SFC CLERK RECORDED 05/17/2013

SANTA FE COUNTY

RESOLUTION NO. 2013-60

A RESOLUTION ADOPTING PORTIONS OF THE STATE OF NEW MEXICO'S RECORD RETENTION AND DISPOSITION SCHEDULES

WHEREAS, Santa Fe County (the County) is implementing a Records Management Program;

WHEREAS, the purpose of the County's Records Management Program is to ensure that certain documents are maintained for legal, fiscal and other purposes and subject to destruction at set durations;

WHEREAS, a Records Retention and Disposition Schedule identifies public records, describes the functions of those records, defines the period of time that each record must be stored, and addresses the handling of confidential records;

WHEREAS, records disposition is the final action after a record's retention period has ended that permits the destruction or further retention of public records;

WHEREAS, the New Mexico Commission of Public Records, State Records Center and Archives issues Records Retention and Disposition Schedules some of which are applicable to New Mexico counties;

WHEREAS, the County is required by the New Mexico Administrative Code (NMAC) to follow some of the State's Record Retention and Disposition Schedules;

NOW, THEREFORE, BE IT RESOLVED BY THE SANTA FE COUNTY BOARD OF COUNTY COMMISSIONERS THAT:

Santa Fe County will adopt and follow the State of New Mexico's Record Retention and Disposition Schedules as set forth in Exhibit "A" insofar as the records identified in the New Mexico Administrative Code describe and are the same as records maintained by the County.

PASSED, APPROVED, and ADOPTED THIS 11th DAY OF June, 2013.

BOARD OF COUNTY COMMISSIONERS

Kathy Holian

Kathy Holian, Chair

Attest:

Geraldine Salazar

Geraldine Salazar, County Clerk

Approved as to form:

Willie L. Brown

for: **Stephen C. Ross, County Attorney**

COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss

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I Hereby Certify That This Instrument Was Filed for Record On The 12TH Day Of June, 2013 at 03:59:54 PM And Was Duly Recorded as Instrument # 1708711 Of The Records Of Santa Fe County

Witness My Hand And Seal Of Office
Geraldine Salazar

Deputy _____ County Clerk, Santa Fe, NM

SFC CLERK RECORDED 06/12/2013

SEC CLERK RECORDED 05/12/2013

EXHIBIT A

SELECT PROVISIONS OF THE NEW MEXICO ADMINISTRATIVE CODE (NMAC) ADOPTED BY THE COUNTY THAT IMPLEMENT:

- **GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULES (GRRDS), AND**
- **LOCAL GOVERNMENT RECORDS RETENTION AND DISPOSITION SCHEDULES (LGRRDS)**

Rule Number	Rule Title
1.15.2 NMAC	"GRRDS, General Administrative Records"
1.15.5 NMAC	"GRRDS, General Financial Schedule (Interpretive)"
1.15.7 NMAC	"GRRDS, General Personnel (Interpretive)"
1.15.8 NMAC	"GRRDS, General Medical Records"
1.19.2 NMAC	"LGRRDS, Office of the County Assessor"
1.19.3 NMAC	"LGRRDS, Office of the County Clerk"
1.19.4 NMAC	"LGRRDS, Board of County Commissioners, County Manager"
1.19.5 NMAC	"LGRRDS, Office of the County Sheriff"
1.19.6 NMAC	"LGRRDS, Office of the County Treasurer"

Link to Commission of Public Records rules in the NMAC on GRRDS:
http://www.nmcpr.state.nm.us/nmac/_title01/T01C015.htm

Link to Commission of Public Records rules in the NMAC on LGRRDS:
http://www.nmcpr.state.nm.us/nmac/_title01/T01C019.htm