

**Northern New Mexico College  
ADMINISTRATIVE POLICY**

<b>Subject:</b>	Records Management
<b>File Reference:</b>	1.7
<b>Date Approved By Board of Regents:</b>	November 13, 1992
<b>Replaces Policy Approved On:</b>	

**Purpose:** The purpose of this policy is to establish a college-wide records management program and to implement standardized practice for the control and maintenance of College records.

**Policy:** The Board of Regents of Northern New Mexico Community College hereby establish a policy for the handling of records by all departments by the most orderly, efficient and cost effective means. To accomplish this a Records Management Program is established. The Chief Finance Officer will be charged with developing and maintaining procedures to standardize records management practices of the College. This effort will assure that an departments are in compliance with applicable State and Federal laws, rules, and regulations governing record keeping requirements, accessibility and safekeeping. Procedures are subject to approval by the President of the College.

**Applicability**

This policy applies to all programs of the College, including Federal and State programs administered by Northern. Exceptions to this policy must have the written approval of the President.

**Definitions**

Records Management – The effective administration and control of records from the time of creation origination to storage, use, transfer and/or disposition.

Records – Written accounts of a formal group's proceedings, transactions or workflow which are generated by the organization's continued operation. In particular, documents which provide public accountability.

Access to Public Records – Records in Northern's possession are to be made available to public inspection, except where a lawful exemption exists. (Article 2, Section 14-2-1 through 14-2-3 NMSA 1972.)

Retention and Disposition Schedules – A listing of standards prepared by the New Mexico Commission of Public Records as created by an act of the Legislature of New Mexico. The Act may be cited as the "Public Records Act" (Article 3, Sections 14-3-1 through 14-3-25 NMSA 1978).

**Procedures:**

**Cross Reference:**