TITLE 8  SOCIAL SERVICES  
CHAPTER 100  GENERAL PROVISIONS FOR PUBLIC ASSISTANCE PROGRAMS  
PART 150  GENERAL OPERATING POLICIES – RECORD RETENTION/MANAGEMENT

8.100.150.1 ISSUING AGENCY: New Mexico Human Services Department.  
[07/01/97; 8.100.150.1 NMAC – Rn, 8 NMAC 3.ISD.000.1, 04/13/2001]

8.100.150.2 SCOPE: The rule applies to the general public.  
[07/01/97; 8.100.150.2 NMAC – Rn, 8 NMAC 3.ISD.000.2, 04/13/2001]

8.100.150.3 STATUTORY AUTHORITY:  
A. Section 27 NMSA 1978 (1992 Repl.) provides for the department to "...adopt, amend and repeal  
bylaws, rules and regulations..." It also provides for administration of public assistance programs  
B. The Income Support Division (ISD) of the Human Services Department (HSD) was created by  
the HSD Secretary under authority granted by Section 9-8-6-B-(3) NMSA 1978.  
[07/01/97, 04/01/98; 8.100.150.3 NMAC – Rn, 8 NMAC 3.ISD.000.3 & 001, 04/13/2001]

8.100.150.4 DURATION: Permanent.  
[07/01/97; 8.100.150.4 NMAC – Rn, 8 NMAC 3.ISD.000.4, 04/13/2001]

8.100.150.5 EFFECTIVE DATE: July 1, 1997.  
[07/01/97; 8.100.150.5 NMAC – Rn, 8 NMAC 3.ISD.000.5, 04/13/2001]

8.100.150.6 OBJECTIVE: The objective of these regulations is to provide general policy and procedures for  
Income Support Division (ISD) administered programs.  
[07/01/97; 8.100.150.6 NMAC – Rn, 8 NMAC 3.ISD.000.6, 04/13/2001]

8.100.150.7 DEFINITIONS: [Reserved]  
[07/01/97; 8.100.150.7 NMAC – Rn, 8 NMAC 3.ISD.000.7, 04/13/2001]

8.100.150.8 RECORD RETENTION: Various records, forms and documents have differing periods of  
relevance and usefulness. Certain material in the record should be deleted on a scheduled basis when the material is  
no longer needed. To facilitate record management, as well as to establish the minimum period of time for which  
material must be retained, specific retention periods for case record materials have been established. Record  
retention schedules for each form are listed in the HSD Forms Manual table of contents.  
[07/01/97; 8.100.150.8 NMAC – Rn, 8 NMAC 3.ISD.150, 04/13/2001]

8.100.150.9 RETENTION CODES  
A. P-Retain permanently: Forms and documents must be retained in the case record permanently.  
B. 4-Retain four years: Federal regulations provide that fiscal documents must be retained for three  
years after the end of the period to which they apply. By retaining these records for four years, adjustment is made  
for post-closure reporting and audit periods within the federal requirements. If a record is part of a federal exception  
in an audit, the record is kept until the audit exception is resolved.  
C. 1-Retain one year: Many financial and medical assistance administrative forms, appointment  
letters, change notices, review schedules, etc., not needed for eligibility and/or benefit determination do not need to  
be kept for long periods of time, and can be destroyed when superseded or obsolete. Disposal of general  
correspondence not related to the eligibility conditions of clients is authorized when the purpose of the  
correspondence has been served.  
D. SI-Special instructions: There are some forms that can be destroyed when obsolete or no longer  
needed, or that are not filed in the case record. These forms have been identified under "SI" for reference purposes,  
and the user decides suitable disposition.  
[07/01/97; 8.100.150.9 NMAC – Rn, 8 NMAC 3.ISD.150.9, 04/13/2001]

8.100.150.10 RETENTION OF NARRATIVE AND DOCUMENTS  
A. Narrative: All narratives are kept permanently.
B. **Documents:** Copies of documents such as court orders, medical information, birth certificates, Social Security cards, death certificates, contracts, etc., are filed in the record permanently.

[07/01/97; 8.100.150.10 NMAC – Rn, 8 NMAC 3.ISD.150.2, 04/13/2001]

8.100.150.11 **RETENTION OF CORRESPONDENCE:** Correspondence used to establish eligibility should be retained for four years. Correspondence not used to establish eligibility may be deleted after one year.

[07/01/97; 8.100.150.11 NMAC – Rn, 8 NMAC 3.ISD.150.3 04/13/2001]

**History of 8.100.150:**
Pre-NMAC History: The material in this part was derived from that previously filed with the State Records Center and Archives:
ISD Rule 131, Administrative Policy, 2-10-88.

**History of Repealed Material:**
8 NMAC 3.ISD.150, General Operating Policies, Records Retention/Management - Repealed, 7-1-97.