

## **Public Safety Services (900)**

### **1.21.2.901 COMPLAINTS AND INVESTIGATIONS:**

**A. Category:** Public safety services - correctional institutions

**B. Description:** Records related to investigations including, but not limited to, shakedown, site or staff and search logs.

**C. Retention:** destroy five years from date file closed

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

### **1.21.2.902 INMATE FILES - JAIL:**

**A. Category:** Public safety services - correctional institutions

**B. Description:** Jail inmate files.

**C. Retention:** destroy five years from date file closed

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

### **1.21.2.903 INMATE FILES - JUVENILE:**

**A. Category:** Public safety services - correctional institutions

**B. Description:** Juvenile inmate files.

**C. Retention:** destroy 22 years from date of birth

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

### **1.21.2.904 INMATE FILES - PENITENTIARY:**

**A. Category:** Public safety services - correctional institutions

**B. Description:** Penitentiary inmate files.

**C. Retention:** permanent, transfer to archives 50 years from date file closed

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

### **1.21.2.905 INMATE MAIL:**

**A. Category:** Public safety services - correctional institutions

**B. Description:** Records related to offenders mail including, but not limited to, unidentified foreign objects.

**C. Retention:** destroy five years from close of calendar year in which file closed

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

### **1.21.2.906 PAROLE AND PROBATION FILES:**

**A. Category:** Public safety services - correctional institutions

**B. Description:** Parole and probation files.

**C. Retention:** permanent, transfer to archives 50 years from date probation or parole completed

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

### **1.21.2.907 PROGRAMS - CORRECTIONAL INSTITUTION:**

**A. Category:** Public safety services - correctional institutions

**B. Description:** Records related to inmate programs including, but not limited to, medical and recreational.

**C. Retention:** destroy three years from date file closed

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

### **1.21.2.908 SAFETY RECORDS:**

**A. Category:** Public safety services - correctional institutions

**B. Description:** Safety records.

**C. Retention:** destroy five years from the close of the calendar year in which file created

### **1.21.2.909 SECURITY AND ACCESS:**

**A. Category:** Public safety services - correctional institutions

**B. Description:** Records related to security and access.

**C. Retention:** destroy five years from date file closed

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

**1.21.2.910 SURVEILLANCE:**

**A. Category:** Public safety services - correctional institutions

**B. Description:** Records related to surveillance including, but not limited to, radio, telephone and cameras.

**C. Retention:** destroy two years from date file closed

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

**1.21.2.911 UNIT FILES:**

**B. Description:** Records related to unit files.

**C. Retention:** destroy three years from date file closed

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

**1.21.2.912 - 1.21.2.915 [RESERVED]**

**1.21.2.916 DISASTER FILES:**

**A. Category:** Public safety services - emergency and disaster management

**B. Description:** Records related to management and history of disasters.

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

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

**1.21.2.917 EMERGENCY AND FIRE DRILLS:**

**A. Category:** Public safety services - emergency and disaster management

**B. Description:** Records related to emergency and fire drills.

**C. Retention:** destroy one year from date file closed

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

**1.21.2.918 RESPONSE:**

**A. Category:** Public safety services - emergency and disaster management

**B. Description:** Records related to responses to a disaster or emergency situation including, but not limited to, communications with responding agencies, details of the activation and all documentation or issues relating to or arising from the disaster.

**C. Retention:** destroy five years from date file closed

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

**1.21.2.919 RESPONSE - NATIONAL GUARD:**

**A. Category:** Public safety services - emergency and disaster management

**B. Description:** Records related to New Mexico National Guard responses to a disaster or emergency situation including, but not limited to, communications with responding agencies, details of the activation and all documentation or issues relating to or arising from the disaster.

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

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

**1.21.2.920 - 1.21.2.925 [RESERVED]**

**1.21.2.926 ACCIDENTS AND INCIDENTS:**

**A. Category:** Public safety services - law enforcement

**B. Description:** Records related to accident reports and incidents.

**C. Retention:** destroy 10 years from date file closed

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

**1.21.2.927 ACCIDENTS AND INCIDENTS - FATALITY:**

**A. Category:** Public safety services - law enforcement

**B. Description:** Records related to accident reports and incidents involving fatalities.

**C. Retention:** destroy 25 years from date file closed

[1.21.2.927

### **1.21.2.928 [RESERVED]**

#### **1.21.2.929 CASE FILES - LAW ENFORCEMENT:**

**A. Category:** Public safety services - law enforcement

**B. Description:** Law enforcement case files.

**C. Retention:** destroy 10 years from date file closed

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

#### **1.21.2.930 CITATION MANAGEMENT:**

**A. Category:** Public safety services - law enforcement

**B. Description:** Records related to the management of citations, including, but not limited to, parking, traffic or game and fish violations; does not include DUI citations.

**C. Retention:** destroy three years from date file closed

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

#### **1.21.2.931 CITATION MANAGEMENT - DUI:**

**A. Category:** Public safety services - law enforcement

**B. Description:** Records related to the management of DUI citations.

**C. Retention:** destroy 55 years from date file closed

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

#### **1.21.2.932 CRIME REPORTING:**

**A. Category:** Public safety services - law enforcement

**B. Description:** Records related to the central repository for the reporting of crime.

**C. Retention:** destroy 99 years from date file created

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

#### **1.21.2.933 EVIDENCE:**

**A. Category:** Public safety services - law enforcement

**B. Description:** Records relating to the tracking and disposition of evidence.

**C. Retention:** destroy three years from the close of the fiscal year in which file closed

#### **1.21.2.934 FINGERPRINT IDENTIFICATION - CRIMINAL:**

**A. Category:** Public safety services - law enforcement

**B. Description:** Records related to criminal fingerprint identification.

**C. Retention:** destroy 99 years from date file created

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

#### **1.21.2.935 FINGERPRINT IDENTIFICATION - NON-CRIMINAL:**

**A. Category:** Public safety services - law enforcement

**B. Description:** Records related to non-criminal fingerprint identification.

**C. Retention:** destroy upon completion of report

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

#### **1.21.2.936 SEX OFFENDER REGISTRATION:**

**A. Category:** Public safety services - law enforcement

**B. Description:** Records related to sex offender registration.

**C. Retention:** destroy 99 years from date file created

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

#### **1.21.2.937 VICTIM NOTIFICATION:**

**A. Category:** Public safety services - law enforcement

**B. Description:** Records related to victim notification program files.

**C. Retention:** destroy one year from date file created

**1.21.2.938 - 1.21.2.940 [RESERVED]**

**1.21.2.941 FIRE FIGHTERS:**

**A. Category:** Public safety services - training management

**B. Description:** Records related to training for fire fighters including, but not limited to, certifications.

**C. Retention:** destroy 10 years from date individual is no longer certified

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

**1.21.2.942 FORESTRY:**

**A. Category:** Public safety services - training management

**B. Description:** Records related to training for forestry.

**C. Retention:** destroy 10 years from date individual is no longer certified

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

**1.21.2.943 LAW ENFORCEMENT:**

**A. Category:** Public safety services - training management

**B. Description:** Records related to training for law enforcement.

**C. Retention:** destroy 10 years from date individual is no longer certified

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

**HISTORY OF 1.21.2 NMAC: [RESERVED]**