

Governance and Compliance:

1.21.2.362 - 1.21.2.400 [RESERVED]

1.21.2.401 COLLEGES AND UNIVERSITIES:

- A. **Category:** Governance and compliance - accreditation and certification
- B. **Description:** Records related to accreditation and certification of colleges and universities.
- C. **Retention:** permanent, transfer to archives five years from date file closed

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

1.21.2.402 COURSES AND PROGRAMS:

- A. **Category:** Governance and compliance - accreditation and certification
- B. **Description:** Records related to accreditation and certification of educational or training courses or programs.
- C. **Retention:** destroy 10 years from date file closed

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

1.21.2.403 CORRECTIONAL FACILITIES:

- A. **Category:** Governance and compliance - accreditation and certification
- B. **Description:** Records related to accreditation and certification of correctional facilities.
- C. **Retention:** destroy five years from date file closed

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

1.21.2.404 INDIVIDUAL CERTIFICATION:

- A. **Category:** Governance and compliance - accreditation and certification
- B. **Description:** Records related to accreditation and certification of individuals who meet specified criteria.
- C. **Retention:** destroy five years from date individual is no longer certified

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

1.21.2.405 HOSPITALS AND MEDICAL:

- A. **Category:** Governance and compliance - accreditation and certification
- B. **Description:** Records related to accreditation and certification of hospitals and medical facilities.
- C. **Retention:** destroy 10 years from date file closed

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

1.21.2.406 SCHOOLS:

- A. **Category:** Governance and compliance - accreditation and certification
- B. **Description:** Records related to accreditation and certification of schools.
- C. **Retention:** destroy five years from date file closed

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

1.21.2.407 - 1.21.2.410 [RESERVED]

1.21.2.411 CORPORATIONS:

- A. **Category:** Governance and compliance - audit, oversight and compliance
- B. **Description:** Records related to oversight of corporations including, but not limited to, corporate filings.
- C. **Retention:** permanent, transfer to archives five years from date file closed

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

1.21.2.412 ENVIRONMENTAL:

- A. **Category:** Governance and compliance - audit, oversight and compliance
- B. **Description:** Records related to oversight of environmental programs.
- C. **Retention:** permanent, transfer to archives five years from date file closed

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

1.21.2.413 FEDERAL COMPLIANCE AND REPORTING:

- A. **Category:** Governance and compliance - audit, oversight and compliance
- B. **Description:** Records related to oversight and federal compliance reporting.
- C. **Retention:** destroy three years from date file closed

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

1.21.2.414 FINANCIAL - AUDITS:

- A. **Category:** Governance and compliance - audit, oversight and compliance
 - B. **Description:** Records related to financial audits of agencies and programs.
 - C. **Retention:** destroy three years from the close of the fiscal year in which file created
- [1.21.2.414 NMAC - N, 10/01/2015]

1.21.2.415 GENERAL - AUDITS AND COMPLIANCE:

- A. **Category:** Governance and compliance - audit, oversight and compliance
 - B. **Description:** Records related to general compliance and audits of agencies and programs.
 - C. **Retention:** destroy five years from date file closed
- [1.21.2.415 NMAC - N, 10/01/2015]

1.21.2.416 INSURANCE:

- A. **Category:** Governance and compliance - audit, oversight and compliance
 - B. **Description:** Records related to oversight of insurance companies and agencies.
 - C. **Retention:** destroy 10 years from date file closed
- [1.21.2.416 NMAC - N, 10/01/2015]

1.21.2.417 - 1.21.2.420 [RESERVED]

1.21.2.421 APPOINTMENTS - ELECTIONS:

- A. **Category:** Governance and compliance - election management
 - B. **Description:** Records related to appointments of election management positions.
 - C. **Retention:** destroy two years from date file closed
- [1.21.2.421 NMAC - N, 10/01/2015]

1.21.2.422 [RESERVED]

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

1.21.2.423 CANDIDACY:

- A. **Category:** Governance and compliance - election management
 - B. **Description:** Records related to candidacy including, but not limited to, nominating petitions.
 - C. **Retention:** destroy two years from date file closed
- [1.21.2.423 NMAC - N, 10/01/2015]

1.21.2.424 CANVASS:

- A. **Category:** Governance and compliance - election management
 - B. **Description:** Canvass of an election.
 - C. **Retention:** permanent, transfer to archives five years from date file closed
- [1.21.2.424 NMAC - N, 10/01/2015]

1.21.2.425 ELECTION ADMINISTRATION - LOCAL:

- A. **Category:** Governance and compliance - election management
 - B. **Description:** Records related to the preparation of the canvass for elections in which no federal candidate appears on the ballot including, but not limited to, ballots, voting permits, signature rosters and tally sheets.
 - C. **Retention:** destroy 45 days from date file closed
- [1.21.2.425 NMAC - N, 10/01/2015]

1.21.2.426 ELECTION ADMINISTRATION – MUNICIPALITIES:

- A. **Category:** Governance and compliance - election management
- B. **Description:** Records related to the preparation of the canvass for municipal elections.
- C. **Retention:** destroy two years from date file closed

1.21.2.427 ELECTION ADMINISTRATION - STATEWIDE:

- A. **Category:** Governance and compliance - election management
 - B. **Description:** Records related to the preparation of the canvass for elections in which a federal candidate appears on the ballot including, but not limited to, ballots, voting permits, signature rosters and tally sheets.
 - C. **Retention:** destroy 22 months from date file closed
- [1.21.2.427 NMAC - N, 10/01/2015]

1.21.2.428 FINANCIAL - CAMPAIGN:

- A. **Category:** Governance and compliance - election management
- B. **Description:** Records related to candidate, elected and appointed officials financial records.
- C. **Retention:** destroy five years from date file closed

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

1.21.2.429 INVESTIGATIONS:

- A. **Category:** Governance and compliance - election management
- B. **Description:** Records related to election investigations.
- C. **Retention:** permanent, transfer to archives five years from date file closed

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

1.21.2.430 PETITIONS:

- A. **Category:** Governance and compliance - election management
- B. **Description:** Records related to petitions, not including nominating petitions.
- C. **Retention:** permanent, transfer to archives five years from date file closed

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

1.21.2.431 REPORTS - ELECTION:

- A. **Category:** Governance and compliance - election management
- B. **Description:** Records related to the reporting on the administration and management of elections.
- C. **Retention:** destroy two years from date file closed

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

1.21.2.432 VOTER REGISTRATION:

- A. **Category:** Governance and compliance - election management
- B. **Description:** Records related to voter registration.
- C. **Retention:** destroy six years from date file closed

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

1.21.2.433 - 1.21.2.435 [RESERVED]

1.21.2.436 AIR, LAND AND WATER QUALITY:

- A. **Category:** Governance and compliance - environment management
- B. **Description:** Records related to environmental compliance for air, land and water quality.
- C. **Retention:** permanent, transfer to archives five years from date file closed

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

1.21.2.437 CONSENTS AND CLEARENCES:

- A. **Category:** Governance and compliance - environment management
- B. **Description:** Records related to environmental consents and clearances.
- C. **Retention:** permanent, transfer to archives five years from date file closed

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

1.21.2.438 CULTURAL RESOURCES:

- A. **Category:** Governance and compliance - environment management
- B. **Description:** Records related to the preservation of cultural resources.
- C. **Retention:** permanent, transfer to archives five years from date file closed

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

1.21.2.439 ENVIRONMENTAL IMPACT STATEMENTS:

- A. **Category:** Governance and compliance - environment management
- B. **Description:** Environmental impact statements and related records.
- C. **Retention:** permanent, transfer to archives five years from date file closed

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

1.21.2.440 REMEDIATION - SUPERFUND:

- A. **Category:** Governance and compliance - environment management
- B. **Description:** Records related to remediations involving superfunds.
- C. **Retention:** permanent, transfer to archives five years from date file closed

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

1.21.2.441 REVIEWS AND MONITORING:

- A. **Category:** Governance and compliance - environment management
- B. **Description:** Records related to environmental reviews and monitoring.
- C. **Retention:** destroy three years from date file closed

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

1.21.2.442 [RESERVED]

1.21.2.443 STORAGE TANKS:

- A. **Category:** Governance and compliance - environment management
- B. **Description:** Records related to the installation, remediation and removal of storage tanks.
- C. **Retention:** permanent, transfer to archives five years from date file closed

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

1.21.2.444 WATER FACILITIES:

- A. **Category:** Governance and compliance - environment management
- B. **Description:** Records related to water facilities.
- C. **Retention:** permanent, transfer to archives five years from date file closed

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

1.21.2.445 WATER POLLUTION:

- A. **Category:** Governance and compliance - environment management
- B. **Description:** Records related to water pollution including, but not limited to, national pollutant discharge elimination system (NPDES) permits and reporting.

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

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

1.21.2.446 - 1.21.2.448 [RESERVED]

1.21.2.449 APPOINTMENTS - GOVERNANCE:

- A. **Category:** Governance and compliance - governance
- B. **Description:** Records related to appointments not identified in other classifications.
- C. **Retention:** destroy two years from date file closed

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

1.21.2.450 APPOINTMENTS - GOVERNOR:

- A. **Category:** Governance and compliance - governance
- B. **Description:** Appointments made by the governor and related records.
- C. **Retention:** permanent, transfer to archives when no longer needed for reference

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

1.21.2.451 BYLAWS:

- A. **Category:** Governance and compliance - governance
- B. **Description:** Bylaws.
- C. **Retention:** permanent, transfer to archives five years from date file closed

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

1.21.2.452 MEETINGS:

- A. **Category:** Governance and compliance - governance
- B. **Description:** Records related to meetings of statutory and policy making bodies including, but not limited to, minutes and not identified in other classifications.

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

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

[Those subject to the Open Meetings Act, Section 10-15-1(G) NMSA 1978, once the minutes are approved, audio recordings become non-record material.]

1.21.2.453 OATHS OF OFFICE:

- A. **Category:** Governance and compliance - governance
- B. **Description:** Oaths of office and related records.
- C. **Retention:** permanent, transfer to archives one year from date file closed

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

1.21.2.454 - 1.21.2.455 [RESERVED]

1.21.2.456 ADA ACCOMMODATIONS:

- A. Category:** Governance and compliance - human rights management
- B. Description:** Records related to accommodations for disabilities under the Americans with Disabilities Act.
- C. Retention:** destroy three years from date file closed

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

1.21.2.457 INVESTIGATIONS - CIVIL AND HUMAN RIGHTS:

- A. Category:** Governance and compliance - human rights management
- B. Description:** Records related to civil and human rights investigations including, but not limited to, grievances and complaints.
- C. Retention:** permanent, transfer to archives five years from date file closed

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

1.21.2.458 - 1.21.2.465 [RESERVED]

1.21.2.466 AIR QUALITY:

- A. Category:** Governance and compliance - inspections and monitoring
- B. Description:** Records related to inspections and testing of air quality.
- C. Retention:** destroy five years from date file closed

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

1.21.2.467 ASBESTOS:

- A. Category:** Governance and compliance - inspections and monitoring
- B. Description:** Records related to inspections and monitoring of asbestos.
- C. Retention:** permanent, transfer to archives five years from date file closed

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

1.21.2.468 CONSTRUCTION MATERIAL SAMPLES:

- A. Category:** Governance and compliance - inspections and monitoring
- B. Description:** Records related to inspections and monitoring of samples of construction materials.
- C. Retention:** destroy 20 years from date file closed

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

1.21.2.469 BUILDING AND CONSTRUCTION:

- A. Category:** Governance and compliance - inspections and monitoring
- B. Description:** Records related to inspections and monitoring of building and construction.
- C. Retention:** destroy 10 years from date file closed

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

1.21.2.470 INFRASTRUCTURE - INSPECTIONS AND MONITORING:

- A. Category:** Governance and compliance - inspections and monitoring
- B. Description:** Records related to inspections and monitoring of infrastructure including, but not limited to, safety.
- C. Retention:** permanent, transfer to archives 25 years from date file closed

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

1.21.2.471 EQUIPMENT AND VEHICLES:

- A. Category:** Governance and compliance - inspections and monitoring
- B. Description:** Records related to inspections and monitoring of equipment and vehicles.
- C. Retention:** destroy three years from date file closed

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

1.21.2.472 EQUIPMENT - RADIOACTIVE:

- A. Category:** Governance and compliance - inspections and monitoring
- B. Description:** Records related to inspections and monitoring of radioactive equipment.
- C. Retention:** destroy 75 years from date file closed

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

1.21.2.473 FIRE AND ELECTRICAL:

- A. Category:** Governance and compliance - inspections and monitoring
- B. Description:** Records related to inspections for fire prevention and fire protection for buildings, facilities and structures including, but not limited to, fire reports.

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

1.21.2.474 GENERAL - INSPECTION:

- A. **Category:** Governance and compliance - inspections and monitoring
- B. **Description:** Records related to general inspections and tests, not identified in other classifications.
- C. **Retention:** destroy five years from date file closed

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

1.21.2.475 HAZARDOUS MATERIALS:

- A. **Category:** Governance and compliance - inspections and monitoring
- B. **Description:** Records related to inspections and testing of hazardous materials.
- C. **Retention:** permanent, transfer to archives 25 years from date file closed

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

1.21.2.476 HERBICIDE, PESTICIDE AND CHEMICALS:

- A. **Category:** Governance and compliance - inspections and monitoring
- B. **Description:** Records related to inspections and testing of herbicides, pesticides and chemicals.
- C. **Retention:** destroy 10 years from date file closed

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

1.21.2.477 HOSPITALS AND MEDICAL FACILITIES:

- A. **Category:** Governance and compliance - inspections and monitoring
- B. **Description:** Records related to inspections of hospitals and medical facilities.
- C. **Retention:** destroy five years from date file closed

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

1.21.2.478 INVESTIGATIONS - INSPECTIONS AND MONITORING:

- A. **Category:** Governance and compliance - inspections and monitoring
- B. **Description:** Records related to inspections and investigations not identified in other classifications.
- C. **Retention:** destroy 25 years from date file closed

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

1.21.2.479 LABORATORY:

- A. **Category:** Governance and compliance - inspections and monitoring
- B. **Description:** Records related to inspections and testing of laboratories including, but not limited to, equipment.
- C. **Retention:** destroy 10 years from date file closed

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

1.21.2.480 MINES:

- A. **Category:** Governance and compliance - inspections and monitoring
- B. **Description:** Records related to inspections of mines.
- C. **Retention:** permanent, transfer to archives five years from date file closed

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

1.21.2.481 TRADE AND SERVICE MARKS:

- A. **Category:** Governance and compliance - inspections and monitoring
- B. **Description:** Records related to the monitoring of trade and service marks.
- C. **Retention:** permanent, transfer to archives five years from date file closed

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

1.21.2.482 WATER FACILITIES:

- A. **Category:** Governance and compliance - inspections and monitoring
- B. **Description:** Records related to inspections of water treatment facilities.
- C. **Retention:** permanent, transfer to archives five years from date file closed

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

1.21.2.483 WATER QUALITY:

- A. **Category:** Governance and compliance - inspections and monitoring
- B. **Description:** Records related to the inspection and testing of drinking and potable water.
- C. **Retention:** destroy 10 years from date file closed

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

1.21.2.484 - 1.21.2.489 [RESERVED]

1.21.2.490 ADMINISTRATIVE RULES:

- A. Category:** Governance and compliance - legislation and regulation management
- B. Description:** Administrative rules and related records.
- C. Retention:** permanent, transfer to archives five years from date file closed

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

[For filing of administrative rules, refer to Section 14-4-3 NMSA 1978]

1.21.2.491 LEGISLATION:

- A. Category:** Governance and compliance - legislation and regulation management
- B. Description:** Legislation and related records including, but not limited to, bills, enrolled acts and vetoed legislation.
- C. Retention:** permanent, transfer to archives one year from date file closed

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

1.21.2.492 LEGISLATIVE MEETINGS:

- A. Category:** Governance and compliance - legislation and regulation management
- B. Description:** Legislative committee meetings.
- C. Retention:** permanent, transfer to archives 15 years from date file created

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

1.21.2.493 JOURNALS - HOUSE AND SENATE:

- A. Category:** Governance and compliance - legislation and regulation management
- B. Description:** Journals of the house and senate and related records.
- C. Retention:** permanent, transfer to archives one year from date file closed

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

1.21.2.494 LOBBYIST:

- A. Category:** Governance and compliance - legislation and regulation management
- B. Description:** Records related to lobbyists.
- C. Retention:** destroy 10 years from date file closed

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

1.21.2.495 ORDERS AND PROCLAMATIONS:

- A. Category:** Governance and compliance - legislation and regulation management
- B. Description:** Orders and proclamations of an administrative, legislative or executive nature and related records.
- C. Retention:** permanent, transfer to archives from date file closed

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

[For filing or publication, refer to Section 14-4-7.1 NMSA 1978]

1.21.2.496 ORDINANCES AND RESOLUTIONS:

- A. Category:** Governance and compliance - legislation and regulation management
- B. Description:** Records related to ordinances and resolutions.
- C. Retention:** permanent, transfer to archives five years from date file closed

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

[For filing requirements, refer to Section 47-6-10 NMSA 1978]

1.21.2.497 RESEARCH:

- A. Category:** Governance and compliance - legislation and regulation management
- B. Description:** Records related to legislative research.
- C. Retention:** permanent, transfer to archives 75 years from date file created or from date confidentiality waiver

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