

Financial and Accounting

1.21.2.301 ACCOUNTS PAYABLE:

- A. **Category:** Financial and accounting - accounting management
- B. **Description:** Records relating to accounts payable including, but not limited to, purchasing and reimbursements.
- C. **Retention:** destroy six years from date audit report released

[1.21.2.301 NMAC - N, 10/01/2015; A, 11/30/2015]

1.21.2.302 [RESERVED]

[1.21.2.302 NMAC - N, 10/01/2015; Repealed, 11/30/2015]

1.21.2.303 ACCOUNTS RECEIVABLE:

- A. **Category:** Financial and accounting - accounting management
- B. **Description:** Records related to accounts receivable including, but not limited to, invoicing.
- C. **Retention:** destroy six years from date audit report released

[1.21.2.303 NMAC - N, 10/01/2015; A, 11/30/2015]

1.21.2.304 ACCOUNT TRANSFERS:

- A. **Category:** Financial and accounting - accounting management
- B. **Description:** Records relating to transferring of funds.
- C. **Retention:** destroy three years from date audit report released

[1.21.2.304 NMAC - N, 10/01/2015]

1.21.2.305 COLLECTIONS:

- A. **Category:** Financial and accounting - accounting management
- B. **Description:** Records related to collections of funds including, but not limited to, bankruptcy.
- C. **Retention:** destroy three years from date audit report released

[1.21.2.305 NMAC - N, 10/01/2015]

1.21.2.306 DONATIONS:

- A. **Category:** Financial and accounting - accounting management
- B. **Description:** Records related to donations of funds and assets to or from a government entity.
- C. **Retention:** destroy three years from date audit report released

[1.21.2.306 NMAC - N, 10/01/2015]

1.21.2.307 FUNDS MANAGEMENT:

- A. **Category:** Financial and accounting - accounting management
- B. **Description:** Records related to the management of funds including, but not limited to, inmate and patient funds.
- C. **Retention:** destroy three years from date audit report released

[1.21.2.307 NMAC - N, 10/01/2015]

1.21.2.308 JOURNAL ENTRIES:

- A. **Category:** Financial and accounting - accounting management
- B. **Description:** Journal entries.
- C. **Retention:** destroy three years from date audit report released

[1.21.2.308 NMAC - N, 10/01/2015]

1.21.2.309 LEDGERS:

- A. **Category:** Financial and accounting - accounting management
- B. **Description:** Records relating to ledger management.
- C. **Retention:** destroy three years from date audit report released

[1.21.2.309 NMAC - N, 10/01/2015]

1.21.2.310 REPORTS - ACCOUNTING:

- A. **Category:** Financial and accounting - accounting management
- B. **Description:** Records related to accounting processes and controls.
- C. **Retention:** destroy one year from date audit report released

[1.21.2.310 NMAC - N, 10/01/2015]

1.21.2.311 - 1.21.2.315 [RESERVED]

- 1.21.2.316 FIXED ASSETS:**
A. **Category:** Financial and accounting - asset management
B. **Description:** Records related to the control of fixed assets.
C. **Retention:** destroy three years from date audit report released

[1.21.2.316 NMAC - N, 10/01/2015]

- 1.21.2.317 INVENTORIES:**
A. **Category:** Financial and accounting - asset management
B. **Description:** Records related to the control of supplies and stock inventory.
C. **Retention:** destroy three years from date audit report released

[1.21.2.317 NMAC - N, 10/01/2015]

- 1.21.2.318 SURPLUS AND DISPOSAL:**
A. **Category:** Financial and accounting - asset management
B. **Description:** Records related to the disposal of surplus equipment.
C. **Retention:** destroy three years from date audit report released

[1.21.2.318 NMAC - N, 10/01/2015]

1.21.2.319 - 1.21.2.320 [RESERVED]

- 1.21.2.321 BANK RELATIONSHIP:**
A. **Category:** Financial and accounting - bank administration
B. **Description:** Records relating to the establishment, maintenance and termination of bank accounts.
C. **Retention:** destroy three years from the close of the fiscal year in which file closed

[1.21.2.321 NMAC - N, 10/01/2015]

- 1.21.2.322 STATEMENTS AND REPORTS - BANK ADMINISTRATION:**
A. **Category:** Financial and accounting - bank administration
B. **Description:** Records related to bank account and credit card statements and reconciliations.
C. **Retention:** destroy three years from date audit report released

[1.21.2.322 NMAC - N, 10/01/2015]

1.21.2.323 - 1.21.2.325 [RESERVED]

- 1.21.2.326 ANNUAL BUDGET:**
A. **Category:** Financial and accounting - budget management
B. **Description:** Records related to the request, recommendation and approved annual budget.
C. **Retention:** permanent, transfer to archives when no longer needed for reference

[1.21.2.326 NMAC - N, 10/01/2015]

1.21.2.327 - 1.21.2.330 [RESERVED]

- 1.21.2.331 RECONCILIATIONS AND BALANCING:**
A. **Category:** Financial and accounting - financial statements and reports
B. **Description:** Records related to reconciliations and balancing for financial reports and statements.
C. **Retention:** destroy three years from date audit report released

[1.21.2.331 NMAC - N, 10/01/2015]

1.21.2.332 - 1.21.2.335 [RESERVED]

- 1.21.2.336 CASE FILES - LOANS:**
A. **Category:** Financial and accounting - grant, financial aid and loan management
B. **Description:** Records related to loan programs including, but not limited to, loan documents and tracking.
C. **Retention:** destroy three years from close of fiscal year in which file closed

[1.21.2.336 NMAC - N, 10/01/2015]

- 1.21.2.337 EDUCATIONAL FINANCIAL AID:**
A. **Category:** Financial and accounting - grant, financial aid and loan management
B. **Description:** Records related to scholarships, loans, grants and other aid.
C. **Retention:** destroy three years from the date file closed

[1.21.2.337 NMAC - N, 10/01/2015]

1.21.2.338 GRANT ADMINISTRATION:

- A. **Category:** Financial and accounting - grant, financial aid and loan management
- B. **Description:** Records related to grant administration.
- C. **Retention:** destroy three years from the date file closed

[1.21.2.338 NMAC - N, 10/01/2015]

1.21.2.339 - 1.21.2.340 [RESERVED]

1.21.2.341 INVESTMENTS:

- A. **Category:** Financial and accounting - investment management
- B. **Description:** Records related to investments including, but not limited to, bonds and certificates of deposit.
- C. **Retention:** destroy three years from the close of the fiscal year in which file closed

[1.21.2.341 NMAC - N, 10/01/2015; A, 11/30/2015]

1.21.2.342 STATEMENTS AND REPORTS - INVESTMENTS:

- A. **Category:** Financial and accounting - investment management
- B. **Description:** Records related to investment statements and reports.
- C. **Retention:** destroy three years from the date file closed

[1.21.2.342 NMAC - N, 10/01/2015]

1.21.2.343 - 1.21.2.345 [RESERVED]

1.21.2.346 BIDS, PROPOSALS AND QUOTES:

- A. **Category:** Financial and accounting - procurement
- B. **Description:** Bids, quotes and proposals and related records.
- C. **Retention:** destroy three years from date file closed

[1.21.2.346 NMAC - N, 10/01/2015]

1.21.2.347 VENDOR MANAGEMENT:

- A. **Category:** Financial and accounting - procurement
- B. **Description:** Records related to management of vendors.
- C. **Retention:** destroy three years from date file closed

[1.21.2.347 NMAC - N, 10/01/2015]

1.21.2.348 - 1.21.2.350 [RESERVED]

1.21.2.351 EXEMPTIONS:

- A. **Category:** Financial and accounting - tax management
- B. **Description:** Records related to exemptions from taxation.
- C. **Retention:** destroy one year from close of calendar year in which file created

[1.21.2.351 NMAC - N, 10/01/2015]

1.21.2.352 [RESERVED]

1.21.2.353 REPORTS - TAX:

- A. **Category:** Financial and accounting - tax management
- B. **Description:** Tax reports.
- C. **Retention:** destroy 10 years from close of calendar year in which file closed

[1.21.2.353 NMAC - N, 10/01/2015]

1.21.2.354 TAX ASSESSMENTS:

- A. **Category:** Financial and accounting - tax management
- B. **Description:** Records related to the general assessment of taxes, reductions and refunds, including, but not limited to, cigarette, alcohol, road and fuel, lodgers, estate, corporate, personal and employer tax.
- C. **Retention:** destroy 10 years from close of calendar year in which file created

[1.21.2.354 NMAC - N, 10/01/2015]

1.21.2.355 VALUATIONS:

- A. **Category:** Financial and accounting - tax management
- B. **Description:** Records related to valuation for tax purposes not identified in other classifications.
- C. **Retention:** destroy 10 years from close of calendar year in which file created

[1.21.2.355 NMAC - N, 10/01/2015]

1.21.2.356 VALUATIONS - HISTORICAL:

- A. Category:** Financial and accounting - tax management
 - B. Description:** Records related to valuations for tax purposes including, but not limited to, tax schedules and annual renditions.
 - C. Retention:** permanent, transfer to archives five years from close of calendar year in which file created
- [1.21.2.356 NMAC - N, 10/01/2015]

1.21.2.357 - 1.21.2.360 [RESERVED]

1.21.2.361 UNCLAIMED PROPERTY:

- A. Category:** Financial and accounting - unclaimed property
 - B. Description:** Records related to unclaimed property.
 - C. Retention:** destroy 10 years from close of
- 1.21.2.361 NMAC - N, 10/01/2015]