close of fiscal year in which permit issued	Clerk	1.19.8.107	
18.06.024		Petitions: Records concerning requests on a variety of issues (e.g. traffic light installation, speed bump installation, etc.).		1 year after close of fiscal year in which received	Clerk	1.19.8.114	
18.06.025		Records Retention and Disposition Schedule:	Schedule shows record number, name, description, retention, confidentiality, department, and last update date, etc.	Until superseded by new schedule	Clerk	1.15.3.701	
18.06.026		Resolutions: Formal statements expressing the opinion, will, or intent of the municipal governing body.		Permanent	Clerk	1.19.8.103	
18.07.001		Annexations: Records concerning the annexation of property to the municipality.	Including petitions, resolutions, ordinances, orders by Municipal Boundary Commission.	Permanent	Community Development	1.19.8.207	
18.07.002		Annexations - Other Records:		1 year after property annexed	Community Development	1.19.8.207	
18.07.003		Appeals, Planning and Zoning Board:	File may contain documentation regarding the appeal to Planning and Zoning Board decisions.	Permanent	Community Development		
18.07.004		Building Code Violations: Records concerning violations to building code (building, plumbing, mechanical, environmental).	Files may contain complaint, inspections, work notes, final report, compliance documentation, final resolution, correspondence, memoranda, etc.	10 years after date of final resolution	Community Development	1.19.8.205	

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		Building Files: Records related to municipal-owned buildings and facilities including, capital improvements, as-built and as-constructed drawings, does not include routine maintenance construction projects. NOTE: Access to documentation of restricted or security areas shall be limited to authorized personnel only.	Examples: blueprints, as-builts, technical drawings, plans, etc.	Permanent	Community Development	1.15.3.126	
18.07.006		Building Inspection Files: Records concerning the application to construct and/or to modify private structures within the municipality.	Files may contain application to build/modify, copy of permit issued, inspections (e.g., plumbing, electrical, environmental, etc.), construction plan copies, work notes, certificate of occupancy copy, etc.	10 years after date of certificate of occupancy or final resolution	Community Development	1.19.8.204	
18.07.007		Building Permit Application:		1 year after final inspection	Community Development		
18.07.008		Building, Mechanical, Plumbing And Electrical Inspections:	File may contain inspection logs and permits	2 years from inspection date	Community Development		
18.07.009		Building Permit Construction Plans - Commercial:		Permanent	Community Development		
18.07.010		Building Permit Construction Plans - Residential:		1 years from date of certificate of occupancy	Community Development		
18.07.011		Certificate of Occupancy:		10 years from date of issuance	Community Development		
18.07.012		Code Enforcement Violations Case Files:	File may include report of violation, complaints, inspections, notifications, photographs and/or video	3 years from date the case is closed	Community Development		
18.07.013		Conditional Use Permits:	File may include application, correspondence, inspections, and copy of determination.	Permanent.	Community Development		
18.07.014		Fence Permits: Includes site plan review and application		1 year from date of completion	Community Development		
18.07.015		Flood Plain Management Records: Records regarding the operation of a community program of corrective and preventative measures for reducing flood damage and ensure compliance with community floodplain management ordinances	File may include owner's name, building address, legal description, Map/panel number, base flood elevation, flood zones, NFIP community name and number, FIRM Panel effective date etc. Also includes Letters of Map Revision (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		Geographic Information System (GIS) Records:	File may include atlases, street maps, lot specific data, zoning, property ownership, legal descriptions, street addresses, etc.	Until no longer needed for reference	Community Development		
18.07.017		Home Occupation Permits: Permit to conduct business in residential zoned areas.	File may include application, correspondence, inspections, and copy of approval. Includes family day care facilities operated in residential areas.	3 years after business ceases to exist	Community Development		
18.07.018		Metropolitan Redevelopment - Studies and Plans: Project files pertaining to redevelopment plans.	File may include blighting studies, de-blighting studies, redevelopment plans and copies of ordinances and/or resolutions.	Permanent	Community Development		
18.07.019		Metropolitan Redevelopment - Other Records:	File may include property ownership notifications, lists of ownership, etc.	5 years after completion or cancellation then review for historical value	Community Development		
18.07.020		Non-Conforming Certificates:	File may include application, correspondence, inspections, and copy of determination.	Permanent	Community Development		
18.07.021		Plans:	Plans may show streets, developments, subdivisions, traffic, population, Integrated Comprehensive Plan, corridor plans, specific plans, master plans, access plans, etc.	Until no longer needed for reference or implementation then review for historical value	Community Development		
18.07.022		Project Files And Studies:	Includes studies and project files pertaining to municipal planning, construction, redistricting, census, Fair Housing policy, etc.	5 years after completion or cancellation then review for historical value	Community Development		
18.07.023		Sign Permits - Commercial:	File includes commercial signs, subdivision signs and change of sign face.	1 year after business ceases or when new company/subdivision changes sign completely	Community Development		
18.07.024		Sign Permits - Exceptions: Special exceptions to the sign code or ordinance.		Permanent	Community Development		

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		Sign Permits - Temporary:	Temporary signs in right-of-way.	1 year after event or election occurs	Community Development		
18.07.026		Special Event Permits:	File may contain applications, certificates of insurance, correspondence, etc.	2-years after event occurs	Community Development		
18.07.027		Special Event Registration Records: Registration forms, vendor registration forms, release of liability forms to participate in special events.		1 year after expiration	Community Development		
18.07.028		Street Excavation Permit: Records concerning the application for permit to excavate or bore under a municipal-owned street for the purpose of construction or repair of utility lines.	Files may contain application for permit, engineering drawings, archaeological data, copy of permit, cut location information, date of cut, date completed, date of final reformation, etc.	4 years after close of fiscal year in which permit issued	Community Development	1.19.8.403	
18.07.029		Subdivision Plats:	Includes preliminary and summary plats, vacation of right-of-way plats and modifications.	Permanent	Community Development		
18.07.030		Subdivisions:	File may include pre-application, exception, variances, etc.	10 years after file close	Community Development		
18.07.031		Subdivisions - Property owner notification:	File may include property ownership notifications, lists of ownership, etc.	5 years after file close	Community Development		
18.07.032		Variance:		Permanent	Community Development		
18.07.033		Zone Map Amendments: Records concerning changes to the municipal zoning map.		Permanent	Community Development		
18.07.034		Zoning Case Files: Records concerning request to initially set or change established zoning designation.	Files may contain zoning request, fee receipts, reviews, recommendation by planning and zoning board, correspondence, memoranda, etc.	3 years after close of fiscal year in which case closed	Community Development	1.19.8.201	
18.07.035		Zoning Interpretations:		Permanent	Community Development		

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

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

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		Disaster Recovery File: Records concerning the preparation of a disaster plan and the organization of salvage procedures for the agency. NOTE: A copy of this file should be maintained off-site. In the event of a disaster, all copies of this file shall be retained until any or all investigations have been concluded.	Records include the disaster recovery plan, salvage procedures, information on training in disaster recovery techniques, etc.	Until superseded by new plan or information	Fire & EMS	1.15.3.146	
18.09.006		Emergency Equipment Checklist: Record of periodic (daily) inspections of emergency equipment.	Records may include first aid supply inventory, vehicle readiness, etc. and show equipment operational status, medical supply quantities, shift time, date, etc.	1 year after close of calendar year in which created	Fire & EMS	1.19.8.706	
18.09.007		Emergency Equipment Checklist - SCBA: Record of period (daily) inspections of SCBA (self-contained breathing apparatus)	File may include date, time, person inspecting, status of equipment, etc.	1 year after disposal of equipment	Fire & EMS	1.19.8.706	
18.09.008		Emergency Management Basic Plan: Includes emergency and civil defense plans for the survival of personnel and vital materials during an enemy or terrorist attack, natural or technological disaster, or civil unrest.		Permanent <i>Note: Tactical information is confidential per 14-2-1A(7), NMSA 1978</i>	Fire & EMS		
18.09.009		Emergency Medical Services Files (EMS) - Medical: Records concerning medical diagnosis or treatment by responding EMS paramedics.	Medical record may include medical service report, monitoring equipment readouts, etc.	10 years after date created	Fire & EMS	1.19.8.708	
18.09.010		Emergency Medical Services (EMS) Files - Billing: Records concerning billing by responding EMS paramedics.	Billing record may include copy of billing statement submitted to Medicare, Medicaid, insurance carrier, and/or patient, etc.	3 years after close of fiscal year in which final payment received or 3-years after close of fiscal year in which file closed	Fire & EMS	1.19.8.708	
18.09.011		Fire Drills: Report documenting fire drills conducted by the department for schools, businesses, etc.	Report may include school (or business) name, date of fire drill, name of person conducting drill, findings, recommendations, comments, etc.	6 months after close of calendar year in which created	Fire & EMS	1.19.8.704	
18.09.012		Fire Hydrant Maintenance: Records concerning the annual inspection of hydrants.	Files may contain photos, notation of problems and corrective actions, etc.	Permanent	Fire & EMS		
18.09.013		Fire Investigation Case Files: Records concerning investigations conducted by fire department to determine cause of fire.	Files may contain photos, investigation notes, final report, etc.	5 years after date investigation closed	Fire & EMS	1.19.8.705	

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

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		Hazardous Waste Inspections And Violations Records: Inspections of locations where hazardous waste is stored.	Files may contain photos, investigation notes, final report, etc.	Permanent	Fire & EMS		
18.09.015		Inspections: Periodic fire inspections for schools, hotels, hospitals, businesses, and public buildings.		Permanent	Fire & EMS		
18.09.016		Prefire Plans:	File may contain location, ownership, occupancy, construction and fire prevention features.	Permanent	Fire & EMS		
18.09.017		Volunteer First Responder Files: Records concerning personnel information of volunteer firefighters and police reserve officers (non-municipal employees).	File may contain application, training certificates, personnel information, etc.	5 years after termination of last service	Fire & EMS	1.19.8.701	
18.10.001		Animal Control Files: Records concerning animal control.	Files may include violations of animal control ordinances, carcass removal records, animal pound records, licensing documentation, lost and found reports, animal trap records, animal license (tag) copy, euthanasia reports, etc.	1 year after file closed	Police	1.19.8.821	
18.10.002		Arrest Reports - Adult: Records of the arrest/booking of subject.	Information includes subject name, arrest number, physical characteristics arrest date/time, arrest location, arresting officer name, charges, etc.	5 years after date of incident or until investigation closed, whichever is longer	Police	1.19.8.804	
18.10.003		Arrest Reports - Juvenile: Records of the arrest/booking of subject.	Information includes subject name, arrest number, physical characteristics arrest date/time, arrest location, arresting officer name, charges, etc.	5 years after date of incident or at age 19, whichever is less, providing investigation closed. <i>Confidential: 32A-2-32, NMSA 1978</i>	Police	1.19.8.804	
18.10.004		Arrest Warrants:	File may include active warrants	5 years after prosecution completed	Police		
18.10.005		Citations: Records related to the management of citations, including, but not limited to, parking and traffic violations; does not include DUI citations.	File may include name of violator, physical description, address, violation, officer name, etc. Example: Penalty Assessment and Non-Traffic, Uniform Traffic Citation, etc.	3 years after date citation issued (30-1-8H NMSA 1978)	Police	1.19.8.810 1.19.8.812	
18.10.006		Complaints And Grievances: Not resulting in investigation.		3 years	Police		

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

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		Confidential Source (Informant) Files: Records concerning confidential sources or informants utilized in criminal investigations conducted by law enforcement.	File may contain names of informants, personal and/or criminal history of informants, types of information available through informant, information, payment information	3 years after case closed. Until no longer needed for reference <i>Confidential 14-2-1A, NMSA 1978</i>	Police	1.19.8.806	
18.10.008		Crime Prevention Files:		5 years after event date	Police	1.19.8.823	
18.10.009		Criminal History Records (Rap Sheet) - Adult: Record of complete cumulative original history on any subject arrested for a crime by the police department.	Information may include any/all of the following: name, date of birth, physical description, FBI number, address, employment, marital status, etc.	Permanent	Police	1.19.8.802	
18.10.010		Criminal History Records (Rap Sheet)- Juvenile:		2 years after date of incident or at age 19, whichever is longer <i>Confidential: 32A-2-32, NMSA 1978</i>	Police	1.19.8.802	
18.10.011		Criminal Investigation Case Files - Adult: Records concerning criminal investigations conducted by police department for the purpose of criminal prosecution. Records created as an enhancement to the investigative portion of the incident report (offense or incident report). Note: evidence and copies of case file may be forwarded to prosecuting attorney.	Files may contain motor vehicle records, criminal histories, photos, search warrants, arrest warrants, names of confidential sources, etc. Includes Criminal Incident Automated System files.	5 years after investigation closes <i>Confidential: 32A-2-32, NMSA 1978</i>	Police	1.19.8..805 1.19.8.826	
18.10.012		Criminal Investigation Case Files - Juvenile:	Includes Criminal Incident Automated System Files	5 years after investigation closed or until juvenile reaches age 19 whichever is less <i>Confidential: 32A-2-32, NMSA 1978</i>	Police	1.19.8..805 1.19.8.826	
18.10.013		Emergency Action Books: Guidelines and or checklists for use in the emergency operations center (EOC).		Until no longer needed for reference <i>Note: Tactical information is confidential per 14-2-1A(7). NMSA</i>	Police		

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		Emergency Management Reports and Records: Periodic reports required by state and federal management agencies as well as exercise participation and evaluation reports and records of emergency management training.		5 years after close of federal fiscal year in which created	Police		
18.10.015		Extraditions: Records concerning the extradition and transport of prisoners.	Files may include court order, reimbursement voucher, travel arrangements, pre-booking documentation, receipt for prisoner, etc.	3 years after close of fiscal year in which created	Police	1.19.8.858	
18.10.016		Gang Activity File: Records concerning local gang activity.	File may contain gang identifier information, gang history, gang membership lists, crime involvement information, etc.	Until informational value ends <i>Confidential:</i> 32A-2-32 NMSA 1978	Police	1.19.8.829	
18.10.017		Incident Reports (Offence/Incident Reports) - Adult: Records the original report of incident (felony or misdemeanor) and pertinent facts surrounding the incident or offense.	Reports may show incident type, case number, 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		Incident Reports (Offence/Incident Reports) - Juvenile: Records the original report of incident (felony or misdemeanor) and pertinent facts surrounding the incident or offense.		5 years after date of incident or until juvenile reaches age 19, whichever is less, provided investigation closed <i>Confidential:</i> 32A-2-32, NMSA 1978	Police	1.19.8.803	
18.10.019		Internal Affairs Case File: Records concerning complaint against officers or civilian employees and consequent investigation.	File may include complaint, tapes or 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		Internal Affairs Case File - Dismissed:		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		NCIC Records:	File may include case number concerning stolen vehicles, guns, articles, license plates, missing persons, wanted persons, etc. May also include NCIC Validation Schedule	Until cleared, canceled or purged due to expiration (in accordance with the NCIC operating rules)	Police		
18.10.022		Pawnbroker Files: Records concerning local pawnbroker shops. Files may contain reports submitted to law enforcement department by local pawnbrokers as required by the Pawnbrokers Act (Section 56-12-9 NMSA 1978) and information on pawn inspections by police department.	Pawnbroker reports may show name of item; description of the item, including make and model number; date of transaction; time of transaction; type of transaction; name and address of person offering item; description of person offering item; type of identification used by person offering item; etc.	5 years after date created	Police	1.19.8.827	
18.10.023		Pawn Shop Tickets: Record of description of material received from customer and customer signature.		1 month after entered into computer system	Police		
18.10.024		Property and Evidence: Record of property and/or evidence either seized, found or impounded.	Includes date/time/location of property acquisition, acquiring officer, type of offense, case number, suspect name, property owner's name and address, item description, serial number or controlled substance weight, investigative section case referred to, property disposition information, etc. Chain of events portion of record may show name/number of locker in which evidence is placed, date and name of officer placing evidence in storage, date and name of person removing evidence from storage, location in evidence room where evidence is placed. Information on disposition of evidence, officer's signature, etc.	1 year after date of disposition of all property and evidence for each case	Police	1.19.8.808	

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

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.10.025		Radio Frequency/Telephone Audio Recordings (911 Recorded Calls): Radio frequency/telephone audio recordings of emergency and/or non-emergency calls received. Portions of recording may be confidential (i.e. names of minors, suspect information, etc.). Recordings may be copied and filed with investigative portion of incident reports.		3 year after date of call	Police	1.19.8.813	
18.10.026		Restraining Orders:		Until expires	Police		
18.10.027		Seizure or Forfeiture Files: Records concerning property or goods seized by law enforcement entities and released by state or federal government to the municipality.	Files may include copy of application for transfer of forfeited property or goods, inventory of property or goods, asset control information, purchase order copies, financial reports, etc.	6 years after close of fiscal year in which property transferred to municipality	Police	1.19.8.822	
18.10.028		Uniform Accident Report: Records related to accident reports and incidents	Report may include date, time of accident, location, persons involved, vehicles involved, vehicle or property damage, injury codes, seat belt codes, witness information, road and weather conditions, apparent contributing factors, driver or pedestrian sobriety or physical condition, diagrams, etc.	5 years after date of accident (30-1-8D NMSA 1978)	Police	1.19.8.811	
18.10.029		Uniform Accident Report - Fatal: Records related to accident reports and incidents involving fatalities	Report may include date, time of accident, location, persons involved, vehicles involved, vehicle or property damage, injury codes, seat belt codes, witness information, road and weather conditions, apparent contributing factors, driver or pedestrian sobriety or physical condition, diagrams, etc.	25 years after date of accident <i>Confidential:</i> 66-7-213, 66-7-215 and 14-6-1, NMSA 1978	Police	1.19.8.811	
18.10.030		Video Recordings -Case File:	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		Video Recordings - Other:	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	

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

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

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.11.001		Controlled Substance and Drug Issuance Files:	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		Jail or Detention Files: 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		Facility Incident Files - Adult: Records the original report of incident and pertinent facts surrounding the incident or offense.	Reports may show incident type, case number, incident location, incident date, time date, reporting area, 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		Facility Incident Files - Juvenile: Records the original report of incident and pertinent facts surrounding the incident or offense.		5 years after date of incident or until juvenile reaches age 19, whichever is less, provided investigation closed. <i>Confidential: 32A-2-32 NMSA 1978</i>	Detention	1.19.8.860	
18.11.005		Facility Medical Files: Records documenting the diagnosis and treatment of facility inmates.	File may contain medical history and reports, etc.	10 years after date of treatment <i>Confidential: 14-6-1 NMSA 1978</i>	Detention	1.19.8.854	
18.11.006		Federal Retainer Requests:		3 years after date custody of resident is transferred to federal law enforcement entity	Detention	1.19.8.859	
18.11.007		Inmate (Prisoner) Case Files: Records of inmate or prisoner case history.	File may contain fingerprints, mug shots, property release authorization, release orders, copy of incident report, copy of arrest report, segregation information, release orders, release and activity log, etc.	5 years after date of release	Detention	1.19.8.851 1.19.8.852 1.19.8.855	
18.11.008		Protective Custody Files: Records of individuals held under protective custody at jail facility.	File may contain individuals name and address, general information, condition of individual, personal property information, time in and out, etc.	5 years after date of release	Detention	1.19.8.853	

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

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

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

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

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.12.006		Criminal Case File, Non-DWI:	Contains Uniform Traffic Citation, criminal complaint, summons, Probable Cause Form, bail bond forms, Condition of Release forms, Notice of Appeal, Warrants, Failure to Appear Notices, Entry of Appearance form, 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		Master Computer Record: Shows docket number, defendant name, defendant personal data, incident location, incident date, etc. NOTE: Court shall insure that both alphabetical and numerical access to case file is produced.		10 years after case closed	Municipal Court		
18.13.001		Discharge of Effluent Permit Files: Records concerning the discharge of effluent.	Files may contain National Pollutant Discharge Elimination System (NPDES) permit application, permit for discharge of effluent, compliance monitoring reports, inspection reports, non-NPDES permits, notice of intent to discharge effluent, plans, specifications, enforcement actions, etc.	10 years after destruction of facility	Public Works	1.19.8.501	
18.13.002		Flow Charts, Wastewater:	File may include Influent and Effluent records	10 years	Public Works	1.19.8.504	
18.13.003		Infrastructure Project Files (Infrastructure Development Plans): Records related to the planning, design and construction of specific projects including, but not limited to, facility and infrastructure projects.	Files may contain feasibility studies, statistical reports, history documentation, maps, plans, plats, etc.	Permanent	Public Works	1.19.8.108	
18.13.004		Line Locations: requests to locate underground utility lines.	Files may contain request, work order, etc.	3 years after close of fiscal year in which work order issued	Public Works	1.19.8.560	

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

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.13.005		Meter Readings: records concerning measurement of utility usage.	Record may show customer name, meter number, meter size, meter location, meter reading, billing address, etc. Includes meter reading sheets, meter books, meter reading schedule, etc.	3 years after close of fiscal year in which created	Public Works	1.19.8.556	
18.13.006		Sludge Disposal Files: Records concerning the wasting, hauling, and composting of sludge.	Files may contain waste monitoring reports, hauling application copy, composting application copy, hauling permit, composting permit, etc.	5 years after date created (40 CFR 122.41)	Public Works	1.19.8.505	
18.13.007		Street Maintenance: Records concerning repairs and other maintenance on streets.	File may include work orders, list of materials used, inspections, etc.	5 years after date created	Public Works		
18.13.008		Traffic Signals Intersection Files: Records concerning the acquisition and maintenance of municipal traffic signals.	Files may include traffic planning studies, traffic controller drawings, intersection drawings, timing progressions, turning count totals, etc.	5 years after date created	Public Works	1.19.8.946	
18.13.009		Utility Customer Service Files: Records concerning the application for utility (water, wastewater, solid waste, gas, electric, etc.) service.	Files may contain application for service, deposit information, cancellation request, etc.	3 years after close of fiscal year in which canceled or deposit refunded to customer	Public Works	1.19.8.554	
18.13.010		Utility Facility Files: Records concerning the design and construction of municipal utilities (water supply or storage structures, wastewater treatment facilities, solid waste facilities - landfills, transfer stations, natural gas plants, electricity generation facilities, etc.)	Files may contain engineering designs, engineering drawings, soil surveys or studies, geological surveys or studies, construction records/plans, inspection copies, etc.	Permanent	Public Works	1.19.8.404 1.19.8.502 1.19.8.551	
18.13.011		Utility Maintenance Files - Annual Summary Report: Records concerning maintenance of utility (water, wastewater, solid waste, gas, electric, etc.) distribution or collection lines and services (e.g., water lines, sewer lines, gas lines, electrical lines, cable lines, water wells, water hydrants, transfer station operation, etc.).	Example: Water usage by zone, Water Level Report, Report to State Engineer, Well Field Yearly Production, SCADA Telemetry, Safe Drinking Water Act (SDWA) Chemical 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		Utility Maintenance Files - Other records: Records concerning maintenance of utility (water, wastewater, solid waste, gas, electric, etc.) distribution or collection lines and services (e.g., water lines, sewer lines, gas lines, electrical lines, cable lines, water wells, fire hydrants, transfer station operation, etc.).	Files may include work schedules, personnel schedules, daily work logs, check lists, inspections, testing, work reports, etc. Example: SDWA Bacteriological Tests, 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		Utility Service Files: Records concerning customer-initiated complaint or request for service.	File may contain request for service, complaint of service, site evaluations, work orders, service logs, memoranda, inspections, billings copies, adjustment ledger, adjustment and final bill memos, etc.	3 years after audit release	Public Works	1.19.8.555	
18.13.014		Utility Turnoff Notice and Delinquent Report: Listing of utility customers marked for service disconnection.	Listing may show customer names and addresses, service addresses, account numbers, delinquent amounts, etc.	3 years after audit report release	Public Works	1.19.8.558	
18.13.015		Vehicle Files: Records concerning the history of municipal-owned or leased vehicles, airplanes or other mobile equipment.	Files may include purchase or lease information, vehicle title/registration, warranty documentation, maintenance documentation, maintenance expenditure information, disposal information, etc.	3 years after disposition of vehicle	Public Works	1.19.8.901 1.19.8.952	
18.13.016		Vehicle (Fleet) Maintenance Files: Records concerning the maintenance performed on municipal-owned vehicles.	Files may include work orders, repair orders, work schedules, maintenance orders, maintenance schedules, work reports, etc. Example: Gasoline usage and mileage records, etc.	3 years after close of fiscal year in which created	Public Works	1.19.8.902	
18.14.001		Concession Records:	File may include agreements, financial reports, approvals, inspections, etc.	3 years after close of fiscal year in which created	Parks & Recreation		
18.14.002		Group Organizational Records: Records concerning activities and membership of groups sponsored and operated by the municipality.	Records may include membership lists, schedule of activities, attendance, etc.	3 years after date created	Parks & Recreation	1.2.2.114	
18.14.003		Herbicides and Pesticides: Records concerning the use and storage of herbicides and pesticides on municipal property and right of ways.	File may contain storage documentation, application documentation, applicator certification information, herbicide inventory, pesticide inventory, etc.	2 years after date created	Parks & Recreation	1.19.8.601	
18.14.004		Park And Facility Usage:	File may include usage reports, improvements, etc.	Until change occurs in equipment	Parks & Recreation		

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

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

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.15.007		Requests for Reproduction of Copyrighted Works: Records concerning requests for copyrighted materials.	Records may contain files or logs, records of requests made for copies or phonorecords of copyrighted materials, records of the fulfillment of such requests, etc. (includes interlibrary loans).	3 years after the calendar year in which created per United States Copyright Office Circular 21, p. 19 <i>Confidential: 18-9-4, NMSA 1978</i>	Library and Museum Services	1.15.3.609	
18.15.008		Statistical Reports:	Includes annual report submitted to State Library	20 years	Library and Museum Services		
18.16.001		Cemetery Files: Records concerning the operation and maintenance of municipal-owned cemeteries.	Files may include plot design or layout, plot owner records and deeds, interment records, headstone placement, etc.	Permanent	Cemetery	1.19.8.553	
18.17.001		Airport and Aviation Regulations : Municipal, state or federal regulations concerning the operation of the municipal airport.		5 years after superceded or repealed	Transit and Airport	1.19.8.951	
18.17.002		Airport Conditions and Inspections Reports:	Copies of daily reports required by and submitted to 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		Airport Crash Rescue Operation Files: Records concerning crash incidents and actions taken.	File may include monthly activity reports documenting activities such as crash incidents, responses, inspections, copies of reports submitted to FAA, FAA findings, etc.	5 years after date of incident	Transit and Airport	1.19.8.953	
18.17.004		Airport Safety Officers Files: Records concerning security of airport operation.	File may contain first aid reports, daily logs, incident reports, photographs, safety officer court appearance documentation, etc.	5 years after date created	Transit and Airport	1.19.8.956	
18.17.005		Screening Activities Report: Records concerning airport screening activities.	File may contain copy of monthly report submitted to 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		Transit Operations Files: Records concerning the establishment and operation of a transit system.	Files may contain bus route planning, route information and schedules, ridership reports, fuel usage, daily fares received, bus driver daily checklist, charter rental files, etc.	3 years after fiscal year close	Transit and Airport	1.19.8.941 1.19.8.942 1.19.8.943 1.19.8.944 1.19.8.945	

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

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

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.18.001		Animal Files: Records concerning individual animals.	File may contain veterinarian records, breeding information, shipment papers, daily reports data, stud files, health certificate, etc.	until disposition of animal	Zoo	1.19.8.927 1.19.8.928 1.19.8.930	
18.18.002		Animal Transaction Files: Records concerning the acquisition, disposition, or transport of animals.	File may contain receipts, transfer documentation, transaction confirmations, disposition orders, shipping permits, etc.	3 years after fiscal year close	Zoo	1.19.8.926 1.19.8.929	
18.18.003		Breeding Loan Files: Records concerning animals loaned to other zoos or loaned to this zoo for breeding purposes.	File may contain lists of animals loaned, loan conditions, etc.	1 year after termination of loan	Zoo	1.19.8.931	
18.19.001		Housing Authority Tenant Application Files: Records concerning the application for public housing.	File may include application to certify tenant eligibility (applicant name, address, source of income, amount of income, names of family members, signature of applicant, etc.), tenant waiting list, etc.	3 years after fiscal year close	Housing Authority	1.19.8.301	
18.19.002		Housing Discrimination Complaint file: Records concerning allegations of housing discrimination	File may contain complaint, investigation report, findings, conclusions, etc.	3 years after file close	Housing Authority	1.19.8.304	
18.19.003		Tenant File (Housing Authority): Records concerning family unit certified to receive public housing assistance.	File may contain Section 8 Existing Housing Program Certificate 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		Commercial Driver's Certification (Form MVD-11042) Files: Contain: certification form with: applicant's name, address, date of birth, social security number, driver's license number, state, and applicant's signature. Also contain: Vehicle Certification (Form MVD-10414), and Commercial Driver's License Examination (Form MVD-11040). Note: Paper originals may be destroyed after microfilm meets State of New Mexico Microphotography Standards and is verified for completeness, in accordance with SRC Rule No. 92-03 and 92-04. [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>Driver's License Application and identification Card Applications (Form MVD-10229): These applications submitted for obtaining a New Mexico Driver's License or Identification (I.D.) Card. Numerical. Shows: applicant's name and address, date issued, number, expiration date, class, date of birth, sex, color of eyes, height, weight, social security number, vision exam, written & road tests, Commercial Driver's License (CDL) knowledge test scores, CDL skills test scores, applicant's questionnaire, organ donation statement, assumption of liability for applicant under age, name change, applicant certification, and Motor Vehicle Division (MVD) or authorized agent verification signature. This record is created in quadruplicate. A. MVD Division [12-16-82, 8-1-94]</p>		3 years from date of issuance	MVD		

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

New code	DESCRIPTION	Department	RETENTION
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

New code	Description	Department
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

Staff Summary Report

MEETING DATE: May 14, 2019
AGENDA ITEM: V. CONSENT AGENDA (C)
AGENDA TITLE: Special Budget Resolution Airport Fund 2019-1134

ACTION REQUESTED BY: Finance Department
ACTION REQUESTED: Approval
SUMMARY BY: Kathy Lamb

PROJECT DESCRIPTION / FACTS

- The mobile home located at the Aztec Municipal Airport sustained damage during this past winter (frozen water pipes). An insurance claim was filed and insurance proceeds have been received.
- A budget resolution is necessary to recognize the insurance proceeds and allow their use for the necessary repairs (plumbing repairs & carpet replacement).
- The budget adjustment includes:

<u>Description</u>	<u>City Account Number</u>	<u>LGBMS Acct Number</u>	<u>Budget Increase</u>
Airport – Insurance Recovery	270-4900-36510	29900-0001-46020	\$7,737
Airport – Facility Maintenance	270-4990-63200	29900-2002-54010	\$7,737

SUPPORT DOCUMENTS: Resolution 2019-1134

DEPARTMENT'S RECOMMENDED MOTION: Move to Approve Special Budget Resolution 2019-1134

**Resolution 2019-1134
State Of New Mexico, City Of Aztec
2018-2019 SPECIAL BUDGET ADJUSTMENT, 105th FISCAL YEAR**

WHEREAS, the Governing body in and for the City of Aztec, State of New Mexico has developed needs to adjust the current approved budget for fiscal year 2018-2019, and

WHEREAS, the City owned mobile home located at the Aztec Municipal Airport sustained property damage during the winter which resulted in an insurance claim recovery; and

WHEREAS, the insurance proceeds are necessary to complete the required repairs; and

WHEREAS, the Airport Fund will be adjusted as follows, and

<u>Description</u>	<u>City Account Number</u>	<u>LGBMS Acct Number</u>	<u>Budget Increase</u>
Airport – Insurance Recovery	270-4900-36510	29900-0001-46020	\$7,737
Airport – Facility Maintenance	270-4990-63200	29900-2002-54010	\$7,737

WHEREAS, the official meeting for the review of this special budget resolution was duly advertised on January 22, 2019, Resolution 2019-1114, and May 14, 2019, Commission Meeting Agenda, in compliance with the State Open Meetings act, and

WHEREAS, it is the majority opinion of this Commission that the adjusted budget meets the requirements as currently determined for fiscal year 2018-2019,

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Governing Body of the City of Aztec, State of New Mexico, hereby adopts the budget adjustment herein above described and respectfully requests approval from the Local Government Division of the Department of Finance of Administration.

RESOLVED: In session this 14th day of May, 2019.

MUNICIPAL GOVERNING BOARD AZTEC, NEW MEXICO

Mayor Victor C. Snover

Mayor Pro-Tem Rosalyn A Fry

Commissioner Mark E. Lewis

Commissioner Austin R. Randall

Commissioner Sherri A. Sipe

ATTEST:

Karla Saylor, City Clerk

Staff Summary Report

MEETING DATE: May 14, 2019
AGENDA ITEM: X. BUSINESS ITEMS (A)
AGENDA TITLE: FY19 Funding Application: Aztec Museum

ACTION REQUESTED BY: Aztec Museum Board
ACTION REQUESTED: Funding Request
SUMMARY BY: Kathy Lamb

PROJECT DESCRIPTION / FACTS

The FY19 Adopted Budget includes funds to allow the City Commission to respond to community funding requests during the fiscal year. These funds are appropriated at the discretion of the City Commission. As of May 7, 2019, \$6,806 is available.

- Requests funded this year include:

Aztec Boys and Girls Club	\$ 25,000
Aztec Ruins National Park	\$ 540
Aztec Museum Association	\$ 10,000
San Juan County Partnership	\$ 2,000
Aztec Farmers Market	\$ 7,500

With the FY19 annual budget preparation, the Aztec Museum submitted a funding application with a minimum request of \$25,000 to a maximum of \$50,000. The purpose of the funding would be to support ongoing museum operations including personnel to manage the museum.

Action on the original request was delayed in July 2018 pending discussion between city staff and the museum board regarding joint Visitor Center and Museum operations. Further discussions between the board and staff were unable to resolve details of the joint operations.

During the September 25, 2018 regular commission meeting, funding to the museum was approved in the amount of \$10,000. The City Commission advised the museum board members additional funding may be considered later in the fiscal year if funds were available.

The Aztec Museum is requesting the City Commission consider the Museum's request for additional funds this fiscal year in the amount of \$6,000. The funding would be utilized for maintenance on several of the Pioneer Village buildings and operational costs.

The Aztec Museum has previously received direct funding from the City as listed:

- FY2019: \$10,000 (requested a minimum of \$25,000 for program support)
- FY2018: \$10,000 (requested \$50,000 for executive director position)
- FY2017: \$10,000 (requested \$50,000 for professional director)

PROCUREMENT / PURCHASING (if applicable)

N/A

FISCAL INPUT / FINANCE DEPARTMENT (if applicable)

Available balance for appropriation by Commission: \$6,806.

SUPPORT DOCUMENTS: • Aztec Museum Funding Request (May 2019)

RECOMMENDED MOTION: Move to Approve funding to the Aztec Museum in the amount of \$.

Request by Aztec Museum for Additional funding

jack scott <onesnowstorm@yahoo.com>

Wed 5/1/2019 7:09 PM

To: Kathy Lamb <klamb@aztecm.gov>; jack scott <onesnowstorm@yahoo.com>

📎 1 attachments (2 MB)

AztecMuseum RackCard 2019 Proof.pdf;

Kathy Lamb,

As the follow-up from our phone conversation regarding the request for an additional \$6000.00 dollars for the Aztec Museum this year, I am supplying you with the following:

We had been more than led to strongly believe that a large sum of money was to be left to the museum in a will from a person who died a couple of years ago. It turns out that the Museum was not mentioned in the will. This has left us dumbfounded and in shock at this point.

The past wet and cold winter did more than normal damage to the siding, paint, and surfaces on several of the Village buildings and we have to restore the coatings and surfaces to these buildings this spring and summer to prevent further damage. The back side of the School house, the side of the bank, and the steeple of the church are especially bad. Also the sealant and wood protection coating on the wooden walk ways and porches is gone. As everyone is aware, paint, stain, and sealants have increased in price dramatically the last few years so some of the money will go toward these painting and repair efforts.

We have discovered that our advertising rack card supply is nearly gone and we have to update, reorder, and replace this supply of cards. These have gone up substantially since we ordered several years ago. This along with looking into and implementing a signage effort giving better directions to the museum are now in process. We will be back later with signage proposals and ideas.

Archival storage containers and boxes are always needed to protect and store materials especially in the basement storage, so this is a continuing need and expense.

Also, lighting in some of the village buildings has always been a problem with little supply wiring existing. Street lights, like on Main Avenue would be nice but, we realize, financially not probable at this time. So we want to install a more temporary solution of lighting for inside buildings and for outside evening activities. Technology will allow us now to purchase solar/battery powered motion detector flood lights that will at least make the buildings and grounds safer for visitors. They do not need electricians to install; and work can be done by museum associated people. We do use long extension cords at times for amp systems, etc. that run across walk ways and can be a hazard so we hope to at least put some sections of conduits below these higher traffic areas through which we can run these temporary cords.

We will have opened with full summer hours at this meeting time and have to bring on a part time employee to safely cover our operations.

These are just a few of our needs and costs for the additional money.

I am sending rack card copy as attachments and will deliver photos of buildings since the photos would not download as an attachment.

If you will place us on the agenda as discussed, we will certainly appreciate your efforts.

Thank You

Jack Scott
President

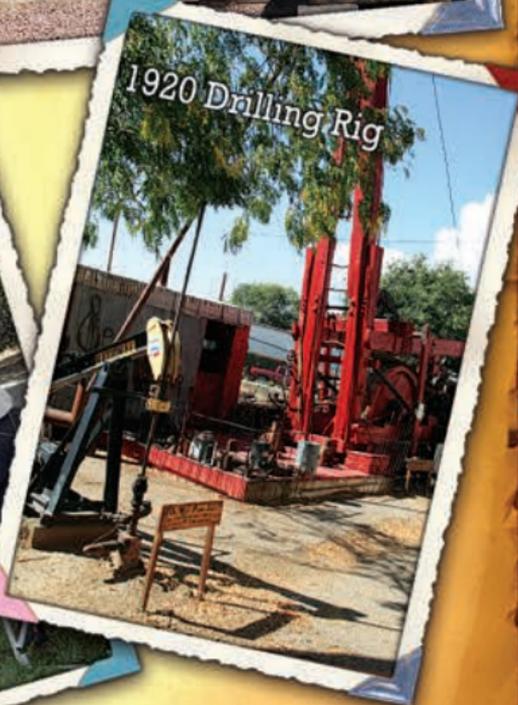
Visit the West! **AZTEC**
MUSEUM
& **PIONEER VILLAGE**



Pioneer Village



Log Cabin



1920 Drilling Rig



Pecos West Cyclorama

AZTEC MUSEUM PIONEER VILLAGE

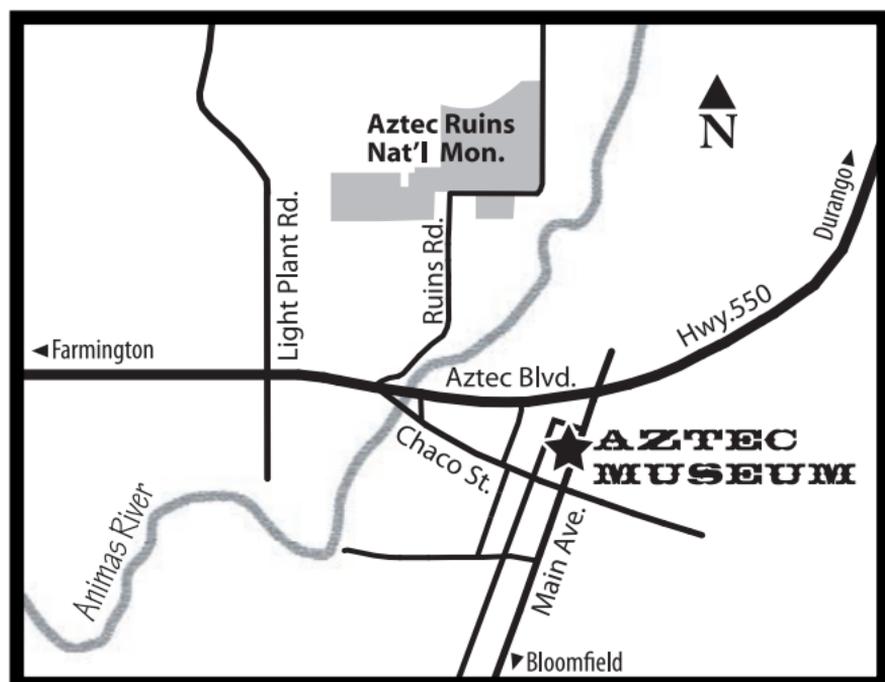
125 N. Main Avenue • Aztec, New Mexico 87410

After the Ancient Pueblos migrated from Aztec Ruins in the 1300's, Ute and Navajo Native Americans camped along the Animas River.

By the late 1800's, treaties between Indian Tribes and the United States Government allowed homesteaders to establish farms in the San Juan River Basin. In 1887 Aztec, New Mexico was founded to serve the Hispanic and Anglo settlers.

Pioneer Village tells the story of these 19th century western Americans. The village has twelve buildings containing authentic local artifacts, interpretive displays, and tools used to settle the West.

Visit **Aztec Museum and Pioneer Village** on Aztec's Main Avenue National Historic District.



tel. 505-334-9829 • www.aztecmuseum.org





Staff Summary Report

MEETING DATE: May 14, 2019

AGENDA ITEM: X. BUSINESS ITEMS (B)

AGENDA TITLE: Final Adoption of Ordinance 2019-490 Amending Chapter 2, Administration, Division 6. Municipal Judge

ACTION REQUESTED BY: City Manager / Aztec Municipal Judge

ACTION REQUESTED: Approve Final Adoption of Ordinance 2019-490 Amending Chapter 2, Administration, Division 6. Municipal Judge

SUMMARY BY: Aztec Municipal Judge / City Staff

PROJECT DESCRIPTION / FACTS

- Judge Carlton Gray met with City Commission at a workshop on March 26, 2019 to provide City Commission with information on salaries from several municipalities across New Mexico.
- Intent to adopt the ordinance occurred at the April 9, 2019 City Commission meeting.
- No comments or changes have occurred since the Intent to Adopt.

FISCAL IMPACTS

This will have a fiscal impact to the budget after the next municipal election and subsequent fiscal years.

SUPPORT DOCUMENTS: Ordinance 2019-490

DEPARTMENT'S RECOMMENDED MOTION: Move to Approve Final Adoption of Ordinance 2019-490 Amending Chapter 2, Administration, Division 6. Municipal Judge

CITY OF AZTEC
Ordinance 2019-490
Amending Chapter 2 - Administration, Division 6. Municipal Judge

WHEREAS, It has been since 2003 since the Municipal Judge's annual salary has been adjusted; and

WHEREAS, the current Municipal Judge has been reviewing City Code in terms of municipal judge duties and compensation; and

WHEREAS, any change in the compensation for the municipal judge position would occur upon the service of the position after the next municipal election;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY of the City of Aztec, New Mexico, that Ordinance 2019-490 amends Chapter 2 Administration, Division 6 Municipal Judge of the City Code as provided and approved.

PASSED, APPROVED AND SIGNED this 14th day of May, 2019.

Mayor Victor C. Snover

ATTEST:

Karla Sayler, City Clerk CMC

APPROVE AS TO FORM:

City Attorney

Advertised Date of Final Adoption: _____

Effective Date of Ordinance: _____

**Chapter 2
ADMINISTRATION**

ARTICLE III. OFFICERS AND EMPLOYEES

DIVISION 6. MUNICIPAL JUDGE

Sec. 2-161. Election.

The municipal judge shall be elected as provided by law. A vacancy in the office of municipal judge shall be filled in the manner provided by law (NMSA 1978, §35-14-4).
(Code 2007, 2-161)

Sec. 2-162. Qualifications.

The municipal judge shall be a registered, qualified elector and citizen of the city.
(Code 2007, 2-162)

Sec. 2-163. Bond and Oath.

The municipal judge shall, before entering the duties of office, if no corporate surety bond covering all municipal officials exists, obtain a surety bond to the City in an amount to be established by City Commission, conditioned upon the faithful performance of duties and the paying over to the city of all fines, forfeited bonds and other money which comes into hand by virtue of the office. The premium of the bond shall be paid by the city. The municipal judge shall take the oath of office as required in NMSA 1978, §3-10-2.
(Ord. 2010-382, eff. 2010-Jun-30; Code 2007, 2-163)

Sec. 2-164. Annual Training.

The municipal judge shall have the training as required in NMSA 1978, §3-14-10.
(Code 2007, 2-164)

Sec. 2-165. Temporary Vacancy and Appointments.

Two or more alternate judges shall be selected from a list of qualified electors (as defined by NMSA 1978 § 3-1-2). The elected municipal judge, prior to the vacation, temporary absence, unavailability or incapacity, shall select at least one designee from the alternates set forth above to serve as temporary municipal judge, to exercise all powers of the municipal judge until the return of the municipal judge. In the event that the elected municipal judge is unable to select an alternate judge to fill in their absence, the mayor shall select an alternate municipal judge. The selection of an alternate municipal judge shall be as follows:

1. The Municipal Court staff shall publish a notice in the local newspaper, utility bills, or other means for the solicitation of qualified candidates to submit a letter of interest to serve as Alternate Municipal Judge.
2. All letters of interested will be submitted to the City Clerk to verify their status as a qualified elector within the corporate City limits. Copies of those letters from qualified electors shall be given to the Municipal Judge and City Commission for review.

3. The Municipal Judge shall review all letters of interest from qualified electors and make a recommendation to the City Commission for the alternate municipal judge position(s). The recommendation will be in the form of a list of qualified candidates.
4. The term for the alternate judge(s) coincides with the current term of the municipal judge.
5. At a regularly scheduled Commission Meeting, the City Commission shall approve who serves in the position(s) as alternate municipal judge.
(Ord. 2010-379, eff. 2010-Feb-17; Ord. 2009-377, eff. 2009-Oct-21; Code 2007, 2-165)

Sec. 2-166. Duties Generally; Compensation.

1. In addition to those duties set forth in the laws of the state, the municipal judge shall be present at the court a minimum of thirty-two (32) hours per week and up to a maximum of forty (40) hours per week and shall hold court a minimum of twenty-four (24) hours per week, holidays excluded, and may conduct marriage ceremonies. The municipal judge shall be available at all reasonable hours for the issuance of warrants and summons and as necessary to accommodate the public and may provide night court to accommodate the public. The municipal judge shall be paid the annual sum of ~~thirty five thousand (\$35,000)~~ **fifty percent (50%) of the State Magistrate Judges' annual salary** and shall take the same oath as is now required of magistrates in the state.
(Ord. 2011-396, eff. 2011-Jun-22; Ord. 2010-390, eff. 2010-Aug-18; Code 2007, 2-166)
2. In the absence of the municipal judge, the alternate judge will work as designated by the municipal judge and will receive compensation from funds allocated in the municipal judge's salary except in the cases of disqualification or required absences (mandatory judges training sessions) in which the city will compensate the alternate judge at a rate of pay fixed by the municipal judge with the approval of the City Commission.
(Code 2007, 2-166)

Sec. 2-167. Employee Benefits.

Benefits for the municipal judge will include ~~paid vacation, sick leave and holiday pay~~ **the benefits of a full-time city employee** as provided in the personnel policy as adopted by the City Commission, ~~with the exception of leave benefits.~~ -(Code 2007, 2-167)

Sec. 2-168. Personnel.

The municipal court judge may participate in the hiring, supervising, and compensating employees of the municipal court, and shall have the sole power, subject to the grievance procedure of the city's personnel policy, to terminate employees of the municipal court. In all other respects that do not conflict with the powers of the judge, the court employees shall fall within the provisions of the city's personnel policy.
(Ord. 2010-382, eff. 2010-Jun-30; Code 2007, 2-168)

Sec. 2-169. Records.

The municipal judge shall keep, or cause to be kept, a record of every traffic complaint, uniform traffic citation and other form of traffic charge filed in his court and every official action and disposition of the charge by his court. Within ten (10) days after disposition of every charge of violating the traffic code of the city, the municipal judge shall, upon forms furnished by the Commissioner of motor vehicles, prepare, certify as correct and forward to the state department of motor vehicles an abstract of the record. A report need not be made of any conviction

involving illegal parking or standing of a vehicle, except when a uniform traffic citation is issued. When the uniform traffic citation is issued, the form of the abstract on the back of the officer's first copy containing the above information shall be used. The failure or refusal of the municipal judge to comply with the provisions of this section is misconduct in office and grounds for removal.

(Code 2007, 2-169)

Secs. 2-170 to 2-180 Reserved.

Staff Summary Report

MEETING DATE:	May 14, 2019
AGENDA ITEM:	X. BUSINESS ITEMS (C)
AGENDA TITLE:	Intent to Adopt Ordinance 2019-491, An Ordinance Providing for the Annexation to the City of Aztec of Contiguous Territory Located in Sections 1, 12, 13 of T30N, R11W and Sections 6 and 7, T30N, R10W N.M.P.M. San Juan County, New Mexico

ACTION REQUESTED BY:	City Staff
ACTION REQUESTED:	Approve Intent to Adopt Ordinance 2019-491, An Ordinance Providing for the Annexation to the City of Aztec of Contiguous Territory Located in Sections 1, 12, 13 of T30N, R11W and Sections 6 and 7, T30N, R10W N.M.P.M. San Juan County, New Mexico

SUMMARY BY:	Edward Kotyk
--------------------	--------------

PROJECT DESCRIPTION / FACTS

At the March 26, 2019 City Commission Meeting, the City Commission approved Resolution 2019-1125 which allowed for the submittal of a letter of "Support to Annex BLM lands located East of Aztec" to the Bureau of Land Management (BLM). Subsequently the BLM has responded (see attached letter) whereby it was stated that the BLM "accepts and has no issues with the proposed annexation."

As such, the City is now going through the process of annexing through submittal of this ordinance. This is per the process outlined by New Mexico State Statute:

Section 3-7-4 - Annexation; territory owned by the United States, state of New Mexico or a political subdivision; interposition not to prohibit annexation. (1965)

Universal Citation: [NM Stat § 3-7-4 \(2013\)](#)

3-7-4. Annexation; territory owned by the United States, state of New Mexico or a political subdivision; interposition not to prohibit annexation. (1965)

- A. Territory owned by the government of the United States, its instrumentalities, the state of New Mexico or a political subdivision of New Mexico, may be annexed to a municipality upon the consent of the authorized agent of the government of the United States, its instrumentalities, the state of New Mexico or a political subdivision of New Mexico.
- B. Territory may be annexed to a municipality which would otherwise be eligible for annexation except for the interposition of territory owned by the government of the United States, its instrumentalities, the state of New Mexico or a political subdivision of New Mexico.

History: 1953 Comp., § 14-7-4, enacted by Laws 1965, ch. 300.

Section 3-7-13 - Contents of petition; submission to department of finance and administration. (1983)

Universal Citation: [NM Stat § 3-7-13 \(2013\)](#)

3-7-13. Contents of petition; submission to department of finance and administration. (1983)

A. The petition shall:

- (1) describe the territory proposed to be annexed;
- (2) be signed by:
 - (a) the mayor and clerk of the municipality; or
 - (b) a majority of the landowners of the territory proposed to be annexed; and
- (3) be accompanied by a map of the territory proposed to be annexed which shall show:
 - (a) the external boundary of the territory proposed to be annexed;
 - (b) any federal, state or county highways which may exist in the territory proposed to be annexed; and
 - (c) the relationship of the territory proposed to be annexed to the existing boundary of the municipality.

B. The petition shall be filed with the department of finance and administration.

History: 1953 Comp., § 14-7-13, enacted by Laws 1965, ch. 300; 1977, ch. 247, § 138; 1983, ch. 296, § 9.

SUPPORT DOCUMENTS:

- Resolution 2019-1125
- BLM Response Letter

DEPARTMENT'S RECOMMENDED MOTION: Move to Approve Intent to Adopt Ordinance 2019-491, An Ordinance Providing for the Annexation to the City of Aztec of Contiguous Territory Located East of Aztec.

**CITY OF AZTEC
Ordinance 2019-491**

**An Ordinance Providing for the Annexation to the City of Aztec
of Contiguous Territory Located in Sections 1, 12, 13 of T30N, R11W and
Sections 6 and 7, T30N, R10W N.M.P.M. San Juan County, New Mexico**

WHEREAS, The City of Aztec understands the importance of outdoor recreation; and

WHEREAS, the City of Aztec has concluded that efforts to "manage recreational development" in this new territory is in the best interest of the citizens of Aztec; and

WHEREAS, The City of Aztec understands the importance of promoting Aztec for outdoor recreation and tourism; and

WHEREAS, The City of Aztec understands that various trails on this piece of property have been historically used by hikers, mountain bikers (Mountain View Bike Trail) and off-highway vehicles and that these trails are outside current Aztec City Limits and are on lands managed by the Bureau of Land Management; and

WHEREAS, The City of Aztec understands that funds need to be spent to develop, promote and encourage the use of these lands for outdoor recreation as well as to promote Aztec and local tourism; and

WHEREAS, Expenditure of City funds, when necessary, are justified when recreation areas are within the City Limits; and

WHEREAS, the City Commission approved Resolution 2019-1125, *Support Letter to Annex BLM Lands East of Aztec* to the Bureau of Land Management, Farmington Field Office; and

WHEREAS, the Bureau of Land Management responded and stated that the BLM "accepts and has no issues with the proposed annexation;" and

WHEREAS, the City recognizes the value of annexing this territory so that it may zone said territory and better control land use and recreational activity;

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF AZTEC, NEW MEXICO THAT:

Section 1.

The City of Aztec, pursuant to the provisions of Section 3-7-17, NMSA 1978, does hereby, with the adoption of this ordinance, express its consent to the annexation to the City of Aztec of the contiguous territory described below and shown in the attached

map, and does hereby annex the following described territory to the present boundaries of the City of Aztec, San Juan County, New Mexico. The described territory includes:

Township 30 North	Range 11 West	All of Section 1 E1/2 of Section 12 E1/2 of Section 13
Township 30 North	Range 10 West	All of Section 6 All of Section 7

The area contains 2,550 acres more or less.

Section 2.

That the City Clerk be directed, pursuant to said statute, to file a copy of this Ordinance, together with a copy of the map of the territory so annexed, in the Office of the San Juan County Clerk and to send copies of the Ordinance to the Secretaries of Finance and Administration and Taxation and Revenue.

Section 3.

That said territory within said Sections is hereby annexed and shall upon annexation, be included in the PUD zoning district, pursuant to the provisions of the City of Aztec Land Use regulations.

Section 4.

That the annexation of such territory to the City of Aztec shall be deemed complete within thirty days after the filing of a copy of this Ordinance in the Office of the San Juan County Clerk unless an appeal be made to the District Court as provided in said statute.

PASSED, APPROVED AND SIGNED this _____ day of _____ 2019.

Mayor Victor C. Snover

ATTEST:

Karla Sayler, City Clerk CMC

APPROVE AS TO FORM:

City Attorney

Advertised Date of Final Adoption: _____

Effective Date of Ordinance: _____



United States Department of the Interior



BUREAU OF LAND MANAGEMENT
Farmington Field Office
6251 College Blvd., Suite A
Farmington, New Mexico 87402
www.blm.gov/nm

APR 15 2019

In Reply Refer To:
2800 (F01210)
NMNM 135011

City of Aztec
Mayor Victor C. Snover
201 W. Chaco Street
Aztec, New Mexico 87410

Dear Mayor Snover,

The Bureau of Land Management (BLM) Farmington Field Office has received your letter dated March 26, 2019, including City Commission Resolution No. 2019-1125, from the City of Aztec, regarding a proposed annexation, which includes lands under the jurisdiction of the BLM. Proposed annexations by either City or County governmental jurisdictions to adjust their respective municipal boundaries are a common practice throughout the western United States and routinely include BLM administered lands.

The BLM lands under the proposed annexation fall within T. 30 N., R. 10 W., and T. 30 N., R. 11 W., of the New Mexico Principal Meridian. The BLM has reviewed your proposed annexation, and accepts and has no issues with the proposed annexation. As is also a common practice and policy, the BLM lands under consideration by the City of Aztec for annexation shall remain in complete BLM management, control, ownership, and jurisdiction, including both the surface and mineral estate. All relative Federal laws, regulations, and policies shall continue to apply to those lands. Additionally, those lands shall continue to be managed in compliance with BLM's respective Resource Management Plan. Please ensure that a copy of this letter and BLM's conditions of annexation are acknowledged by the City of Aztec and respective Commission Resolution No. 2019-1125.

If you have any questions, please contact Katie White Bull, Supervisory Realty Specialist at (505) 564-7725 or kwhitebull@blm.gov.

Sincerely,

Richard A. Fields
Field Manager