REQUEST FOR DESTRUCTION  
(To be used for destruction of Public Records/ non-records.)  

AGENCY CODE: 505-60  
AGENCY NAME: New Mexico Department of Cultural Affairs  
DIVISION: State Library Technical Services  
CONTACT: LaNelle Haught  
ADDRESS: 1209 Camino Carlos Rey  
CITY, STATE ZIP: Santa Fe, NM 87507  
E-MAIL: lanelle.haught@state.nm.us  
PHONE: 505-476-9783 Fax: 505-476-9761  

DESTRUCTION  
On-site [ ]  
Records Center [ ]  
Albuquerque [ ]  
Santa Fe [✓]  

INSTRUCTIONS:  
Use the exact record classification title and number as given in the Record Retention and Disposition Schedule.  
Forward the original signed request to NM State Records and Archives - 1205 Camino Carlos Rey - Santa Fe, NM 87505.  

[✓] Original Records that have met retention  
We hereby request permission to destroy the records described below. By signing below I certify that the records retention period as established by the Functional Record Retention and Disposition Schedule (FRRDS) has expired.  

[ ] Source documents that are on an imaging/microfilm/COM plan  
By signing below I certify that: (1) all images/master silver halide microfilm/COM meet(s) all imaging/microfilm/COM standards outlined in 1.14.2 NMAC; (2) all records have been verified and are complete and contain all information as shown on the originals through 100% quality control procedures; and (3) the agency Imaging/Microfilm/COM Plan was approved by the State Records Administrator and is current.

<table>
<thead>
<tr>
<th>RECORD CLASSIFICATION NUMBER</th>
<th>RECORD CLASSIFICATION TITLE - SECONDARY DESCRIPTOR</th>
<th>TRIGGER DATE (MM/DD/YYYY)</th>
<th>QUANTITY (BOXES/ # of E-RECORDS)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>non records materials (non-confidential) - discarded library</td>
<td>n/a</td>
<td>13</td>
</tr>
</tbody>
</table>

Signature: [Signature]  
Printed Name: LaNelle Haught  

By signing I certify that I have the authority to request the destruction of the above records and that the records have been correctly classified in accordance with 1.21.2 NMAC.

<table>
<thead>
<tr>
<th>Analyst</th>
<th>RMD Directors Review</th>
<th>Delivered to SRC</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>[Date: 10/30/15]</td>
<td>[Date: 11/2/2015]</td>
<td>[Date: ]</td>
<td>[Date: ]</td>
</tr>
</tbody>
</table>

SRC#: 27037  
SRCA#:  

REC'D OCT 30 2015
Good Morning,

An approved request for disposition from your agency has been received listing the following records:

13 boxes SRCA #27737

An appointment must be made prior to delivering these records to us for destruction. Please email cameron.orrear@state.nm.us to make an appointment.

Thank you 😊

Cameron O'Rear
Information Records Clerk
NM State Records Center and Archives
1205 Camino Carlos Rey
Santa Fe, New Mexico 87507
Phone: 505-476-7904
E-mail: cameron.orrear@state.nm.us

NEW MEXICO
Commission of Public Records
at the State Records Center and Archives
Your Access to Public Information

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