

Public Health and Social Services (800)

1.21.2.801 CASE FILES - CHILD AND YOUTH SERVICES:

A. Category: Public health and social services - child and youth

B. Description: Child and social service case files including abuse or neglect cases not resulting in transfer of custody to the state.

C. Retention: destroy 19 years from date of birth

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

1.21.2.802 CASE FILES - FOSTER CARE:

A. Category: Public health and social services - child and youth

B. Description: Records related to abuse or neglect cases resulting in transfer of custody to the state.

C. Retention: permanent, transfer to archives 25 years from date file closed

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

1.21.2.803 CHILD SUPPORT SERVICES:

A. Category: Public health and social services - child and youth

B. Description: Records related to child support services.

C. Retention: destroy three years from date file closed

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

1.21.2.804 FOSTER HOMES:

A. Category: Public health and social services - child and youth

B. Description: Records related to foster care homes.

C. Retention: permanent, transfer to archives 10 years from date file closed

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

1.21.2.805 JUVENILE RECORDS

A. Category: Public health and social services - child and youth

B. Description: Case files of at-risk or delinquent youth.

C. Retention: destroy 22 years from date of birth

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

1.21.2.806 - 1.21.2.810 [RESERVED]

1.21.2.811 ASSISTANCE - EMPLOYMENT:

A. Category: Public health and social services - family and aging

B. Description: Records related to employment assistance.

C. Retention: destroy five years from date file closed

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

1.21.2.812 ASSISTANCE - EMPLOYMENT (REFUGEE):

A. Category: Public health and social services - family and aging

B. Description: Records related to employment assistance for refugees.

C. Retention: permanent, transfer to archives 10 years from date file closed

1.21.2.813 ASSISTANCE - FINANCIAL:

A. Category: Public health and social services - family and aging

B. Description: Records related to financial assistance.

C. Retention: destroy five years from date file closed

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

1.21.2.814 ASSISTANCE - MEDICAL:

A. Category: Public health and social services - family and aging

B. Description: Records related to medical assistance.

C. Retention: destroy six years from date audit report released

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

1.21.2.815 ASSISTANCE - NUTRITION:

A. Category: Public health and social services - family and aging

B. Description: Records related to nutrition assistance including, but not limited to, case files, participation and authorizations.

C. Retention: destroy three years after date file closed

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

1.21.2.816 CASE FILES - FAMILY AND AGING:

A. Category: Public health and social services - family and aging

B. Description: Family and aging services case files.

C. Retention: destroy six years from date file closed

1.21.2.817 - 1.21.2.820 [RESERVED]

1.21.2.821 HAZARDOUS WASTE:

A. Category: Public health and social services - hazardous material management

B. Description: Records related to hazardous waste, materials and biohazards, including agency programs and response.

C. Retention: destroy 30 years from date file closed

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

1.21.2.822 RADIOACTIVE MATERIAL:

A. Category: Public health and social services - hazardous material management

B. Description: Records related to the receipt, maintenance and disposal of radioactive material

C. Retention: permanent, transfer to archives five years from date file closed

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

1.21.2.823 MATERIAL SAFETY DATA SHEETS:

A. Category: Public health and social services - hazardous material management

B. Description: Records related to identifying hazardous materials and chemicals including, but not limited to, use and analyses.

C. Retention: destroy 30 years from date file closed

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

1.21.2.824 - 1.21.2.825 [RESERVED]

1.21.2.826 ANALYSIS - X-RAY AND CHEMICAL:

A. Category: Public health and social services - hospital and medical

B. Description: Records related to the analysis of x-rays and chemicals.

C. Retention: destroy 12 years from date file closed

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

1.21.2.827 DISEASE MANAGEMENT:

A. Category: Public health and social services - hospital and medical

B. Description: Records related to diseases including CDC reportable diseases.

C. Retention: destroy 80 years from date file closed

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

1.21.2.828 DRUGS AND CONTROLLED SUBSTANCES:

A. Category: Public health and social services - hospital and medical

B. Description: Records related to drugs and controlled substances including, but not limited to, inventories and prescriptions.

C. Retention: destroy three years from date file closed

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

1.21.2.829 INCIDENTS:

A. Category: Public health and social services - hospital and medical

B. Description: Records related to incidents including minor injury reports.

C. Retention: destroy three years from date file closed

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

1.21.2.830 PATIENT MANAGEMENT:

A. Category: Public health and social services - hospital and medical

B. Description: Records related to management of patients including, but not limited to, accounts and client files.

C. Retention: destroy five years from date file closed

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

1.21.2.831 PATIENT RECORDS - ADULT:

A. Category: Public health and social services - hospital and medical

B. Description: Adult patient records.

C. Retention: destroy 10 years from date file closed
[1.21.2.831 NMAC - N, 10/01/2015]

1.21.2.832 PATIENT RECORDS - MINOR (≥9 YEARS OF AGE):

A. Category: Public health and social services - hospital and medical
B. Description: Patient records for minors nine years of age or over at date of last discharge.
C. Retention: destroy 10 years from date of last discharge
[1.21.2.832]

1.21.2.833 PATIENT RECORDS - MINOR (≤8 YEARS OF AGE):

A. Category: Public health and social services - hospital and medical
B. Description: Patient records for minors eight years of age or under at date of last discharge.
C. Retention: destroy 19 years from date of birth
[1.21.2.833 NMAC - N, 10/01/2015]

1.21.2.834 PROGRAMS - HOSPITAL AND MEDICAL:

A. Category: Public health and social services - hospital and medical
B. Description: Records related to clinical and health programs.
C. Retention: destroy five years from date file closed
[1.21.2.834 NMAC - N, 10/01/2015]

1.21.2.835 - 1.21.2.840 [RESERVED]

1.21.2.841 CALIBRATION:

A. Category: Public health and social services - laboratory management
B. Description: Calibration logs and files.
C. Retention: destroy 10 years from date file closed
[1.21.2.841 NMAC - N, 10/01/2015]

1.21.2.842 CASE FILES - LABORATORY:

A. Category: Public health and social services - laboratory management
B. Description: Records related to laboratory analysis.
C. Retention: destroy 10 years from date file closed
[1.21.2.842 NMAC - N, 10/01/2015]

1.21.2.843 REPORTS - LABORATORY:

B. Description: Laboratory samples and reports.
C. Retention: destroy four years from date file created
[1.21.2.843 NMAC - N, 10/01/2015]

1.21.2.844 FORENSIC ANALYSIS:

A. Category: Public health and social services - laboratory management
B. Description: Records related to forensic analysis.
C. Retention: destroy 10 years from date of final disposition of corresponding case
[1.21.2.844 NMAC - N, 10/01/2015]

1.21.2.845 FORENSIC ANALYSIS - MEDICAL INVESTIGATOR:

A. Category: Public health and social services - laboratory management
B. Description: Records related to forensic analysis conducted by the medical investigator.
C. Retention: permanent, transfer to archives five years from date file closed
[1.21.2.845 NMAC - N, 10/01/2015]

1.21.2.846 - 1.21.2.850 [RESERVED]

1.21.2.851 BIRTHS AND DEATHS:

A. Category: Public health and social services - vital records
B. Description: Records related to births and deaths.
C. Retention: permanent, transfer to archives five years from date file closed
[1.21.2.851 NMAC - N, 10/01/2015]

1.21.2.852 - 1.21.2.900 [RESERVED]