

1 **CITY OF SANTA FE, NEW MEXICO**

2 **RESOLUTION NO. 2026-\_\_**

3 **INTRODUCED BY:**

4  
5 Councilor Alma Castro

6  
7  
8  
9  
10 **A RESOLUTION**

11 **REPEALING RESOLUTION NO. 2003-33; AND ADOPTING NEW RECORDS**  
12 **INFORMATION MANAGEMENT AND RETENTION POLICY.**

13 **WHEREAS**, the City of Santa Fe's ("City) last adopted policy for record retention and  
14 maintenance of documents, as described in Resolution No. 2003-33, is outdated; and

15 **WHEREAS**, the City does not have any current guidelines or procedures on how to  
16 archive digital records; and

17 **WHEREAS**, the City's Records and Archives Center is running out of space to hold paper  
18 records; and

19 **WHEREAS**, the Governing Body wishes to support the City in creating a more sustainable  
20 policy by reducing paper consumption; and

21 **WHEREAS**, establishing electronic access to records may increase City staff productivity;  
22 and

23 **WHEREAS**, the Governing Body supports public access to records, and digital records  
24 make public access to records more convenient.

1           **NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE**  
2 **CITY OF SANTA FE** that Resolution 2003-33 is hereby repealed; and

3           **BE IT FURTHER RESOLVED** that the City of Santa Fe Records and Archive Center's  
4 records retention and disposition schedules (Exhibit A) attached hereto shall be adopted as the  
5 official policy for the retention and destruction of records for the City of Santa Fe.

6           **BE IT FURTHER RESOLVED** that the City Clerk is hereby authorized and directed to  
7 maintain the records management program for the City and to apply the retention periods assigned  
8 to municipal records with adherence to the policies of the New Mexico State Records Center and  
9 Archives.

10           **BE IT FURTHER RESOLVED** that once the City has successfully digitized records to  
11 the extent that digital records are deemed appropriate by the retention and disposition schedules  
12 attached in Exhibit A, that the public shall also have access to records to the extent that the access  
13 is deemed appropriate as is consistent with the Inspections of Public Records Act, NMSA 1978,  
14 Section 14-2-1, and any other applicable local or state laws.

15           PASSED, APPROVED, and ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

16  
17 \_\_\_\_\_  
18 MICHAEL GARCIA, MAYOR

19  
20 ATTEST:

21  
22 \_\_\_\_\_  
23 GERALYN CARDENAS, CITY CLERK  
24  
25

1 APPROVED AS TO FORM:

2

3 Marcos Martinez

[Marcos Martinez \(Mar 31, 2026 16:55:59 MDT\)](#)

4 MARCOS MARTÍNEZ, CITY ATTORNEY

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25 *Legislation/2026/Resolutions/Records Retention and Management*

# City of Santa Fe Records Retention Schedule

Exhibit A:

City of Santa Fe Retention Schedule

**NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.**

# City of Santa Fe Records Retention Schedule

## **Record Retention Schedule Key Terms.**

The following terms and definitions are listed in the order in which they appear in the Records Retention Schedule.

**Records Retention Schedule-** schedule specifying how long paper, electronic, and all other records must be retained for operational, legal, fiscal, historical, or other purposes.

**Retention Code-** number that corresponds to a series, depicted as “R” and a number (Example: R.001 is the code for the “Code of Conduct”).

**Descriptions of Record-** describes the content and function of the record series.

**Retention Rule-**specifies the length of time records must be retained before they are eligible for destruction or archival preservation.

**Responsible Department-** department assigned responsibility for records within record series.

**City of Santa Fe Records Retention Schedule:**

**NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.**

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
R.001	Code of Conduct: prescribed standards which are peculiar and appropriate to the function and purpose for which the department/division or institution was created and exists.	Until suspended by new code	Human Resources Department
R.002	Community Development Report: report on promoting the municipality through its economic development	2 years after date expired	Planning and Land Use Department
R.003	Primary Mission Records: files concerning the establishment of the department/division, its development and policies, its progress, operation summaries, plans for the future development, etc.	Until no longer needed for reference	Community Engagement Department
R.004	Public Relations File: information concerning department/division publicity. File may include press releases, biographies, newspaper clippings, promotional materials, bulletins, broadcast, scripts, photographs, visual documentation, and other related items.	(1) Platform (software): 1 year after discontinuance of the system. (2) web content: (a) informational website:	Community Engagement Department
R.005	WEBSITE: Architecture: The overall design of a website, which can encompass hardware and software, consisting of the how the components are designed, connected to, and operate with one another. The architectural	(1) Platform (software): 1 year after discontinuance of the system. (2) (2) web content: (a) informational website: 1 year after is updated or changed. (b)	Community Engagement Department

**NOTE:** City records not specifically addressed herein shall be retained in accordance with applicable law.

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
	<p>design also contains information on the development and maintenance of informational or transactional websites that may contain documentation on the platform and associated software necessary to operate and maintain an internet or intranet presence. The website may contain replicated information from the establishment of a web presence. The website may contain information from a department/division such as, names of staff, announcements, calendar of events, press releases, annual reports, strategic plans, surveys, images, multimedia, audio, transactional forms or pages (e-commerce), etc. The website may also contain unique information found only on the website.</p>	<p>replicated information: until superseded .                      (3) (3) website structure. (a) replicated informational website: 1 year after site is updated or changed. (b) transactional website: 3 years after site is updated or changed: [transactional websites contain or support transactions such as registration, purchases, etc..]</p>	
R.006	<p>Legal Brief File (Brief Bank): contains duplicate copies of legal briefs from legal case file.</p>	<p>Until no longer needed for reference</p>	<p>City Attorney</p>
R.007	<p>Legal Case Files: records concerning litigation. Records may contain complaints, court orders, motion, pleadings, notes, briefs, releases, investigative reports, investigative activity logs, transcripts, closing sheets,</p>	<p>(1) Legal casefiles: 10 years after case closed                      (2) Legal case files involving minors: 10 years after case closed or until any minor involved attains age 21, whichever is longer</p>	<p>City Attorney</p>

NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
	correspondence, memoranda, etc. Case files involving real property where the state has an interest shall be retained for 10 years after case closed or until state no longer has an interest, whichever is longer.	(3) Legal case files involving real property: 10 years after case closed or until state no longer has an interest, whichever is longer Confidentiality: per NMSA 1978, Sections 14-2-1, 32A1-3.B , 32A-2-32 , 32A-3B-22 , 32A-4-33 , 32A-5-8 , and 32A-6-15	
R.008	Legal Case Index: includes notations on activities related to case indexed.	10 years after case closed	City Attorney
R.009	Legal Case Log: listing of cases. Log may be destroyed when information transferred to or is available on electronic media.	10 years after all cases listed are closed	City Attorney
R.010	Legal Opinions and Request for Opinion File: records requesting legal office to render or issue an opinion. May contain request, opinion, relating documentation, correspondence, memoranda, etc. File includes attorney general opinions and requests for opinions.	(1) Legal office (issuing entity): Permanent *Record shall be retained in the original format in which it was created as well as digitized for expedited retrieval. (2) Office or department (requesting entity): until no longer needed for reference	City Attorney
R.011	Offence or Incident Reports: shows offender's name, offender information, date and time and location of occurrence, information on incident, reporting witness name, name of	5 years after date of occurrence	City Attorney

NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
	investigating officer, narrative, etc. Includes bomb threat reports. Includes reports concerning victims of alleged criminal offenses occurring on department/division property.		
R.012	Assessments/taxes: Records concerning the various levies imposed by ordinance.	6 years after close of fiscal year in which assessment is paid	City Clerk
R.013	Business License Files: records concerning the issuance of business licenses. Files may contain application for license, license stub, business fee receipts, correspondence, memoranda, etc.	3 years after close of fiscal year in which license issued	Planning and Land Use Department
R.014	Business Registration Files: records concerning the issuance of business registration to participate in business or occupational activity. Files may contain application for registration, registration stub, registration fee receipts, correspondence, memoranda, etc.	3 years after close of fiscal year in which registration issued	Planning and Land Use Department
R.015	Campaign Contribution Reports: records concerning the contribution to fund campaigns of candidates or special issues. Reports may show name of contributor, amount of contribution, candidate name, etc.	2 years after election date or until termination of office, whichever is longer	City Clerk

**NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.**

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
R.016	<p>Claim of Lien Files: records concerning liens placed against private property for services rendered by the municipality. Files may contain claim of lien, assessment table, copy of notice of public hearing, copy of notice of violation, court order, copy of work order, copy of billing, release of lien, correspondence, memoranda, etc.</p>	6 years after lien release	City Clerk
R.017	<p>Election District Files: records concerning the creation of election voting districts. Files may contain petitions, census information, boundary proposals, public hearing information, consultant information, contractual documentation, copies of ordinance adopting voting districts, final district delineation, district maps, etc.</p>	2 years after superseded by new redistricting	City Clerk
R.018	<p>Election Files: records concerning regular and special municipal elections held for the purpose of electing municipal officers or considering any other question placed on the ballot by the governing body. Files may include the absentee ballot register and ballots, application for absentee ballots, absentee voter lists and affidavits of destruction, signature roster,</p>	<p>(1) Ballots. Used emergency and absentee paper ballots (If no notice by registered mail of contest or no judicial inquiry) Note: ballots where a contest, recount or judicial inquiry is sought shall be destroyed upon order of the district court having jurisdiction for those precincts (3-8-62 C NMSA 1978): 30 days after the</p>	City Clerk

**NOTE:** City records not specifically addressed herein shall be retained in accordance with applicable law.

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
	<p>registered voter list, machine printed returns, oaths of office of the precinct board, declarations of candidacy and withdrawals, election resolution, proof of all publications, copies of all election material required to be published or posted, sample ballots and ballot labels, voting machine permits, affidavits of triplicate voter registration or certificates submitted by voters, copies of all affidavits or certificates prepared in connection with election, copy of certificates of canvass, amended certificates of canvass, results of recounts, rechecks, contests, re-canvass, etc.</p>	<p>issuance of the certificate of election or 30 days after completion of canvassing in which there are no candidates for municipal office, for those precincts in which the municipal clerk has received no notice of contest or judicial inquiry(Section 3-8-62 B NMSA1978) (2) Ballots. Unused paper ballots (including unused emergency paper ballots: upon the closing of polls and before voting machines are unlocked (3-8-51B, NMSA 1978) (3) Ballots. Unused absentee ballots: at 5:00 p.m. on the Thursday immediately preceding the date of the election (3-9-8, NMSA 1978) (4) Voter registers or lists and election handbooks: until superseded by new material</p>	
R.019	<p>Franchise Files: records establishing the terms in which utility may use municipal termination of rights of way. Files may include copy of right of way contract (ordinance), studies, reports, work papers, etc.</p>	<p>6 years after termination of franchise</p>	<p>City Clerk</p>

**NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.**

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
R.020	Governing Board File: records concerning department/division dealings with the governing board of said department/division. File may include original or copy of minutes of meetings, reports, related documentation, correspondence, etc.	5 years	City Clerk
R.021	Industrial Revenue Bond Files: records concerning the issuance of municipal revenue bonds to acquire, own, lease, or sell projects for the purpose of promoting industry and trade other than retail trade. Files may include agreement for the abatement of taxes, project descriptions, industry or trade information, correspondence, memoranda, etc.	6 years after termination of agreements	City Clerk
R.022	Liquor Licenses Files: records concerning the issuance of liquor licenses. Files may contain application for license, license stub, license fee receipts, correspondence, memoranda, etc.	3 years after close of fiscal year in which license issued	City Clerk
R.023	Microfilm Inspection Sheets: Record shows report date, roll number, inspection date, density, resolution, remarks/comments, inspector signature, etc.	5 years after inspection date	City Clerk

**NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.**

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
R.024	Microfilm Job Ticket: Shows records sent for microfilming, record description, received by, delivered to, etc.	5 years after close of fiscal year in which created	City Clerk
R.025	Minutes of Meetings: records of official proceedings of governing bodies. Information includes agenda, date, place, list of attendees, and a summary of discussion and decisions. Official minutes may also include all informational attachments such as reports, surveys, proposals, studies, and charts distributed to members for discussion and for use in making decisions on department/division policy, planning, and administrative matters. Official minutes shall include only those documents and attachments that have been formally introduced as part of a record.	<p><b>(1) Minutes of meetings of Governing Body meetings, boards, commissions, and/or other policymaking bodies, as defined in open meetings Act (NMSA 1978, sec. 10-15- 1, ): Permanent</b> *Record shall be retained in the original format in which it was created as well as digitized for expedited retrieval.</p> <p><b>(2) Minutes of meetings of all other bodies: 5 years</b></p> <p><b>(3) Tapes or recordings of decision board meetings: Permanent</b> *Record shall be retained in the original format in which it was created as well as digitized for expedited retrieval.</p> <p><b>(4) Video recordings of decision board meetings: Permanent</b> *Record shall be retained in the original format in which it was created as well as digitized for expedited retrieval.</p> <p><b>(5) All other documentation including agenda, agenda package, etc.: after next meeting date but no</b></p>	City Clerk

**NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.**

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
		longer than 2 years after meeting date	
R.026	Municipal Bond Certificates of Destruction shows the number and maturity of the bond, note, certificate, coupon, the date paid, etc.	6 years after date created (NMSA 1978, Section 6-10-62 )	City Clerk
R.027	Municipal Bonds, Notes, Interest Coupons, and Certificates of Indebtedness: record of debt in form of a bond, note, certificate of indebtedness, or interest coupon incurred by the municipality.	(1) When paying agent is a bank, savings and loan association, or other third party: until paid and certificate of destruction has been prepared (2) When paying agent is the debtor department/division (i.e., municipality): 2 years following payment and certificate of destruction has been prepared	City Clerk
R.028	Non-Business Registration Files: records concerning the issuance of non-business registration to participate in non-business activity (e.g., charitable solicitations, parades, gatherings, displays, garage sales, etc.). Files may contain application for registration, registration stub, registration fee receipts, correspondence, memoranda, etc.	3 years after close of fiscal year in which registration issued	Planning and Land Use Department

**NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.**

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
R.029	<b>Oath of Office: original or copies of oaths of elected municipal officials. Oath may show municipal office, name of elected or appointed officer, affidavit, date, signature, etc.</b>	<b>Permanent</b> *Record shall be retained in the original format in which it was created as well as digitized for expedited retrieval.	City Clerk
R.030	<b>Ordinance Code: compilation of current municipal regulations.</b>	<b>Until superseded by new compilation</b>	City Clerk
R.031	<b>Ordinance Files: municipal resolutions adopted by the municipal governing body. Files may contain original resolution adopted, amendments, repeal information, proof of publication, legal notices, etc.</b>	<b>Permanent</b> *Record shall be retained in the original format in which it was created as well as digitized for expedited retrieval.	City Clerk
R.032	<b>Precinct Board Files: records concerning the appointment of precinct boards that will conduct municipal elections. Files may contain copy of appointment notifications, appointment acceptances, oaths of office, list of precinct board members (judges, clerks, and alternates), correspondence, memoranda, etc.</b>	<b>2 years after election for which appointed</b>	City Clerk
R.033	<b>Property Assessment Files: records concerning the assessment of real property (lien) initiated by petition or declaration of imminent domain to improve or develop community infrastructure. Files may contain</b>	<b>3 years after close of fiscal year in which final action taken</b>	City Clerk

**NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.**

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
	petitions, correspondence, memoranda, assessment value documentation, challenges to assessed values, final action of governing body, etc.		
R.034	Property Files: records of deeds and leases to real property owned or used by department/division. Information includes description and location of the property, maps, sale agreements, land acquisition forms, deeds, lease agreements, and related correspondence.	<p><b>(1) Deeds and related documentation (property control copy): Permanent.</b> *Record shall be retained in the original format in which it was created as well as digitized for expedited retrieval.</p> <p><b>After property is sold, disposed of, or relinquished, files may be transferred to archives</b></p> <p><b>(2) Leases and related documentation (property control copy): 6 years after termination of lease, then transfer to archives for appraisal and final disposal</b></p> <p><b>(3) Deeds or leases and related documentation (department/division information copy): 6 years after termination of lease or 6 years after property is sold, or disposed of, or relinquished</b></p>	City Clerk
R.035	Request for Document Destruction: approval request for destruction of department/division records. Shows	Retention: 3 years after close of calendar year in which records destroyed	City Clerk

**NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.**

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
	department/division name and location, date, record description, inclusive dates, quantity of		
R.036	<b>Resolution Files: formal statements expressing the opinion, will, or intent of the municipal governing body.</b>	<b>Permanent</b> *Record shall be retained in the original format in which it was created as well as digitized for expedited retrieval.	<b>City Clerk</b>
R.037	<b>Speech Files: transcript of speeches given by department/division personnel. Speeches concern program procedure, work activities, and related concepts.</b>	<b>Until no longer needed for reference</b>	<b>City Clerk</b>
R.038	<b>Vehicle Title/Registration: Title and/or registration of vehicles owned by the City.</b>	<b>4 years after vehicle disposed of</b>	<b>Finance Department</b>
R.039	<b>911 Database Ledger Correction Form: Includes updates regarding street and address changes.</b>	<b>Until superseded or until no longer needed for reference</b>	<b>Planning and Land Use Department</b>
R.040	<b>Annexation Records: Including petitions, resolutions, ordinances, orders by Municipal Boundary Commission.</b>	<b>Permanent</b> *Record shall be retained in the original format in which it was created as well as digitized for expedited retrieval.	<b>Planning and Land Use Department</b>
R.041	<b>Appeals of Planning and Zoning Board Decisions</b>	<b>Permanent</b> *Record shall be retained in the original format in which it was created as well as digitized for expedited retrieval.	<b>Planning and Land Use Department</b>
R.042	<b>Building Code Violation Files: Records concerning violations to building code (building, plumbing, mechanical,</b>	<b>10 years after date of final resolution</b>	<b>Planning and Land Use Department</b>

**NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.**

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
	environmental). Files may contain complaint, inspections, work notes, final report, compliance documentation, final resolution, correspondence, memoranda, etc.		
R.043	<b>Building Drawings, Plans, and Blueprints: Original photographic reproduction of architectural plans or technical drawings. Access to documentation of restricted or security areas shall be limited to authorized personnel only</b>	<b>Permanent.</b> *Record shall be retained in the original format in which it was created as well as digitized for expedited retrieval.	<b>Planning and Land Use Department</b>
R.044	<b>Building Inspection Files: Records concerning the application to construct and/or to modify private structures within the municipality. Files may contain application to build/modify, copy of permit issued, inspections (e.g., plumbing, electrical, environmental, etc.), construction plan copies, work notes, certificate of occupancy copy, etc.</b>	<b>10 years after date of final resolution</b>	<b>Planning and Land Use Department</b>
R.045	<b>Building Permit Application</b>	<b>1 year after final inspection</b>	<b>Planning and Land Use Department</b>
R.046	<b>Building Permit Construction Plans: A. Residential Plans B. Commercial Plans</b>	<b>A. 1 years from date of substantial completion B. Permanent</b>	<b>Planning and Land Use Department</b>

**NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.**

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
		*Record shall be retained in the original format in which it was created as well as digitized for expedited retrieval.	
R.047	Building, Mechanical, Plumbing and Electrical Inspection Logs	1 year from inspection date	Planning and Land Use Department
R.048	Building, Mechanical, Plumbing, And Electrical Permits	1 year from inspection date	Planning and Land Use Department
R.049	Certificate of Occupancy	10 years from date of issuance	Planning and Land Use Department
R.050	City Building Drawings, Plans and Blueprints: Original or photographic reproduction of architectural plans or technical drawings. NOTE: Access to documentation of restricted/security areas shall be limited to authorized personnel only.	Permanent *Record shall be retained in the original format in which it was created as well as digitized for expedited retrieval.	Planning and Land Use Department
R.051	Conditional Use Permits	Permanent. *Record shall be retained in the original format in which it was created as well as digitized for expedited retrieval. Denied or withdrawn files purged 3 years after final action	Planning and Land Use Department
R.052	Family Day Care Permits	3 years after facility closes or daycare provider moves	Planning and Land Use Department
R.053	Fence/Shed Permits: Includes site plan review and application	1 year from date of completion	Planning and Land Use Department

NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
R.054	Home Occupation Permits	3 years after business ceases to exist	Planning and Land Use Department
R.055	<b>Metropolitan Redevelopment Files: Project files pertaining to redevelopment plans. A. Blighting studies, de-blighting studies, redevelopment plans &amp; copies of ordinances and/or resolutions B. Property ownership notifications, lists of ownership, etc.</b>	<b>A. Permanent</b> *Record shall be retained in the original format in which it was created as well as digitized for expedited retrieval. <b>B. 5 years after completion or cancellation then review for historical value</b>	Planning and Land Use Department
R.056	Non-Conforming Certificates	<b>Permanent</b> *Record shall be retained in the original format in which it was created as well as digitized for expedited retrieval.	Planning and Land Use Department
R.057	<b>Plans: Show streets, developments, subdivisions, traffic, population, Integrated Comprehensive Plan, corridor plans, specific plans, master plans, access plans, etc.</b>	<b>Until no longer needed for reference or implementation</b>	Planning and Land Use Department
R.058	<b>Project Files and Studies: Includes studies and project files pertaining to municipal planning, construction, redistricting, census, Fair Housing policy, etc.</b>	<b>5 years after completion or cancellation then review for historical value</b>	Planning and Land Use Department
R.059	<b>Sign Permits: A. Commercial signs, subdivision signs and change of sign face B. Temporary signs in right-of-way C. Special exceptions to sign code</b>	<b>A. 1 year after business ceases or when new company/subdivision changes sign</b> <b>B. 1 year after event or election occurs</b>	Planning and Land Use Department

**NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.**

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
		<b>C. 1 year after business ceases</b> *Record shall be retained in the original format in which it was created as well as digitized for expedited retrieval.	
R.060	Special Event Permits	<b>1 year after event occurs</b>	Planning and Land Use Department
R.061	<b>Street Excavation Permit: records concerning the application for permit to excavate or bore under a municipal-owned street for the purpose of construction or repair of utility lines. Files may contain application for permit, engineering drawings, archaeological data, copy of permit, cut location information, date of cut, date completed, date of final reformation, etc.</b>	<b>6 years after close of fiscal year in which permit issued</b>	Public Works Department  Planning and Land Use Department
R.062	<b>Subdivision Plats: Includes preliminary and summary plats, vacation of right-of-way plats and modifications.</b>	<b>Permanent</b> *Record shall be retained in the original format in which it was created as well as digitized for expedited retrieval.	Planning and Land Use Department
R.063	<b>Subdivision Records: A. Pre-applications, exceptions, variances B. Property ownership lists and notifications</b>	<b>A. 10 years</b> <b>B. 5 years</b>	Planning and Land Use Department
R.064	Variance	<b>Permanent.</b> *Record shall be retained in the original format in which it was created as well as digitized for expedited retrieval.	Planning and Land Use Department

**NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.**

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
		<b>Denied or withdrawn files purged 3 years after final action</b>	
<b>R.065</b>	<b>Zone Map Amendments</b>	<b>Permanent.</b> *Record shall be retained in the original format in which it was created as well as digitized for expedited retrieval. <b>Denied or withdrawn files purged 3 years after final action</b>	<b>Planning and Land Use Department</b>
<b>R.066</b>	<b>Zoning Case Files: records concerning request to initially set or change established zoning designation. Files may contain zoning request, fee receipts, reviews, recommendation by planning and zoning board, correspondence, memoranda, etc.</b>	<b>3 years after close of fiscal year in which case closed</b>	<b>Planning and Land Use Department</b>
<b>R.067</b>	<b>Zoning Interpretations</b>	<b>Permanent</b> *Record shall be retained in the original format in which it was created as well as digitized for expedited retrieval.	<b>Planning and Land Use Department</b>
<b>R.068</b>	<b>Zoning Permit Files: records concerning the application to allow the use of property as designated by zoning code. Files may contain application to utilize property as designated by zoning code, certificate of zoning compliance, copy of permit issued, final inspection,</b>	<b>3 years after date of final inspection</b>	<b>Planning and Land Use Department</b>

**NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.**

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
	construction plan copies, work notes, certificate of occupancy copy, etc.		
R.069	Zoning Violation Files: records concerning violations to zoning designation. Files may contain complaint, inspections, work notes, final report, compliance documentation, final resolution, correspondence, memoranda, etc.	3 years after date of final resolution	Planning and Land Use Department
R.070	1099 File: Records concerning the reporting to the IRS on monies paid out by Department on technical and professional services contracts.	1 year after termination of contract provided Audit Report released	Finance Department
R.071	Account Transfer Orders: Shows account names and codes, item codes, amounts to and from for the transfer of cash. Record series includes special purpose transfer orders that include encumbrance detail.	(1) Finance department copy: 6 years after close of fiscal year in which created (2) Treasurer's copy: 3 years after close of fiscal year in which created (3) Other department copy: 3 years after close of fiscal year in which created	Finance Department
R.072	Audit Reports: Printed report documenting the annual audit of funds. These reports, prepared by an outside accounting firm, are categorized by the various offices and further classified by accounts to which they relate. This series also includes semiannual and special	Permanent *Record shall be retained in the original format in which it was created as well as digitized for expedited retrieval.	Finance Department

**NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.**

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
	audits. Information includes balance sheet, summary of revenue and expenditures, cash balances, statement of taxes, statement of delinquent taxes, statement of other receipts, statement of fines and fees.		
R.073	Bank Statement: Records showing historical record of cash receipts and disbursements	6 years after close of fiscal year in which created	Finance Department
R.074	Benefits Monthly Remittance Includes records of payments for monthly benefits.	6 years after close of fiscal year in which created	Finance Department
R.075	Bids/quotes: Record of each bid submitted by vendors selling goods and or services. Information includes request for quotation, bid spread sheet and bid award letter.	3 years after close of fiscal year in which bid is awarded	Finance Department
R.076	Budget - Operating: Printed copy of annual budget showing projected receipts and expenditures. A. Financial Services Copy. B. Department Copy	A. 3 years after the close of fiscal year in which created B. Until no longer needed for reference	Finance Department
R.077	Budget Adjustment Requests: Standard form for the revision of an approved operating budget detailing money amounts by line item with explanation and justification.	3 years after close of fiscal year in which created	Finance Department

**NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.**

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
R.078	Budget Request: Final draft of proposed budget	3 years after close of fiscal year in which created	Finance Department
R.079	Budget Status Report Monthly: Report generated by Finance Department listing approved budget by category and line item. Information includes budget adjustments, amounts expended, encumbrances outstanding, unencumbered balance, etc.	3 years after close of fiscal year in which created	Finance Department
R.080	Cash Reports, daily: Report generated showing daily revenues deposited with Finance Department by department. A. Finance Department copy B. Departments copy	A. 3 years after close of fiscal year in which created B. Until Audit Report released	Finance Department
R.081	Check Register: Record of checks issued for payment of voucher. Register may show check number, vendor name, vendor code, voucher number, voucher date, vendor invoice number, fund (account) number, payment amount, check date, etc.	6 years after close of fiscal year in which created	Finance Department
R.082	Checks: Canceled or voided checks issued for payment of goods and or services. Information includes date, check number, to whom paid, amount, signature of finance officer, etc. A. Canceled checks B. Voided checks	A. 6 years after the close of fiscal year in which created B. Until Audit Report released	Finance Department

**NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.**

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
R.083	<p>Commercial Driver's Certification (Form MVD-11042), Files: Contain: certification form with applicant's name, address, date of birth, social security number, driver's license number, state, and applicant's signature. Also contain: Vehicle Certification (Form MVD 10414), and Commercial Driver's License Examination (Form MVD-11040). Note: Paper originals may be destroyed after microfilm meets State of New Mexico Microphotography Standards and is verified for completeness, in accordance with SRC Rule No. 92-03 and 92-04. [8-1-94]</p>	3 years from date of issuance.	Finance Department
R.084	<p>Community Development or Community Service Grant or Sub-Grant Files: records concerning grant monies received and redistributed by the municipality. Records include but are not limited to block grants, negotiated grants, federal department/division grants, state department/division grants (i.e., department/division on aging), entitlement grants, etc. Files may contain municipality's application for grant, grant award notification, applications to the</p>	Retention: 5 years after submission of final expenditure report or 6 years after termination of grant whichever is longer	Finance Department

**NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.**

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
	municipality for subgrant monies, copies of sub-grant award notifications, sub-grantee expenditure reports, copy of final expenditure report, reports as required by grant, etc.		
R.085	Construction Grant Records: Includes grant administration files, consultant contracts, submittals, construction records, grant funds cash flow, etc.	10 years after completion of project	Finance Department
R.086	Contract Tax File: Description: records concerning the reporting to the IRS on monies paid out by department/division on technical and professional service contracts.	Retention: 1 year after termination of contract, provided audit report released	Finance Department
R.087	Contract/agreement Files: Records concerning contracts let through bid by the Purchasing Department, technical/professional services contracts, lease/rental contracts, agreements, etc. Files may include contract/agreement, bid information, contract/agreement specifications, correspondence, memoranda, etc. A. Purchasing Division B. Department Copy	A. 6 years after termination of contract or agreement B. Until no longer needed for reference	Finance Department
R.088	Contract/Agreement Logs: lists of all department/division contracts/agreements. Show	6 years after termination of contract or agreement	Finance Department

**NOTE:** City records not specifically addressed herein shall be retained in accordance with applicable law.

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
	contract/agreement number, agreement contractor termination date, type of contract/agreement, etc.		
R.897	Detail General Ledger Report: Computer generated equivalent to a journal which shows opening cash balance, items adding to the balance in detail, items decreasing the balance in detail, etc.	6 years after close of fiscal year in which created	Finance Department
R.090	Driver's License Application and identification Card Applications (Form MVD-10229): These applications submitted for obtaining a New Mexico Driver's License or Identification (I.D.) Card. Numerical. Shows: applicant's name and address, date issued, number, expiration date, class, date of birth, sex, color of eyes, height, weight, social security number, vision exam, written & road tests, Commercial Driver's License (CDL) knowledge test scores, CDL skills test scores, applicant's questionnaire, organ donation statement, assumption of liability for applicant under age, name change, applicant certification, and Motor Vehicle Division (MVD) or authorized agent verification signature.	3 years from date of issuance	Financial Services

**NOTE:** City records not specifically addressed herein shall be retained in accordance with applicable law.

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
	This record is created in quadruplicate. A. MVD Division [12-16-82, 8-1-94]		
R.091	Employee Maintenance File: May include status change requests, direct deposit requests.	5 years after termination of employee	Finance Department
R.092	Employee Year-to-Date Information: bi-weekly printout showing year-to-date totals by employee includes gross pay and deductions, etc.	(1) Finance department copy: 3 years after close of fiscal year in which created (2) Other department copy: until audit report released	Finance Department
R.093	EMS Billing: Records concerning EMS services provided. Includes patient invoice and record of payment.	6 years after close of fiscal year in which created	Finance Department
R.094	EMS Insurance: Records concerning denial of insurance and signature authorization letter.	1 year after data entry	Finance Department
R.095	Encumbrance Documents: standard form for encumbering expenses. Shows line item, amount, encumbrance number, etc.	(1) Finance department copy: 3 years after close of fiscal year in which created (2) Other department copy: until audit report released	Finance Department
R.096	Facility Use Agreements: agreement to use municipal facility. File may contain request, approval, schedule, copy of organizational bylaws, etc.	6 years after termination of agreement	Finance Department
R.097	Grants and Revenue Contracts: Records concerning contracts and grants received	6 years after termination of grant	Finance Department

NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
	<p>by an agent. Records include but are not limited to Block of contract or Grants, Negotiated Grants, Federal Department/division Grants, CDBG, etc. NOTE: Where there is required reporting of expenditures to a federal department/division, retain records for six years after termination of grant/contract or retain records for five years after submission of final expenditure report, whichever is longer.</p>		
R.098	<p>HUD Reporting File: copies of reports required by and submitted to HUD. Report may include accounts reconciliation, budget, statistical, assessment, evaluation, etc.</p>	6 years after close of fiscal year in which created	Finance Department
R.099	<p>Insurance Appraisal And/or Survey File: Records concerning insurance appraisal and/or surveys.</p>	6 years after appraisal or survey.	Finance Department
R.100	<p>Insurance Policy File: Records concerning insurance coverage of City property (buildings and contents, equipment, automobiles, etc.) A. Insurance policy B. City Attorney - Claim files</p>	<p>A. 10 years after expiration of policy provided no claims/suits pending B. 3 years after case closed</p>	Finance Department
R.101	<p>Internal Audit File: internal audits of department/division programs, operations, and of external contractors</p>	5 years after close of fiscal year audited	Finance Department

**NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.**

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
	and grantees. File may contain audit plan, entrance or exit conference documentation, procedure questionnaires, correspondence, memoranda, supporting documentation, and final audit report. This record series does not include department/division's external audit report.		
R.102	Inventory Of Fixed Assets: Records concerning the holding of furniture and equipment. Record shows item description, item location, identification number, date of acquisition, original cost, etc.	6 years after close of fiscal year in which created	Finance Department
R.103	Joint Powers Agreements: Written contractual agreement entered between two or more public agencies subject to any constitutional or legislative restrictions imposed upon any of the contracting public agencies. (Joint Powers Agreement Act, 11-1-1 to 11-1-7 NMSA 1978) A. Purchasing Division	A. 10 years after termination of agreement	Finance Department
R.104	Journals: Department machine or hand posted books of original entry.	6 years after close of fiscal year in which created	Finance Department
R.105	Ledgers, General: Department machine or hand posted books of final entry	6 years after close of fiscal year in which created	Finance Department

**NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.**

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
R.106	Liability Certificates of Coverage File: records concerning insurance coverage of department/division liability.	(1) Certificate (policy): 10 years after expiration of policy, provided no claims or suits pending (2) Claim files: 3 years after case closed	Finance Department
R.107	Miscellaneous Deduction Records: Can include but are not limited to records relative to Credit Union, Savings Bonds, Prepaid Legal Services, United Way, garnishment, etc.	3 years after final deduction	Finance Department
R.108	Municipal Bond Schedule: Shows bond issue number, date issued, amount of issue, date of maturity, and date paid.	10 years after maturity date	Finance Department
R.109	Operating Budget: Printed copy of annual budget showing projected receipts and expenditures.	Retention: 3 years after close of fiscal year in which created	Finance Department
R.110	Overtime File: Records of overtime by department personnel	1 year after overtime accrual date	Finance Department
R.111	Payment Voucher Files: records documenting completed transactions authorizing payment for services rendered, purchase of supplies or equipment, travel advance or reimbursement of work-related expenses incurred by an employee or public officer. Files may include supporting documentation such as copy of vouchers,	Retention: 6 years from close of fiscal year in which voucher created or in which audit is completed	Finance Department

**NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.**

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
	invoices, purchase documents, expense reimbursement forms, travel reimbursement forms, receipts, travel advance forms, etc.		
R.112	Payroll Register: documents wages paid to employees for services rendered. Information includes name of employee, social security number, date of check, hourly or salaried amount, overtime, number of hours worked, deductions, etc.	(1) Finance/payroll department (year-end payroll register): 6 years after date created (2) Finance/payroll department (weekly, bi-weekly or monthly copies of payroll register): until audit report released (3) Other department copies: until audit report released	Finance Department
R.113	Payroll Sign-out Sheets: Record includes department name, signature of person receiving payroll, date, number and description of payroll received.	1 year after close of calendar year for which created	Finance Department
R.114	Payroll Warrant Register: registers summarizing the information on payroll warrants (checks) issued. Information includes employee name, social security number, amount of warrant (check), state and federal income tax deductions, other deductions, year-to-date totals per pay period, etc.	Retention: 6 years after close of fiscal year in which created	Finance Department
R.115	Petty Cash Fund Files: Records concerning the use of petty cash monies.	Until Audit Report released	Finance Department

**NOTE:** City records not specifically addressed herein shall be retained in accordance with applicable law.

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
	File may include petty cash request, petty cash vouchers, petty cash canceled checks, petty cash bank statements, receipts, cash reconciliation, etc.		
R.116	Purchase Orders: Purchase orders for goods and services paid for, or for goods and services yet to be delivered. Information includes vendor number, project number, date of purchase order, department, vendor name and address, shipping instruction, quantity ordered, general ledger account number, unit price, extended price, purchasing agent authorization, and notations regarding any shortage in shipment. A. Purchasing Division Copy B. Department copy	A. 6 years after close of fiscal year in which created B. 3 year after close of fiscal year in which created	Finance Department
R.117	Purchase Requisition: Requests from the various offices/departments, which describe goods or services to be ordered. A. Purchasing Division Copy B. Department copy	A. 6 years after close of fiscal year in which created B. 3 year after close of fiscal year in which created	Finance Department
R.118	Quarterly DFA Report: A quarterly report on money collected or received during the preceding month by the Municipal Treasurer.	3 years after close of fiscal year in which created	Finance Department

**NOTE:** City records not specifically addressed herein shall be retained in accordance with applicable law.

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
R.119	Reconciliation of Cash Transactions: record which reconciles the cash balance per the finance department accounting with the cash balance per the treasurer's accounting and provides a detailed listing of all outstanding items.	(1) Finance department copy: 6 years after close of fiscal year in which created (2) Treasurer's copy: 3 years after close of fiscal year in which created (3) Other department copy: 3 years after close of fiscal year in which created	Finance Department
R.120	Requests for Proposals: record of requests for proposal solicited by department/division. Information includes description, evaluation of proposal, evaluation criteria, overview, audit objectives, scope of work, compensation, bid format, additional conditions, etc. Request for proposal may also be filed in various contract or project files.	3 years after close of fiscal year in which bid is awarded	Finance Department
R.121	Revenue Status Report, Monthly: Report generated by Finance Department. Information includes revenue estimate, actual revenue year-to-date, unrealized revenue, current month revenues, etc.	3 years after close of fiscal year in which created	Finance Department
R.122	Signature Authorizations: Record authorizing person to sign fiscal documents, personnel documents, etc. A. Purchasing Division	1 year after close of fiscal year in which no longer authorized	Finance Department

**NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.**

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
R.123	Surplus Property File: Records concerning surplus property and its disposition. File may contain inventories, records of disposal, accounting information, related documentation, correspondence, memoranda, etc.	1 year after disposition of property or when all audits are released whichever is longer	Finance Department
R.124	Telephone Billings File: reference copies of monthly office telephone bills.	Until audit report released	Finance Department
R.125	Telephone Logs: listing of telephone calls made by department/division personnel for a particular time. Logs may reflect date, time, caller, recipient of call, nature of business discussed, etc.	3 years after close of fiscal year in which created	Finance Department
R.126	Time Sheets: verification of the number of hours worked by employee. Information includes employee's name, employee number, hourly wage, days and hours worked, department head approval, etc.	(1) Finance department copy: 3 years after close of fiscal year in which created (2) Other department copy: until proved to payroll register	Finance Department
R.127	Title Insurance Policy: records concerning the insurance coverage of titles of department/division owned property	(1) Policy: until property sold or disposed of, provided no claims or suits pending (2) Claim files: 3 years after case closed	Finance Department
R.128	Trip Ticket File: records concerning in-state and out-of-state travel requests.	(1) Finance department copy: 6 years after close of fiscal year in which created	Finance Department

**NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.**

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
		(2) Other department copy: 3 years after close of fiscal year in which created	
R.129	Vendor/Bid Files: Files/listings of vendors with whom Department is currently conducting business.	Until superseded or until information is obsolete	Finance Department
R.130	Vouchers (Journal): Standard form used to correct (adjust) journal entries. Shows date, account, department, activity, line codes, reference numbers, amounts, etc. A. Finance Department copy B. Department copy	A. 6 years after close of fiscal year in which created B. 3 years after close of fiscal year in which created (1) Finance department copy: 6 years after close of fiscal year in which created (2) Other department copy: 3 years after close of fiscal year in which created	Finance Department
R.131	Vouchers (Payment Vouchers): standard form used to authorize payment or reimbursement of expenses other than payroll. Information includes vendor name and address, vendor code, department/division fund, quantities, description of goods/services, unit costs, total cost, authorizing signature, etc. Vouchers may be filed in payment voucher file, 1.15.5.310 NMAC.	(1) Finance department copy: 6 years after close of fiscal year in which created (2) Other department copy: 3 years after close of fiscal year in which created	Finance Department

**NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.**

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
R.132	Vouchers (Payroll) Standard form used to authorize payment (release of funds) for payroll.	(1) Finance department copy: 6 years after close of fiscal year in which created (2) Other department copy: 3 years after close of fiscal year in which created	Finance Department
R.133	W-2 Reports: Employer's copy of employees' total earnings and withholdings for the calendar year reported to the Internal Revenue Service. Information includes employer's name and address, employee's social security number, federal income tax withheld, FICA taxes wit	5 years after close of calendar year for which created	Finance Department
R.134	Warrants (Payroll): canceled or voided warrants (checks) issued for payment of goods and/or services. Information includes date, warrant number, to whom paid, amount, signature of finance officer, etc.	(1) Canceled warrants: 6 years after close of fiscal year in which created (2) Voided warrants: until audit report released	Finance Department
R.135	Warrants: Canceled or voided warrants issued for payment of goods and/or services. Information include date, warrant number, to whom paid, amount, signature of finance officer, etc.	(1) Canceled warrants: 6 years after close of fiscal year in which created (2) Voided warrants: until audit report released	Finance Department

NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
R.136	<b>Alarm Report: Report made at every fire-by-fire officer. Can include arson investigation reports.</b>	<b>Permanent</b> *Record shall be retained in the original format in which it was created as well as digitized for expedited retrieval.	<b>Fire Department</b>
R.137	<b>Breathing Apparatus Records: Includes air charging system records</b>	<b>Until equipment disposed of</b>	<b>Fire Department</b>
R.138	<b>Building Emergency Evacuation File: Records concerning the safe and orderly evacuation of a building. Records include evacuation plan, list of designated fire captains/coordination leaders, training information, etc.</b>	<b>Until superseded by new plan</b>	<b>Fire Department</b>
R.139	<b>Building Inspection Files (Fire and Rescue): Records concerning periodic fire inspection of schools, hotels, motels, hospitals, business or commercial buildings, and public buildings. File may contain inspections, findings, conclusions, etc.</b>	<b>3 years after inspection date (UFC 103.3.4)</b>	<b>Fire Department</b>
R.140	<b>Building Layout Files: Records concerning public and commercial building layouts that show or identify fire hazards and hazardous materials in responding to fire calls. Files may contain building blueprint or plan, fire prevention features, hazardous materials list, etc.</b>	<b>Until superseded by new business or public use of building or building razed</b>	<b>Fire Department</b>

**NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.**

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
R.141	<p><b>Disaster Recovery File: Description:</b> records concerning the preparation of a disaster plan and the organization of salvage procedures for the department/division. Records include the disaster recovery plan, salvage procedures, information on training in disaster recovery techniques, etc. A copy of this file should be maintained off-site. In the event of a disaster, all copies of this file shall be retained until any or all investigations have been concluded.</p>	<p><b>Until superseded by new plan</b></p>	<p><b>Emergency Management Department</b></p>
R.142	<p><b>Emergency Equipment Checklist:</b> record of periodic (daily) inspections of emergency equipment (e.g., SCBA self-contained breathing apparatus, first aid supply inventory, vehicle readiness, etc.). List may show equipment operational status, medical supply quantities, shift time, date, etc.</p>	<p><b>1 year after close of calendar year in which created C</b></p>	<p><b>Fire Department</b></p>
R.143	<p><b>Emergency Management Basic Plan:</b> Includes emergency and civil defense plans for the survival of personnel and vital materials during an enemy or terrorist attack, natural or technological disaster, or civil unrest</p>	<p><b>Permanent</b>                      *Record shall be retained in the original format in which it was created as well as digitized for expedited retrieval.</p>	<p><b>Emergency Management Department</b></p>

**NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.**

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
R.144	Emergency Medical Services Files (EMS): records concerning medical diagnosis or treatment and billing by responding EMS paramedics. Medical records may include medical service report, monitoring equipment readouts, etc. Billing record may include copy of billing statement submitted to Medicare, Medicaid, insurance carrier, and/or patient, etc.	(1) Medical record: 10 years after date created (2) Billing record: 6 years after close of fiscal year in which final payment received or 6 years after close of fiscal year in which file closed	Fire Department
R.145	Fire Drill Report: report documenting fire drills conducted by the department for schools, businesses, etc. Report may include school (or business) name, date of fire drill, name of person conducting drill, findings, recommendations, comments, etc.	6 months after close of calendar year in which created	Fire Department
R.146	Fire Hydrant Maintenance: Annual inspection of hydrants, including notation of problems and correction of problems.	Permanent *Record shall be retained in the original format in which it was created as well as digitized for expedited retrieval.	Fire Department
R.147	Fire Investigation Case Files: records concerning investigations conducted by fire department to determine cause of fire. Files may contain photos, investigation notes, final report, etc.	5 years after date investigation closed	Fire Department
R.148	Hazardous Waste Inspections and Violations Records	Permanent	Fire Department

NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
		*Record shall be retained in the original format in which it was created as well as digitized for expedited retrieval.	
<b>R.149</b>	<b>Inspections: Periodic fire inspections for schools, hotels, hospitals, businesses, and public buildings.</b>	<b>Permanent</b> *Record shall be retained in the original format in which it was created as well as digitized for expedited retrieval.	<b>Fire Department</b>
<b>R.150</b>	<b>Logbook (Record of Calls) Show runs made, calls answered, location of fire, unusual occurrences, shift changes, duty roster, visitors to the station, etc.</b>	<b>5 years</b>	<b>Fire Department</b>
<b>R.151</b>	<b>Mobile Equipment Maintenance Record</b>	<b>Until vehicle disposed of</b>	<b>Fire Department</b> <b>Police Department</b>
<b>R.152</b>	<b>Profile Plans: Show location, ownership, occupancy, construction, and fire prevention features.</b>	<b>Permanent</b> *Record shall be retained in the original format in which it was created as well as digitized for expedited retrieval.	<b>Fire Department</b>
<b>R.153</b>	<b>Accounts Payable Files: Records concerning the purchase and payment of goods/services. Files may include purchase documents, travel requests, copy of invoice, correspondence, memoranda, etc. A. Finance Department copy B. Department copy</b>	<b>A. 6 years from date audit report released</b> <b>B. 3 years after close of fiscal year in which created</b>	<b>Finance Department</b>
<b>R.154</b>	<b>Accounts Receivable Files: Includes city invoices to various vendors</b>	<b>6 years from date audit report released</b>	<b>Finance Department</b>

**NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.**

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
R.155	<b>Administrative Files (Director/Division Levels):</b> Records documenting actions of a department director. Files may include memoranda and reports concerning Department policy, organizational and program development records, and non-routine fiscal data, and personnel information. These records reflect administration of policy, coordination of Department functions, and management of program activity.	5 years	General Government
R.156	<b>Administrative Policies:</b> Prescribed standards which are specific to the function and purpose for which the Department or institution was created and exists.	Until superseded by new policy	General Government
R.157	<b>Administrative Reference Files (Non-executive levels):</b> Routine office management files retained below the department/division director, deputy director, and division director levels. Included are convenient copies of memoranda, reports, printed matter, and other reference materials. Topics include such subjects as: job activities, program material, general office information, professional associations, charitable	Retention: until no longer needed for reference	General Government

**NOTE:** City records not specifically addressed herein shall be retained in accordance with applicable law.

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
	affairs, parking for staff, disaster preparedness, and other related topics.		
R.158	Agendas and Packets for Boards and Commissions	5 years after close of fiscal year in which created.	City Clerk
R.159	Bond Files: By department; contains certificate(s) of surety bond coverage for any company or persons acting on behalf of or in service of municipality.	10 years after expiration of bond	Finance Department
R.160	Budget - Work Papers: Department submission to Administration of work papers used in preparing the Operating Budget. A. Finance Department copy B. Department copy	A. 3 years after the close of fiscal year in which created B. Until no longer needed for reference	Finance Department
R.161	Building and Grounds Maintenance Records: Includes daily checklists, work schedules, work orders, maintenance schedules, personnel schedules, vehicle check lists, daily work reports and logs, herbicide/fertilizer schedules, safety data sheets, etc.	4 years after close of fiscal year in which created	Public Works Department
R.162	Calendar Of Events File: Reference copies of Department calendars of events	Until superseded	Community Engagement
R.163	CIP Files (Capital Improvement Plan) Records concerning the use of capital funds. Records document the progress and completion of capital projects (i.e., construction, redesigning, renovation,	A. 10 years after completion of project B. Until infrastructure no longer exists	Public Works Department

**NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.**

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
	remodeling of municipal structures, streets, utility lines, etc.). Files may contain bid/quote documentation, contracts, payroll documentation, expenditure reports, blueprints, architectural drawings, soil tests/analysis, engineering specification, payment documentation, etc. A. As applicable: Fiscal/contractual documents (i.e., bids, quotes, agreements, contracts, etc.). B. Public Works or Utilities Department, as applicable: Technical documents (i.e., blueprints, architectural drawings, soil tests/analysis, engineering specification, etc.). C. All other documents	C. 2 years after close of fiscal year in which project completed	
R.164	Committee Files: Records concerning committees that do not meet the definition of a public body, as defined by the Open Meetings Act (10-15-1B, NMSA 1978), with which the Department deals. (These committees do not formulate public policy or discuss public business or take any action which the committee has authority to take.) Files may contain minutes of meetings, reports,	5 years after close of fiscal year in which created	City Clerk

**NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.**

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
	notifications, correspondence, memoranda, related documentation, etc.		
R.165	<b>Complaint Files: Records concerning customer complaints. File may include evaluations by staff, patrons' complaints, final decision documentation, etc.</b>	<b>5 years after date of last entry</b>	<b>Community Engagement</b>
R.166	<b>Conferences/workshops Attended File: Records of conferences/workshops attended by office/departmental personnel. File may contain agendas, programs, handouts, correspondence, memoranda, related documentation, etc.</b>	<b>Until no longer needed for reference</b>	<b>General Government</b>
R.167	<b>Conferences/workshops Conducted File: Records of conferences/workshops conducted by office/departmental personnel. File may contain agendas, programs, handouts, reports, training materials, critiques, questionnaires, correspondence, memoranda, related documentation, etc.</b>	<b>Until no longer needed for reference</b>	<b>General Government</b>
R.168	<b>Construction Plans: Original or photographic reproduction of architectural plans or technical drawings. May show streets, developments, subdivisions, traffic, utility services, and sectors. NOTE: Access to documentation</b>	<b>Permanent</b> *Record shall be retained in the original format in which it was created as well as digitized for expedited retrieval.	<b>General Government</b>

**NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.**

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
	of restricted/security areas shall be limited to authorized personnel only.		
R.169	Correspondence Files (Elected/Executive Level): Correspondence is related to the administration of a department or division. Communications concerning coordination of programs, Department policy, and responsibilities of a non-routing nature that impact on the Department or its divisions. NOTE: This record group includes the correspondence files of all elected and appointed officials.	2 years after close of fiscal year in which created	General Government
R.170	Correspondence Files (Staff Level): Routine correspondence created or retained below the level of Department director and division levels. Letters and memoranda reflect communication regarding program procedures, general work activities, and responses to information requests.	1 year after close of fiscal year in which created	General Government
R.171	Custodian of Record File: Records documenting the inspection of public records. File may include procedures, custodian of record appointment, requests to review/copy documents, copies of denial to review/copy	A. Until superseded B. 40 months after date of request closure.	City Attorney

NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
	documents, copies of memoranda extending time to respond to request, copies of memoranda stating that this Department is not responsible for maintaining record requested and is forwarding request to appropriate custodian, copies of material responsive-whether provided or exempt, etc. A. Procedures and custodian of record appointments B. Records of requests filled		
R.172	Day Planners and Schedules of Daily Activities: Records used to keep track of work related events and commitments of Department staff members. Record includes daily appointment books, calendars, and other records indicating dates for meeting and work activities.	Until no longer needed for reference.	General Government
R.173	Department Reports	Until superseded	General Government
R.174	Deposit Slips: Receipt verifying the amount deposited into bank account or deposited with Finance Department A. Bank deposit slips B. Finance Department deposit slips	A. 3 years after close of fiscal year in which created B. 3 years after close of fiscal year in which created	General Government
R.175	Equipment and Supplies File: Records concerning supplies and equipment, including software. File may contain	A. 6 years after termination of warranty B. Until disposition of equipment	General Government

NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
	accounting records, operating manuals, warranties, inventories, related documentation, correspondence, memoranda, etc. A. Warranties B. Equipment records, including operating manuals C. Supply records	C. Until audit report released	
R.176	Feasibility Studies: Studies requested/conducted prior to the acquisition, installation, implementation, and or purchase of new technologies, equipment, properties, projects, etc.	5 years after completion or cancellation of study.	General Government
R.177	Finding Aids (Indexes): Indexes, lists, registers, and other finding aids used to provide access to records.	Until superseded or until related records are destroyed.	General Government
R.178	Herbicide and Pesticide File: Records concerning the use and storage of herbicides and pesticides on City property and right of ways. File may contain storage documentation, application documentation, applicator certification information, herbicide inventory, pesticide inventory, etc.	2 years after date created	General Government
R.179	Incident File: Records concerning unusual occurrences such as injuries to members of the public.	5 years from the end of calendar year in which created	General Government

**NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.**

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
R.180	Insurance Appraisal or Services Files: records concerning insurance appraisal or surveys	Six years after appraisal or survey.	General Government
R.181	Insurance Claims: 1. Records of amounts recovered from insurance companies in connection with losses and of claims against insurance companies, including reports of losses and supporting papers 2. Inspectors' Report and Records of Condition of Property 3.A. Records in connection with claims presented against the company in connection with accidents resulting in damage to the property of others or personal injuries 3.B. Papers, reports, statements of witnesses, etc. necessary to the support or rejection of individual claims against the company	1. 6 years 2. When superseded and outstanding conditions met 3.A. 3 years after settlement 3.B. 3 years after settlement	General Government
R.182	Invoices (City): Copies of invoices issued by various offices/departments supplying goods and or services. Information includes vendor name and address, date of purchase, purchase order number, invoice number, items or services purchased, amounts, total, etc. A. Finance Department copy B. Department copy	A. 6 years after close of fiscal year in which created B. 3 years after close of fiscal year in which created.	General Government

**NOTE:** City records not specifically addressed herein shall be retained in accordance with applicable law.

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
R.183	Invoices (Vendor): Invoices submitted by various vendors supplying goods and or services. A. Finance Department copy B. Department copy	A. 6 years after close of fiscal year in which created B. 3 year after close of fiscal year in which created	General Government
R.184	Leave Records: Can include but are not limited to application for leave, leave balance sheets, etc.	Until audit report released for year in which record created	General Government
R.185	Lists/directories: Includes mailing lists, telephone directories and rosters compiled by the department.	Until superseded	General Government
R.186	Maintenance Service File: Records concerning maintenance services conducted for office/department. Files may include work orders, maintenance reports, related documentation, correspondence, memoranda, service agreements, etc. A. Service Agreements filed with contract manager B. All other records	A. 6 years after termination of agreement B. 3 years after date of last entry	General Government
R.187	Manuals of Procedures: Manuals of procedure prepared and published by state agencies for the guidance of public officers and employees engaged in operations required for the efficient operation of state and local government, including but not limited to acquiring space, budgeting, accounting,	A. Until superseded by new manual of procedure	General Government

**NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.**

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
	<p><b>purchasing, contracting, vouchering, printing, appointment and dismissal of employees, record maintenance, etc. A. Department copy</b></p>		
<p><b>R.188</b></p>	<p><b>Material Safety Data Sheets: records concerning safety information on chemical products used by the staff. Material safety data sheet may contain information on chemical ingredients, hazards identification, first-aid measures, firefighting measures, accidental release measures, handling and storage, exposure controls or personal protection, department/division name or vendor name, physical and chemical properties, toxicological information, etc.</b></p>	<p><b>Retention: 30 years after discontinuance of substance per 29 CFR 1910.1020(d) (1) (ii)(B)</b></p>	<p><b>General Government</b></p>
<p><b>R.189</b></p>	<p><b>Motion Pictures of Video Recordings</b></p>	<p><b>(1) Documentary or training films produced or funded by department/division: while policy is in effect, then transfer to archives for 1 year</b>  <b>(2) Films acquired from outside sources for personnel and management training: while personnel or management policy is in effect</b>  <b>(3) Routine surveillance</b></p>	<p><b>General Government</b></p>

**NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.**

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
		footage or recordings: 30 days after date created (4) Footage or recordings that document routing meetings: 30 days after date created	
R.190	Newspaper Releases: Includes news/press releases issued by the City	4 years after close of fiscal year in which created	General Government
R.191	Non-record Materials: The following specific types of materials are defined as A non-record and may be disposed of at the discretion of the Department when they are of no more value/use to the Department. A. Extra copies of correspondence and other documents preserved only for convenience of reference. B. Blank forms, books, etc., which are outdated. C. Materials neither made nor received in pursuance of statutory requirement nor in connection with the functional responsibility of the city. D. Preliminary drafts of letters, reports, and memoranda which do not represent significant basic steps in preparation of recorded documents. E. Notes, audio and video recordings which have been transcribed, except where noted on City retention schedule. F.	None	General Government

**NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.**

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
	<p>Routing and other interdepartmental forms which do not add any significant material to the activity concerned. G. Stocks of publication and processed documents preserved for supply purposes only. H. Form and guide letters, sample letters, form paragraphs. NOTE: All other materials either related or received in pursuance of statutory requirements or in connection with the transaction of public business which belong to the office concerned are government property and not personal property of the officer or employees concerned. Therefore, any material not included in the above definition cannot be destroyed, given or taken away, or sold without complying with all the statutory requirements specifically relating to said records.</p>		
R.192	Operator Training Records: Includes all records on training conducted to maintain state certified operators.	2 years after employment separation	General Government
R.193	Payment Invoice Files: records concerning the purchase and payment of goods/services provided by the department/division. File may include	(1) Finance department copy: 6 years after close of fiscal year in which created	General Government

NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
	buyer's purchase documents, copy of department/division's invoice, correspondence, memoranda, etc.	(2) Other department copy: 3 years after close of fiscal year in which created	
R.194	Payment Requests: Standard form used to authorize payment or reimbursement of expenses other than payroll. A. Finance Department copy B. Department copy	A. 6 years after close of fiscal year in which created B. 3 years after close of fiscal year in which created	General Government
R.195	Petition Files: records concerning requests on a variety of issues (e.g., special election, ordinance change, traffic light installation, speed bump installation, etc.).	(1) Petitions that initiate an election: Filed in election files (2) All other petitions: 1 year after close of fiscal year in which received	General Government
R.196	Photographs: Photographic proof and negatives of Department activities. Photographs may include identification according to time, place, and Department activity	Until no longer needed for reference	General Government
R.197	Policies and Procedures File: Reference copies of current policies and procedures of government and non-government entities with which the Department deals	Until superseded or obsolete	General Government
R.198	Project Control File: Memoranda, reports and other records documenting assignments, progress, and completion of projects. NOTE: Record series does not include construction project files.	1 year after close of fiscal year in which project completed/canceled	General Government

NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
R.199	Quarterly & Annual Reports: Includes state required quarterly and annual reports for various City activities	5 years after close of fiscal year in which created	General Government
R.200	Receipts: Department documents that record the receipt of any form of payment to the Department.	3 years after close of fiscal year in which created	General Government
R.201	Reference Files (Staff Level): Routine office management files retained below the Department director and division levels. Included are convenient copies of memoranda, reports and other reference materials. Topics include such subjects as: job activities, program material, general office information, professional associations, charitable affairs, disaster preparedness, and other related topics.	Until no longer needed for reference	General Government
R.202	Report Of Injuries	4 years after end of calendar year in which submitted	General Government
R.203	Schedules of Daily Activities: records used to keep track of work-related events and commitments of department/division staff members. Record includes daily appointment books, calendars, and other records indicating dates for meeting and work activities	Until no longer needed for reference but no longer than 1 year after close of calendar year in which created	General Government

**NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.**

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
R.204	Special Event Registration Records: Registration forms, vendor registration forms, release of liability forms to participate in special events.	1 year after expiration	Planning and Land Use Department
R.205	Subject Files: Correspondence, memoranda, publications, reports and other information received by Department and filed by subject.	Until superseded or until information no longer needed for reference	General Government
R.206	Supplies and Equipment File: Records concerning supplies and equipment, including software. File may contain accounting records, operating manuals, warranties, inventories, related documentation, correspondence, memoranda, etc. A. Warranties B. Equipment records, including operating manuals C. Supply records	A. 6 years after termination of warranty B. Until disposition of equipment C. Until audit report released	General Government
R.207	Surveys/Maps: Surveys/maps developed by a department to carry out its mission and function. Information concerns roads, property lines, corners, monuments, road marker placements, structures, sites, and other related data.	Until no longer needed for reference	General Government
R.208	Visitor Control Files: registers or logs used to record names of outside contractors, service personnel, visitors, employees admitted to areas.	Retention: 1 year after date created	General Government

**NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.**

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
R.209	Accident Report File: reports of accidents involving department/division personnel.	(1) Files resulting in no action/claim/litigation: 2 years after date of accident (2) Files resulting in action/claim/litigation: until incorporated into workers' compensation file	Risk & Safety
R.210	Affirmative Action and Equal Opportunity Files: Records concerning department/division's affirmative action/equal opportunity program. File may include regulations and guidelines, policies, reports, studies, correspondence, and related records.	(1) Regulations, policies, guidelines, reference materials: until obsolete or superseded, then transfer to archives for appraisal and final disposal (2) Grievance or complaint files: 1 year after date case closed (3) Compliance reviews: after 5 years (4) Remaining records: 2 years after date created Confidentiality: NMSA 1978, Section 10-15-1 .	Human Resources Department
R.211	Department/division organizational Charts: Records that reflect the organizational structure of the department/division and its divisions. Information includes a diagram, which shows a systematic and symbolic arrangement of an department/division's divisions and program areas by name and function.	1) Executive copy (department/division director, deputy director, and division director): until superseded and until no longer needed for reference, then transfer to archives (2) non-executive copies: until superseded by new organizational char	Human Resources Department

**NOTE:** City records not specifically addressed herein shall be retained in accordance with applicable law.

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
R.212	Alcohol and Drug Abuse Program File: Records concerning the administration of the department/division's alcohol and drug abuse program	Retention: 3 years after close of fiscal year in which created	Risk & Safety
R.213	Applications for Employment - Rejected	3 years after rejection	Human Resources Department
R.214	Applications for Employment File: Applications for employment within an office or department. File may contain application, resume, letters of reference or recommendation, correspondence, memoranda, related documentation, etc.	(1) Applications and records for individuals hired: transfer to personnel office when individual accepts position ( 2) Applications and records for individuals not hired: transfer to personnel office when position is filled (3) Unsolicited applications: transfer to personnel office when received	
R.215	Background Investigation Records: Can include but are not limited to application, authorization, investigation, final report, etc. A. Hired employees B. Individuals not hired	A. 3 years after employee terminated or retired B. 3 years after investigation	Human Resources Department
R.216	Classification Study Files: special studies for proposed classifications; can include but are not limited to job description, task statements, methodology, description of study, salary surveys, relative correspondence, etc.	(1) other department: 3 years after created (2) Human Resources Department: 10 years after study is superseded	Human Resources Department

**NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.**

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
R.217	Collective Bargaining Files: records concerning transactions with labor organizations representing employees in collective bargaining. Files may contain copy of certification of labor organization as the exclusive representative of employees, mediation documentation and recommendations, agreements, grievances and resolutions D certification correspondence memoranda etc.	(1) Agreements: 6 years after termination of agreement (2) Grievances and resolutions: 3 years after date of resolution (3) All other documentation: until no longer needed for reference	1. City Clerks 2. Relevant Dept. 3. Human Resources Department
R.218	Control Logs include logs for controlling each step of personnel actions from initiation through completion of action	Until all actions are completed	Human Resources Department
R.219	Education and Training Files: can contain but are not limited to material relative to education of training, test booklets, answer sheets, lists of attending employees, course brochures, synopsis, copies of contracts, relative correspondence, etc.	Retention: 3 years after course conducted	Human Resources Department
R.220	Employee Eligibility Verification, (FORM I-9) Files: records documenting the employer's determination, verification and re-verification of eligibility that an employee is authorized to work in the United States. File may include form I-9 (i.e., employee name, address, date of	Retention: 3 years from date of hire or 1 year from date of separation of employment, whichever is later (8 CFR 274A.2) Confidentiality: Portions of this record may be confidential pursuant, but not limited to, 5 USC,	Human Resources Department

**NOTE:** City records not specifically addressed herein shall be retained in accordance with applicable law.

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
	birth, social security number, attestation of citizenship, etc.), copy of social security card, copy of employment authorization with photo, copy of driver's license, copy of birth certificate, copy of U.S. citizenship identification card, etc.	Section 552a (i.e., social security number).	
R.221	Employee Listing: May list name, number, position, location, hire date, salary, etc.	Until new listing is issued	Human Resources Department
R.222	Employee Number Logs: Can show number, name, date hired, etc.	Until purpose is served	Human Resources Department
R.223	Equal Employment Opportunity and Affirmative Action Plans: required annual by state and federal law, these are department assessments of internal employment practices with specific policies and procedures designed to eliminate the effects of institutional discrimination.	3 years after issued	Human Resources Department
R.224	Grievance and Complaint Files: can contain but are not limited to complaint and grievance, correspondence, summary of hearing, exhibits, committee, decisions, transcripts, resolutions, depositions, etc.	Destroy 3 years from date of separation from employment	Human Resources Department

**NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.**

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
R.225	Group Insurance Policy Files: records concerning insurance coverage of department/division employees (health, life, accident, and long-term disability).	<p>(1) Group insurance policy: 10 years after expiration of policy, provided no claims or suits pending</p> <p>(2) Individual employee policy holders' records (waiver and enrollment forms applicable to group insurance in effect): 3 years after employee terminated or retired, or 3 years after termination of effective period</p> <p>(3) Claim file: until informational value ends Confidentiality: claim files containing health information are confidential. (14-6-1 NMSA 1978)</p>	Human Resources Department
R.226	Human Resources Memoranda: Personnel office memorandums	<p>(1) other department: until rescinded</p> <p>(2) personnel office: Permanent</p> <p>*Record shall be retained in the original format in which it was created as well as digitized for expedited retrieval.</p>	Human Resources Department
R.227	Insurance Records: deduction authorization, request for change, waiver and copies of claims, correspondence, etc.	<p>(1) deduction authorization, request for change, waiver: 3 years after employee terminated or retired or 3 years after termination of agreement</p> <p>(2) copies of claims, correspondence, etc.: until purpose is served</p>	Human Resources Department

NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
R.228	Job Description Questionnaire: shows department, position, number, current and proposed classification, name of incumbent and supervisor, personnel department signature, description of work performed, etc.	(1) other department: until new listing is issued (2) personnel department: 10 years after replaced	Human Resources Department
R.229	Job Description: Shows job title, definition, supervision and guidelines, examples of work performed, distinguishing characteristics, minimum qualifications, working conditions.	Once new description is issued	Human Resources Department
R.230	Job Postings: Can show position title, range, salary, location, supervisor, qualifications, deadline, etc.	Until position is filled	Human Resources Department
R.231	Job Specification: shows job title, definition, supervision and guidelines, examples of work performed, distinguishing characteristics, minimum qualifications, working conditions	(1) other department: once new specification is issued (2) Human Resources department: 10 years after job specification is replaced	Human Resources Department
R.232	List Of Approved Class Specifications (Classification and Compensation Plan): Shows specification number, range, abbreviated title, full title. A. Other department B. Human Resource Office	A. Until new list is issued B. 3 years after superseded	Human Resources Department
R.233	Notice of Accident - Employee A. Human Resources-original B. Department copy	A. 1 year after case is closed B. 90 days after report is filed	Risk & Safety

NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
R.234	Notice of Changes of Class Specification: shows manifest number, effective date, present class title and specification number, nature of action, etc.	(1) other department: until new list is issued (2) personnel office: 10 years after replaced	Human Resources Department
R.235	Personnel Evaluations: Employee personnel evaluations	Retention: 3 years after issued	Human Resources Department
R.236	Personnel Files: Can include but are not limited to personnel action requests. Salary adjustment notices. Employee payroll information sheets, performance evaluations, correspondence (includes disciplinary actions, commendations, recommendation, etc.). General (includes applications, job descriptions, test grades, certificates, resumes, transcripts, disclaimers, etc.) A. Human Resource Department B. Other Department Copies	A. 55 years after employee terminated or retired B. 3 years after employee retired or terminated	Human Resources Department  Relevant Department
R.237	Promotional and Transfer Opportunity Notices (Internal): can show position title, range, salary, location, supervisor, qualifications, deadline, etc.	3 years after issued	Human Resources Department  Relevant Department
R.238	Rejected Applications: Rejected job applications	3 years after rejected	Human Resources Department
R.239	Retirement Records: can include but are not limited to application, certification, changes, refunds, financial ledger, correspondence, etc.	Personnel department copy: 3 years after employee terminated or rehired	Human Resources Department

NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
R.240	Search Committee Files: records concerning activities of specially formed search committees charged with recruiting new or replacement department/division personnel. File may include resumes, applications, correspondence, related records, memoranda, etc.	(1) Applications and records for individuals hired: transfer to personnel office when individual accepts position (2) Applications and records for individuals not hired: transfer to personnel office when position is filled (3) Unsolicited applications: transfer to personnel office when received	Human Resources Department
R.241	Status Change Request: May include rate changes, hires, transfers, promotions, terminations, and employee address update. A. Data Processing B. Other department C. Human Resource Office	A. 5 years after the close of fiscal year in which created B. 3 years after issued. C. Part of the official record include in Personnel file	Human Resources Department
R.242	Surety Bond Files: records concerning surety bond coverage of department/division employees and persons acting on behalf of or in service to the department/division in any official capacity.	(1) Certificate (policy): 10 years after expiration of policy, provided no claims or suits pending. (2) Claim files: 3 years after case closed	Risk & Safety
R.243	Training Course Reports: Mandatory and voluntary training courses taken by employees.	3 Years after course is completed	Human Resources Department
R.244	Unemployment Compensation Claims - Quarterly Printout: Report compiled from records maintained by Employment	2 years after close of fiscal year in which created	Human Resources Department

NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
	Security Department; show name and social security number of claimant, eligibility, paid benefits, etc.		
R.245	Worker's Compensation Claim Files: May contain copies of investigation reports medical and documentation reports, copies of medical bill submitted by claimant, record of paid benefits, etc. NOTE: Claim files containing health information are confidential. (14-6-1, NMSA 1978)	3 years after end of calendar year in which created (1) Paper: until entered and verified into system (2) Data: 3 years after no longer employed with the department/division. Confidentiality: portions of record may contain confidential information per 20 CFR 401.	Risk & Safety
R.246	Computer System Access Request: hardcopy input document used to request or modify a user's systems access. Record may contain username, user number, request date, organization or unit identifier code, position title, justification, written approval, user social security number, requested login identity, system name, domain name, group name, restrictions, etc.	(1) Approved systems: 1 year after discontinuance of system, provided all magnetic data files are authorized for disposal or transferred to new or alternate system (2) Disapproved proposed systems: 1 year after date of final action	Information Technology and Telecommunications Department
R.247	Documentation Tape Files: data processing tapes providing documentation for operation systems. Tapes include data systems	5 years from date of final report Confidentiality: Portions of this record may contain confidential information pursuant, but not	Information Technology and Telecommunications Department

NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
	<p>specifications, systems test documentation, file specifications, user guides, output specifications, reports, and information retrieval data. Proprietary software is confidential (copyright, protection of rights, 17 USC, section 102,106, and 117). System test documentation for approved systems may be destroyed one year after completion of testing.</p>	<p>limited to 44 U.S.C. sec. 3544(a)(1)(A).</p>	
<p><b>R.248</b></p>	<p><b>Electronic Information Security Audit Files:</b> records documenting security audits conducted on electronic information systems. Files may include risk assessment report, business process analysis, final audit report and determinations, correspondence, etc.</p>	<p><b>2 years after system goes into production</b></p>	<p><b>Information Technology and Telecommunications Department</b></p>
<p><b>R.249</b></p>	<p><b>Test Files:</b> records concerning test results for upgrades, migration or compliance. File may contain system specifications, hardware specifications, computer printouts, notes, correspondence, e-mail, electronic logs, pre and post test results, benchmark results, operating system version, application version, testing personnel name, etc.</p>	<p><b>3 years after date request completed</b></p>	<p><b>Information Technology and Telecommunications Department</b></p>

**NOTE:** City records not specifically addressed herein shall be retained in accordance with applicable law.

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
R.250	Information Technology Service Requests: records documenting requests for technical service assistance. Files may include service request form, response to request, information on the use of computer equipment for program delivery, security authorization form, etc.	<b>Permanent</b> *Record shall be retained in the original format in which it was created as well as digitized for expedited retrieval.	Information Technology and Telecommunications Department
R.251	Accession Records: records concerning the acquisition of library monographs, films, photographs, collections, etc. Record may show accession number, author, title, publisher, date of publication, cost of acquisition, etc.	Until receipt of materials	Community Services Department
R.252	Acquisitions File: Materials on order but not yet added to collection	Until receipt of materials	Community Services Department
R.253	Borrower File: Records that authorize patrons to borrow library materials (includes interlibrary loans). May show borrower name, borrower number, expiration date, etc. NOTE: Confidentiality (18-9-4, NMSA 1978)	Until obsolete	Community Services Department
R.254	Borrowing/loaning Records: Records concerning the borrowing and loaning of library materials (includes interlibrary materials). NOTE: Confidentiality (18-9-4, NMSA 1978)	Until all borrowing/loaning transactions completed	Community Services Department

NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
R.255	Catalog Of Holdings: Record of library holdings in manuscript, printed catalog, or continuously updated catalog forms.	Until superseded	Community Services Department
R.256	Censorship or Complaint Files: records concerning library material censorship and complaints. File may include evaluations by staff, patron's complaints, final decision documentation, etc.	5 years after date of last entry	Community Services Department
R.257	Challenges to Materials: Records concerning requests for reconsideration of library materials and library review.	10 years after date of last entry	Community Services Department
R.258	Gift Donors File: records concerning the donation of publications and manuscripts to the library. Comply with applicable provisions of legal agreement regarding confidentiality of records concerning each gift. Gift Donors File: records concerning the donation of publications and manuscripts to the library. Comply with applicable provisions of legal agreement regarding confidentiality of records concerning each gift.	5 years after date created	Community Services Department
R.259	Interlibrary Loan Records: Includes loan requests, request logs, and monthly status reports. NOTE: Confidentiality (18-9-4, NMSA 1978)	1 year from end of calendar year in which created	Community Services Department

NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
R.260	Patron's Registration for Use of Special Library Materials: records concerning the use of rare, valuable, or other restricted library materials. Records may show patron name, patron address, patron signature, etc.	5 years after date materials used. Confidentiality: NMSA 1978, Section 18-9-4	Community Services Department
R.261	Requests for Reproduction of Copyrighted Works: records concerning requests for copyrighted materials. Records may contain files or logs, records of requests made for copies or phonorecords of copyrighted materials, records of the fulfillment of such requests, etc. (includes interlibrary loans).	3 years after the calendar year in which created per United States Copyright Office Circular 21, p. 19 Confidentiality: NMSA 1978, Section 18-9-4	Community Services Department
R.262	Selection Records: records documenting the selection of books and other library materials (monographs, periodicals, films, etc.).	1 year after date created	Community Services Department
R.263	Statistical Reports: Includes annual report submitted to State Library	20 years	Community Services Department
R.264	Arrest Reports (Arrest/Booking Reports): Records the arrest/booking of subject. Information includes subject name, arrest number, physical characteristics arrest date/time, arrest location, arresting officer name, charges, etc. A.	A.1. 5 years after the incident or until investigation closed, whichever is longer. A.2. 5 years after incident date or until juvenile reaches age 19, whichever is less, provided	Municipal Court

NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
	DPS A.1. Adult records A.2. Juvenile records B. Municipal Court	investigation closed B. 3 years after case closed Confidential: 1.19.8.804.D.2 NMAC, NMSA 1978, Section 32A-2-32	
R.265	Bond Book/CASH BOND RECORD Includes defendant name, name of person who posted the bond, amount of bond, check number and receipt number.	6 years after close of fiscal year in which created	Municipal Court
R.266	Check Register: Record of checks issued for payment of voucher. Register may show check number, vendor name, vendor code, voucher number, voucher date, vendor invoice number, fund (account) number, payment amount, check date, etc.	6 years after close of fiscal year in which created	Municipal Court
R.267	Citations - Penalty Assessment and Non-Traffic (NTC) A. Municipal Court B. Police Department copy	A. 3 years after case closed B. 6 months	Municipal Court
R.268	Court Docket Book: Shows defendant name, docket number, offense, judge, charge, citation number, officer name, disposition, etc.	3 years after case closed	Municipal Court
R.269	Court Docket: record log of civil processes served. Docket may show parties names, attorneys, type of civil process, date of entry, by whom served,	5 years after date logged	Municipal Court

**NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.**

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
	date of service, kind of service, police department costs, etc.		
R.270	<b>Criminal Case File, DWI: Contains criminal docket sheet, Uniform Traffic Citation, criminal complaint, summons, Probable Cause Form, bail bond forms, Condition of Release forms, Notice of Appeal, Warrants, Failure to Appear Notices, Entry of Appearance form, Remand Order, Waiver of Counsel forms, Guilty Plea Proceeding form, transportation documentation, Judgment and Sentence forms, fidelity bond claim, court pleadings, motions, pleadings, notes, briefs, releases, investigative reports, investigator activity logs, transcripts, closing sheets, correspondence, memoranda, etc. NOTE 1: Treatment/psychological evaluations, supervision histories (i.e., probation, mandatory programs, etc.) shall be kept separately.</b>	<b>Permanent</b> *Record shall be retained in the original format in which it was created as well as digitized for expedited retrieval.	Municipal Court
R.271	<b>Criminal Case File, Non-DWI: Contains Uniform Traffic Citation, criminal complaint, summons, Probable Cause Form, bail bond forms, Condition of Release forms, Notice of Appeal,</b>	3 years after case closed	Municipal Court

**NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.**

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
	<p>Warrants, Failure to Appear Notices, Entry of Appearance form, Remand Order, Waiver of Counsel forms, No Contest forms, transportation documentation, judgment and Sentence forms, fidelity bond claim, court pleadings, motions, pleadings, notes, briefs, releases, investigative reports, investigator activity logs, transcripts, closing sheets, correspondence, memoranda, etc. NOTE 1: Treatment/psychological evaluations, supervision histories (i.e., probation, mandatory programs, etc.) shall be kept separately.</p>		
R.272	<p>Master Computer Record: Shows docket number, defendant name, defendant personal data, incident location, incident date, etc. NOTE: Court shall insure that both alphabetical and numerical access to case file is produced.</p>	10 years after case closed	Municipal Court
R.273	<p>ADA Compliance Files: Records concerning the Americans with Disabilities Act. File may contain ADA plan, policies, grievance procedures, grievances, resolutions, etc.</p>	<p>(1) Plans, policies, and procedures: until superseded or 1 year after affected grievances have been resolved                      (2) Grievances and resolutions: 1 year after date closed</p>	Municipal Court

NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
R.274	Concession Records: Includes agreements, financial reports, approvals, inspections, etc.	6 years after close of fiscal year in which created	Municipal Court
R.275	Damage Reports: Daily reports on vandalism, replacement, repair, date of repair, etc.	5 years after date of report	Municipal Court
R.276	Park And Facility Audit Files: Includes usage reports, improvements, etc.	Until change occurs in equipment	Municipal Court
R.277	Program, Class and Report of Injury Files: A. Includes registration/acknowledgement of risk forms, accident/incident reports, medication forms, restraint forms, inclusion forms, comment/evaluation forms, usage reports, transportation records, lunch program records, attendance and participation reports, etc. B.1 Waiver of liability/Acknowledgement of risk forms/Report of Injury 1. For children under the full age of seven (7) years 2. For children over seven (7) years	A. 3 years after the close of fiscal year in which created B.1. 3 years after the close of fiscal year of child's 9th birthday B.2. 3 years after close of fiscal year in which created	Municipal Court
R.278	Recreation Program Files: records concerning the management of recreational programs (summer recreational programs, recreational leagues, swimming pool). Files may	1 year after close of fiscal year in which created	Municipal Court

**NOTE:** City records not specifically addressed herein shall be retained in accordance with applicable law.

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
	contain activity rosters, program schedules, work schedules, etc.		
R.279	Recreational Leagues: Includes rosters, schedules, by-laws, correspondence, season determinations, etc.	1 year after league dissolution	Municipal Court
R.280	Animal Control Files: Records concerning animal control. Files may include violations of animal control ordinances, carcass removal records, animal pound records, licensing documentation, lost and found reports, animal trap records, animal license (tag) copy, etc.	<p>(1) Ordinance violation records: 1 year after date of incident</p> <p>(2) Carcass removal records: 30 days after date of removal</p> <p>(3) Animal adoption records: 1 year after date of adoption</p> <p>(4) Euthanasia records: 30 days after date of disposition of animal</p> <p>(5) Financial records: As described in this schedule</p> <p>(6) All other records: 1 year after date created</p>	Police Department
R.281	Animal Lost and Found Records	30 days after reported	Police Department
R.282	Animal Trap Rental Agreements	60 days after trap returned	Police Department
R.283	Arrest Reports (Arrest/Booking Reports): Records the arrest/booking of subject. Information includes subject name, arrest number, physical characteristics arrest date/time, arrest location, arresting officer name, charges, etc. A. DPS B. Municipal Court	<p><b>A. Permanent</b> *Record shall be retained in the original format in which it was created as well as digitized for expedited retrieval.</p> <p><b>B. 3 years after case closed</b></p>	Police Department

**NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.**

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
R.284	Citations - Penalty Assessment and Non-Traffic (NTC) A. Municipal Court B. Police Department copy	A. 3 years after case closed B. 6 months	Police Department
R.285	Citations Issued A. Municipal Court B. DPS	A. 1 year B. 3 months	Police Department
R.286	Code enforcement Violations Case Files: By case number and includes report of violation, complaints, inspections, notifications, digital photos, video	3 years from date the case is initiated	Police Department
R.287	Complaints And Grievances: Not resulting in investigation	3 years from date the case is initiated	Police Department
R.288	Confidential Source (Informant) Files: Records concerning confidential sources or informants utilized in criminal investigations conducted by DPS. File may contain names of informants, personal and/or criminal history of informants, types of information available through informant, information A. Fiscal information B. All other information	A. Until Audit Report released B. Until no longer needed for reference	Police Department
R.289	Crime Prevention Files: records concerning crime prevention instruction (e.g., workshops, seminars, presentations, etc.) conducted by police department staff. Files may contain	(1) Training materials: until superseded by new materials (2) All other records: 5 years after event date	Police Department

**NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.**

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
	agendas, programs, handouts, training materials, reports, correspondence, etc.		
R.290	Criminal History Log	1 year	Police Department
R.291	<b>Criminal History Records (Rap Sheet): Record of complete cumulative original history on any subject arrested for a crime by the police department. Information may include any/all the following: name, date of birth, physical description, FBI number, address, employment, marital status, ed Note: Confidentiality (32-2-32, NMSA 9178).</b>	<b>Permanent</b> *Record shall be retained in the original format in which it was created as well as digitized for expedited retrieval.	Police Department
R.292	<b>Criminal Incident Automated System: electronic records of all adult and juvenile criminal incidents. Record may show all information from original report of incident (felony or misdemeanor) and pertinent facts surrounding the incident or offense. Information includes incident type, case number, NCIC, entry, incident code, premise type, incident location, incident date, time and date, reporting area, complaint, victim information, subject (suspect) data, arrest data, vehicle data, witness data, narrative, UCR data administrative section, etc.</b>	<b>(1) Juvenile data: 2 years after date of incident or at age 19, whichever is longer</b> <b>(2) All other data: 5 years after date of incident or until investigation closed, whichever is longer</b> <b>Confidential: 1.19.8.826.1, as per NMSA 1978, Section 32A-2-32</b>	Police Department

**NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.**

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
R.293	Criminal Investigation Case Files: records concerning criminal investigations conducted by police department for the purpose of criminal prosecution. Records created as an enhancement to the investigative portion of the incident report (offense or incident report). Files may contain motor vehicle records, criminal histories, photos, search warrants, arrest warrants, names of confidential sources, etc. Note: evidence and copies of case file may be forwarded to prosecuting attorney.	(1) Adult case files: 5 years after investigation closes (2) Juvenile case file: 5 years after investigation closed or until juvenile reaches age 19 whichever is less Confidential: both 1.19.8.805.D.1, and 2 NMAC, NMSA 1978, Section 32A-2-32	Police Department
R.294	Department Report	2 years after close of fiscal year in which created	Police Department
R.295	Emergency Action Books: Guidelines and or checklists for use in the emergency operations center.	Until no longer needed for reference	Police Department
R.296	Emergency Management Reports and Records: Periodic reports required by state and federal management agencies as well as exercise participation and evaluation reports and records of emergency management training	5 years after close of federal fiscal year in which created	Police Department
R.297	Extradition Files: records concerning the extradition and transport of prisoners. Files may include court order,	Retention: 3 years after close of fiscal year in which created	Police Department

NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
	reimbursement voucher, travel arrangements, pre-booking documentation, receipt for prisoner, etc.		
R.298	Gang Activity File: records concerning local gang activity. File may contain gang identifier information, gang history, gang membership lists, crime involvement information, etc.	Until informational value ends Confidential: NMSA 1978, Section 32A-2-32	Police Department
R.299	Incident Reports (Offence/Incident Reports): records the original report of incident (felony or misdemeanor) and pertinent facts surrounding the incident or offense. Reports may show incident type, case number, NCIC entry, incident code, premise type, incident location, incident date, time date, reporting area, complaint, victim information, subject (suspect) data, arrest data, vehicle data, witness data, narrative, UCR (Uniform Crime Reporting) data administrative section, etc.	(1) Adult records: 5 years after date of incident or until investigation closed, whichever is longer (2) Juvenile records: 5 years after date of incident or until juvenile reaches age 19, whichever is less, provided investigation closed Confidential: 1.19.8.803.D.2 NMAC, NMSA 1978, Section 32A-2-32	Police Department
R.300	Indexes And Registers of Case Files Record of cases prior to current computer system.	Permanent *Record shall be retained in the original format in which it was created as well as digitized for expedited retrieval.	Police Department
R.301	Internal Affairs Case File: records concerning complaints against officers or	(1) Disciplinary action taken: 3 years after termination of officer	Police Department

**NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.**

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
	civilian employees and consequent investigation. File may include complaint, tapes or transcriptions, staff inspection order, order to appear, evidence (e.g., tapes, videos, reports, photographs, etc.), police reports copies, medical releases, supplementary offense report (investigation summary), review order (chain of command review), case reviews with case recommendation, determination, determination notification copy, etc.	(2) Dismissed or cleared: 3 years after complaint dismissed or cleared Confidential: NMSA 1978, Section 14-2-1.A unless appealed through an administrative open meeting process	
R.302	NCIC Records: Filed by case number concerning stolen vehicles, guns, articles, license plates, missing persons, wanted persons, etc.	Until cleared, canceled or purged due to expiration (in accordance with the NCIC operating rules)	Police Department
R.303	NCIC Validation Schedule	Until cleared, canceled or purged due to expiration (in accordance with the NCIC operating rules)	Police Department
R.304	NMLETS Operating Manual	Until superseded by new manual	Police Department
R.305	Oath of Office: originals or copies of oaths of persons serving as police officer. Oath may show department name, name of officer, affidavit,	Retention: 1 year after termination of service	Police Department
R.306	Parking Violation Citations: municipal parking violation citation that shows vehicle license plate number, vehicle	3 years after date citation issued	Police Department

NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
	make and model, type of parking violation, fee, instructions, etc.		
R.307	Pawn Shop Tickets: Record of description of material received from customer and customer signature.	1 month after entered computer system	Police Department
R.308	Pawnbroker Files: records concerning local pawnbroker shops. Files may contain reports submitted to law enforcement department by local pawnbrokers as required by the Pawnbrokers Act (Section 56-12-9 NMSA 1978) and information on pawn inspections by police department. Pawnbroker reports may show name of item; description of the item, including make and model number; date of transaction; time of transaction; type of transaction; name and address of person offering item; description of person offering item; type of identification used by person offering item; etc.	5 years after date created	Police Department
R.309	Property & Evidence Record: Record of property and/or evidence either seized, found or impounded. Includes date/time/location of property acquisition, acquiring officer, type of offense, case number, suspect name,	1 year after date of disposition of all property or evidence for this case	Police Department

**NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.**

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
	<p>property owner's name and address, item description, serial number or controlled substance weight, investigative section case referred to, property disposition information, etc. The chain of events portion of record may show name/number of lockers in which evidence is placed, date and name of officer placing evidence in storage, date and name of person removing evidence from storage, location in evidence room where evidence is placed. Information on disposition of evidence, officer's signature, etc.</p>		
<p><b>R.310</b></p>	<p>Property or Evidence Records: record of property or evidence either seized, found, or impounded. Receipt portion of record may show property either seized or found (date, time, location of property acquisition, acquiring officer, type of offense, case number, suspect name, property owners name and address, item description, serial number or controlled substance weight, investigative section case referred to, property disposition information, etc. Chain of events portion of record may show name or number of</p>	<p>1 year after date of disposition of all property or evidence for this case</p>	<p>Police Department</p>

**NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.**

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
	locker in which evidence is placed, date and name of officer placing evidence in storage, date and name of person removing evidence from storage location in evidence room where evidence is placed, information of placing or removing evidence in or from evidence room (storage), certificate of release, receivers signature, property officers signature, information on disposition of evidence by evidence office, evidence officers signature, etc.		
R.311	Radio Frequency/Telephone Audio Recordings (911 Recorded Calls): Radio frequency/telephone audio recordings of emergency and/or non-emergency calls received. Portions of recording may be confidential (i.e., names of minors, suspect information, etc.). Recordings may be copied and filed with investigative portion of incident reports.	3 years after date of call	Police Department
R.312	Restraining Orders	Until expires	Police Department
R.313	Seizure or Forfeiture Files: records concerning property or goods seized by law enforcement entities and released by the state or federal government to the municipality. Files may include copy of	6 years after close of fiscal year in which property was transferred to municipality	Police Department

**NOTE:** City records not specifically addressed herein shall be retained in accordance with applicable law.

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
	application for transfer of forfeited property or goods, inventory of property or goods, asset control information, purchase order copies, financial reports, etc.		
R.314	Teletype File: teletypes received from other law enforcement entities (e.g., local, state, federal, foreign, etc.). Teletype may contain notice of criminal activity, request for information, facsimile, composite drawing, photograph, etc.	Until informational value ends or 1 year after date received, whichever comes first	Police Department
R.315	Uniform Accident Report: MVD prepared uniform accident report that shows date, time of accident, location, persons involved, vehicles involved, vehicle or property damage, injury codes, seat belt codes, witness information, road and weather conditions, apparent contributing factors, driver or pedestrian sobriety or physical condition, diagrams, etc.	5 years after date of accident (NMSA 1978, Section 30-1-8D)	Police Department
R.316	Uniform Crime Report (UCR)	Permanent *Record shall be retained in the original format in which it was created as well as digitized for expedited retrieval.	Police Department

**NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.**

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
R.317	Uniform Traffic Citations: MVD prepared uniform traffic citation that shows citation number, name, address, city, state of person charged, physical description, age, sex of person charged, registration number, year, state, make, type of vehicle involved, state, number of driver's license, specific section number and common name of offense charged under NMSA 1978 or of local law, date, time of arrest, arresting officers signature, identification number, conditions existing at the time of violation, notice to appear information, penalty assessment notice, warning notice, etc.	3 years after date citation issued (NMSA 1978, Section 30-1-8H )	Police Department
R.318	Vehicle Accident Report File: records concerning each vehicle accident reported on department/division property. File may include medical records, offense or incident reports, affidavits, photographs, diagrams, related documentation, correspondence, memoranda, etc.	(1) Fatal accidents: 25 years after date of accident (2) non-fatal accidents: 10 years after date of accident Confidentiality: (NMSA 1978, Sections 66-7-213, 66-7-215 and 14-6-1)	Police Department
R.319	Victor Numbers Log: Log of abandoned vehicles	3 years	Police Department

**NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.**

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
R.320	Video Recordings	(1) Evidentiary footage or recording (i.e., footage or recordings of DWI arrests or any criminal incident): 1 year after date of incident or 60 days after date of court disposition, whichever is less (2) Booking area footage or recording: 90 days after date created (3) Routine surveillance footage/recordings (e.g., footage or recordings of entrance or exit areas, car parking areas, etc.):	Police Department
R.321	Warrants of Arrest: Includes active warrants.	5 years after prosecution completed	Police Department
R.322	Wrecker Log (Impound Log): record of vehicles towed away. Log may show date and time, name of wrecking company, operator, make of vehicle, license number, owner, location, reason for towing vehicle, etc.	1 year after close of fiscal year in which created	Police Department
R.323	Wrecker Log record of vehicles towed away. Record may show date and time, name of wrecking company, operator, make of vehicle, license number, owner, location, reason for towing vehicle, etc.	1 year after close of fiscal year in which created	Police Department

**NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.**

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
R.324	Appraisal of Property Values: Shows description of land, location, acreage or footage, value, depreciation, etc.	2 years after new appraisal is made	Public Works Department
R.325	Building Appraisals: Shows description of building surveyed, square footage, type of structure, estimated replacement cost, value and depreciation, etc.	2 years after new appraisal	Public Works Department
R.326	Construction Records: A. Includes engineering specifications and as-builts for water systems, wells, and wastewater systems. B. Reservoir design file and soil surveys	A. Permanent B. Permanent *Record shall be retained in the original format in which it was created as well as digitized for expedited retrieval.	Public Works Department
R.327	Customer Complaint Files Specific to Administration and Utilities Department.	5 years	Public Works Department
R.328	Customer Installation Work Order: Includes customer name, address, description of work, meter reading information, installation charges, etc. A. Hookups B. Line extensions	A. 7 years from date of work order B. 6 years after contract terminates	Public Works Department
R.329	Customer Service: A. Customer file B. Work orders C. Work orders - daily summary	A. 3 years after cancellation of utility service B. 3 years C. Permanent *Record shall be retained in the original format in which it was created as well as digitized for expedited retrieval.	Public Works Department
R.330	Discharge of Effluent Permit Files: records concerning the discharge of effluent. Files may contain National Pollutant Discharge	10 years after destruction of facility	Public Works Department

NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
	Elimination System (NPDES) permit application, permit for discharge of effluent, compliance monitoring reports, inspection reports, non-EPDES permits, notice of intent to discharge effluent, plans, specifications, enforcement actions, etc.		
R.331	District Maps: Shows the current geographical boundaries of each district	4 years after districts are changed and new map is prepared	Public Works Department
R.332	Easement Records: Includes agreements, plans, etc.	Permanent *Record shall be retained in the original format in which it was created as well as digitized for expedited retrieval.	Public Works Department
R.333	Equipment: Small Equipment & Vehicle Maintenance Log: Includes oil check maintenance log.	4 years after vehicle disposed of	Public Works Department
R.334	Fleet Maintenance Records: Includes work orders, repair orders, work schedules, maintenance orders, maintenance schedules, daily work reports and logs, etc.	4 years after close of fiscal year in which created	Public Works Department
R.335	Flow Charts - Influent and Effluent	10 years	Public Works Department
R.336	Gasoline Usage and Mileage Records	1 year	Public Works Department
R.337	Geographic Information System (GIS) Records: Includes atlases, street maps, lot specific data, zoning, property ownership, legal description, street addresses	Until no longer needed for reference	Public Works Department

NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
R.338	Infrastructure Development Plans: records concerning plans for future infrastructure development. Files may contain feasibility studies, statistical reports, history documentation, maps, plans, plats, etc.	(1) Projects approved: Permanent*Record shall be retained in the original format in which it was created as well as digitized for expedited retrieval. (2) Projects not approved: 5 years after close of fiscal year in which submitted to municipal governing body	Public Works Department
R.339	Key Accountability Records: records relating to accountability for keys issued.	(1) For security areas: 3 years after keys turned in (2) All other areas: 6 months after keys turned in	Public Works Department
R.340	Line Location Files: requests to locate underground utility lines. Files may contain requests, work order, etc.	Retention: 3 years after close of fiscal year in which work order issued	Public Works Department
R.341	Maintenance work orders	1 year after fiscal year in which created	Public Works Department
R.342	Maps And Plans: Show streets, developments, subdivisions, traffic, population, utility services, sectors, neighborhood plans, (includes as-builts) etc.	Permanent *Record shall be retained in the original format in which it was created as well as digitized for expedited retrieval.	Public Works Department
R.343	Meter Reading Files: records concerning measurement of utility usage. Record may show customer name, meter number, meter size, meter location, meter reading, billing address, etc.	Retention: 3 years after close of fiscal year in which created	Public Works Department

NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
R.344	Miscellaneous: 1. Permit Updates to Regulatory Agencies 2. Legal Proceedings Status Report 3. Statistical Report 4. Construction Statistics Report	1. 1 year 2. 2 years 3. As needed, not to exceed 2 years 4. 2 years	Public Works Department
R.345	Parts Log and Inventory	10 years	Public Works Department
R.346	Plant and Depreciation: 1. Construction Work in Progress ledger 2. Construction monthly status report 3. Capital equipment retirement work orders 4. Unencumbered Net Capital Expenditure Report 5. Construction monthly report 6. Main Extension Agreements	1. 7 years 2. 7 years 3. 7 years 4. 7 years 5. 7 years 6. 7 years after termination	Public Works Department
R.347	Project Files: Includes projects and studies for right-of-way easements, sewer line construction, etc.	10 years after completion or cancellation, then review for historical value	Public Works Department
R.348	Project Files: Includes projects and studies for wastewater treatment, water supply planning, etc.	10 years after completion or cancellation, then review for historical value	Public Works Department
R.349	Public Property Claim Files: Contain damage survey reports, cost estimates, schedule of payments, etc.	3 years after case closed	Public Works Department
R.350	Public Utility Customer Service Files: records concerning the application for utility service. Files may contain application for service, deposit information, cancellation	3 years after close of fiscal year in which canceled, or deposit refunded to customer	Public Utilities Department

**NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.**

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
R.351	Public Utility Maintenance Files: records concerning maintenance of utility distribution or collection lines and services (e.g., water lines, sewer lines, gas lines, electrical lines, cable lines, water wells, water hydrants, etc.). Files may include work schedules, personnel schedules, daily work logs, check lists, inspections, work reports, etc.	(1) Annual summary report: 10 years after close of fiscal year in which created (2) All other records: 5 years after close of fiscal year in which created	Public Utilities Department
R.352	Public Utility Service Files: records concerning customer-initiated complaint or request for service. File may contain request for service, complaint of service, site evaluations, work orders, service logs, memoranda, inspections, billings copies, etc.	Retention: 3 years after close of fiscal year in which created	Public Utilities Department
R.353	Purchases and Stores: 1. Purchased orders 2. Materials issued tickets 3. Materials returned to stock tickets 4. Monthly summary of materials 5. Annual physical inventory 6. Materials and supplies perpetual inventory record cards 7. Automated Perpetual Inventory Report	1. 6 years 2. 3 years 3. 3 years 4. 3 years 5. 3 years 6. Permanently. May destroy filled cards 2 years after last date on card. 7. Permanently. May destroy filled cards 2 years after last date on card.	Public Utilities Department
R.354	Report Of Water Usage by Zone	10 years from date of report	Public Utilities Department

NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
R.355	<b>Revenue Accounting and Collecting:</b> 1. Customer service contracts 2. Copies of rate sheets and schedules of utility service 3. Customer deposit records 4. Meter reading schedules 5. Meter reading sheets, meter reading book lists 6. Summaries of revenues individual book and total system 7. Monthly summary of revenues reports 8. Monthly summary of adjustments reports 9. Customers' ledgers - billing registers 10. Adjustment ledger and batch control ledger billing books 11. Adjustment memos, final bill memos, daily balance control, and batch transmittal summaries 12. Payment stubs 13. Posted cash listing 14. Collection Agents/reports 15. Accounts payable records	1. 7 years after cancellation 2. 7 years after expiration or suppression 3. 7 years after refund 4. 7 years 5. 7 years 6. 7 years 7. 7 years 8. 7 years 9. 7 years 10. 7 years 11. 7 years 12. 7 years 13. 7 years 14. 7 years 15. 7 years	Public Utilities Department
R.356	<b>Safe Drinking Water Act (SDWA):</b> 1. Bacteriological tests results 2. Chemical analyses 3. Reports of sanitary surveys 4. Action taken to correct violations 5. Variances and/or exemptions	1. 5 years 2. 10 years 3. 10 years 4. 10 years 5. 10 years after expiration	Public Utilities Department
R.357	<b>Sludge Disposal Files:</b> records concerning the wasting, hauling, and composting of sludge. Files may contain waste monitoring reports, hauling application	5 years after date in which created (40 CFR 122.41)	Public Utilities Department

**NOTE:** City records not specifically addressed herein shall be retained in accordance with applicable law.

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
	copy, composting application copy, hauling permit, composting permit, etc.		
R.358	System Maintenance: A. Operator's daily logs and reports of operation B. Equipment logs and reports (booster pumps, etc.) C. Valve records D. Fire hydrant records E. Reports on inspections and repairs of all street or paving cuts F. Meter records G. Work orders H. Water/wastewater line maintenance/repair records I. Cross connection/backflow prevention program J. Sewer manhole inspection	A. 6 years B. Life of pump C. Life of valve D. Life of hydrant E. 6 years F. Life of meter G. 3 years H. 5 years I. Life of device J. Life of manhole	Public Utilities Department
R.359	Traffic Signals Intersection Files: records concerning the acquisition and maintenance of municipal traffic signals. Files may include product literature, traffic planning studies, traffic controller drawings, intersection drawings, timing progressions, turning count totals, etc.	(1) Product literature, drawings, and timing progressions: until disposition of traffic controller unit (2) All other records: 5 years after date created	Public Utilities Department
R.360	Utility Billing Register: monthly listing of billed amount for utility service. Register may show account name and address, account number, utilities charged, amounts	(1) End-of-year register: 3 years after close of fiscal year in which created (2) Monthly register: until audit report released	Public Utilities Department

NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
R.361	Utility Customer Computer Listing: Show customers name, address, number of charges, etc.	Until superseded by new listing	Public Utilities Department
R.362	Utility Turnoff Notice and Delinquent Report: listing of utility customers marked for service disconnection. Listing may show customer names and addresses, service addresses, account numbers, delinquent amounts, etc.	3 years after close of fiscal year in which created	Public Utilities Department
R.363	Vehicle Files: records concerning the history of municipal-owned or leased vehicles. Files may include purchase or lease information, warranty documentation, maintenance documentation, maintenance expenditure information, disposal information, etc.	Retention: 3 years after disposition of vehicle	Finance Department
R.364	Vehicle Maintenance File: Records concerning vehicle and mobile equipment maintenance. File may include master list of routine maintenance, fleet maintenance requests, work orders, price breakdowns, etc.	Until vehicle disposed of	Finance Department.
R.365	Vehicle Maintenance Files: records concerning the maintenance performed on municipal owned vehicles. Files may	3 years after close of fiscal year in which created	Finance Department

**NOTE:** City records not specifically addressed herein shall be retained in accordance with applicable law.

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
	include work orders, repair orders, work schedules, maintenance orders, maintenance schedules, work reports, etc.		
R.366	Vehicle Parts Inventory: Inventory of parts to be used for maintenance of city-owned vehicles.	3 years after close of fiscal year in which created	Finance Department
R.367	Wastewater Plant Records: A. NPDES/State discharge plans B. Includes treatment activities and maintenance activities. C. Process control records - routine D. Report to Environment Dept - monthly E. Quality assurance testing F. Sludge hauling and waste records G. Plant major equipment	A. 3 years after destruction of facility B. 10 years C. 3 years D. 10 years from date of report E. 5 years F. 3 years G. Life of device	Public Utilities Department
R.368	Wastewater Treatment Facility Files: records concerning the design and construction of municipal wastewater treatment facilities. Files may contain feasibility studies, engineering designs, engineering drawings, soil surveys or studies, geological surveys or studies, construction plans, inspection copies, etc.	Permanent *Record shall be retained in the original format in which it was created as well as digitized for expedited retrieval.	Public Utilities Department
R.369	Wastewater Treatment Facility Maintenance Files: records concerning maintenance of wastewater treatment	(1) Annual summary report: 10 years after close of fiscal year in which created	Public Utilities Department

NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
	facilities. Files may contain work schedules, personnel schedules, daily work logs, checklists, inspections, work reports, etc.	<b>(2) All other records: 3 years after close of fiscal year in which created</b>	
<b>R.370</b>	Water Production Records A. Water level report - quarterly B. Pump operation logs C. Well maintenance record D. Preventive maintenance inspection records E. Report to State Engineer - Monthly F. Routine chlorine residual testing G. Well field yearly production H. Well and pump station reports and studies	A. 10 years B. 6 years C. Life of well D. Life of equipment E. 10 years F. 6 years G. 10 years H. 6 years	<b>Public Utilities Department</b>
<b>R.371</b>	<b>Water Rights Purchase Permits</b>	<b>Permanent</b> *Record shall be retained in the original format in which it was created as well as digitized for expedited retrieval.	<b>Public Utilities Department</b>
<b>R.372</b>	<b>Water Storage and Supply Maintenance Files:</b> records concerning the maintenance of municipal water storage and supply facilities. Files may contain work schedules, personnel schedules, daily work logs, check lists, inspections, work reports, periodic reservoir reports, periodic water level reports, reservoir water readings, well production reports, etc.	<b>(1) Annual summary report: 10 years after close of fiscal year in which created</b> <b>(2) All other records: 5 years after close of fiscal year in which created</b>	<b>Public Utilities Department</b>

**NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.**

# City of Santa Fe Records Retention Schedule

City of Santa Fe Retention Code	Description of Record	Record Retention Rule	Responsible Department for Record
R.373	<b>Water Storage Facility Files: records concerning the design and construction of municipal water supply or storage structures. Files may contain engineering designs, engineering drawings, soil surveys or studies, geological surveys or studies, construction plans, inspection copies, etc.</b>	<b>Permanent</b> *Record shall be retained in the original format in which it was created as well as digitized for expedited retrieval.	<b>Public Utilities Department</b>
R.374	<b>Water/Wastewater Plant Records: A. Pump curves B. SCADA Telemetry</b>	<b>A. Life of pump B. 10 years</b>	<b>Public Utilities Department</b>
R.375	<b>Work Order Files: work orders submitted to maintenance office or physical plant</b>	<b>(1) Reference copy (copy maintained by entity requesting work): until work completed (2) Maintenance office/physical plant copy: 1 year after work completed</b>	<b>Public Utilities Department</b>

**NOTE: City records not specifically addressed herein shall be retained in accordance with applicable law.**