

65-3 Archives and Records

65-3-1 Purpose • 65-3-2 Policy • 65-3-3 Administration • 65-3-4 Applicable Law

- 1. Purpose.** The purpose of this policy is to provide for the collection, preservation and administration of the official records of the Eastern New Mexico University System (the System).
- 2. Policy.** The System recognizes the need to identify and preserve historically and legally significant records that address the System's three (3) basic functions of teaching, research and public service.
 - A. Any record bearing upon the activities and functions of the System that is produced or received by an employee of the System in the transaction of System business becomes System property.
 - B. Such records may not be permanently removed from the System or destroyed without the prior approval of the appointed archivist.
 - C. Nothing in this policy shall supersede requirements outlined in the New Mexico law (1.21.2 NMAC, Retention and Disposition of Public Records, 2015).

The foregoing purpose and policies are implemented by the following.

Procedures

- 3. Administration.** The chancellor or branch community college president shall appoint an archivist for their respective campus.
 - A. The archivist shall develop standards and procedures for selecting, preserving, organizing and maintaining official historical, legal or fiscal records or that provide evidence of the System and/or campus's contribution to society. The archivist shall also determine whether and when System records may be permanently removed or destroyed in compliance with New Mexico law relating to the retention and disposition.
 - B. The archivist shall have final authority to disapprove the removal or destruction of records until satisfied that the records have no historical, legal or fiscal value.
- 4. Applicable Law.**
 - A. **Statute.** The New Mexico statute applicable to retention of System records may be found at NMSA 1978, 14-3-1 – 14-3-23 (1953 as amended through 2015) and 1.21.2 NMAC (2015).
 - B. **Records Retention Schedule.** The schedule for retention of the various types of public records may be found at 1.21.2 NMAC (2015).

Approved by the Board of Regents on December 16, 2005.

Amendments approved by the Board of Regents, March 29, 2019