



HUMAN SERVICES  
DEPARTMENT


Susana Martinez, Governor  
Sidonie Squier, Secretary  
Marilyn Martinez, Acting Director

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## General Information Memorandum

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### ISD- GI 12-06 AMENDED

**TO:** ISD and MAD Employees  
**FROM:**  Marilyn Martinez, Acting Director, Income Support Division  
**RE:** Amended Retention and Destruction of ISD Office Security Logs  
**DATE:** February 14, 2014

The following are the Policy and Procedures pertaining to retention and destruction of security logs from the New Mexico Administrative Code (NMAC) published by the Commission of Public records:

#### Retention

##### ISD Procedure:

- Security logs of the clients that come into the ISD County Offices shall be maintained and kept a minimum of five years from the date they are created, per IRS requirements.
- All security logs should be maintained in a binder. All binders should be properly labeled with the date and office name (1.15.2.511 NMAC).

#### Destruction

##### ISD Procedure:

- For the destruction of the security logs after the five years of retention, the county office has two choices of destruction:
  - 1) They can choose to destroy the security logs onsite (1.13.30.11 NMAC) or
  - 2) Deliver the security logs to the State Records and Archive so they can destroy the logs. (1.13.30.12 NMAC).
- If the ISD county office chooses the onsite destruction they have to complete the "Request for Disposition" form and send the original completed form to ISD's analyst at the State Records Center. The analyst will review the paperwork and upon approval send the approval to the Records Liaison Officer (RLO) listed on the request. Once that process is complete they can put the documentation in the bin of the contracted document destruction provider (normally a blue bin), however, upon the destruction of these records you must provide the original "Certificate of Destruction" to the State Records Center.

- If the ISD county office chooses to deliver the security logs to the State Records Center for destruction, they have to complete the “*Request for Disposition*” form and send the original completed form to ISD’s analyst at the State Records Center. The analyst will review the paperwork and upon approval send the paperwork to the State Records Center. The Record Center will then contact the RLO listed on the form to arrange the delivery of the records listed on the request.

If you have any questions please call Richard McIntyre at 827-3142 or [richard.mcintyre@state.nm.us](mailto:richard.mcintyre@state.nm.us)

RESCINDED

# REQUEST FOR DISPOSITION

(To be used for destruction of Public Records/ non-records and/or for requests to transfer to Archives.)

DATE: | |

SRCA#:

AGENCY CODE:

AGENCY:

DIVISION:

CONTACT:

ADDRESS:

E-MAIL:

PHONE:

FAX:

We hereby request permission to destroy the public records and/or non-records described below. The records retention period as established by the appropriate Records Retention and Disposition Schedule (RRDS) has expired, and these records are to be destroyed immediately.

**INSTRUCTIONS:** Use the exact records title, part and section number as given in the Records Retention and Disposition Schedule. Forward to NM State Records and Archives - 1205 Camino Carlos Rey - Santa Fe, NM 87507. A copy will be given back to the agency as receipt when boxes are delivered to SRCA.

**DESTRUCTION:** On-site  Records Center  (circle one: Albuquerque Records Center or Santa Fe Records Center)

RECORDS SERIES TITLE (Please indicate destruction or transfer to Archives.)	DISPOSITION TRIGGER DATE	QUANTITY OF BOXES OR BUNDLES	RECORDS SERIES NUMBER	TRANSFER TO ARCHIVES

RESCINDED

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Analyst - Received: Date: / /	RMD Director's Review - Transfer to Archives: yes <input type="checkbox"/> no <input type="checkbox"/> Date: / /	Delivered to SRC - Received: Date: / /	Delivered to Archives - Received: Date: / /
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