

REQUEST FOR DESTRUCTION

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

DATE: 10|30|2015

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.

RECORD CLASSIFICATION NUMBER	RECORD CLASSIFICATION TITLE - SECONDARY DESCRIPTOR	TRIGGER DATE (MM/DD/YYYY)	QUANTITY (BOXES/ # of E-RECORDS)
	non records materials (non-confidential) -discarded library materials	n/a	13

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.

Analyst: <u>Dun Moroy</u>	RMD Director's Review: <u>11/2/2015</u>	Delivered to SRC: _____
Date: <u>10/30/15</u>	Date: <u>For success</u>	Date: <u>1/1</u>

SRCA# 27737

For CPR office use only

CPR-02
Rev. 9/2015

REC'D OCT 30 2015

Haught, LaNelle, DCA

From: ORear, Cameron, SRCA
Sent: Wednesday, December 02, 2015 8:37 AM
To: Haught, LaNelle, DCA
Subject: Request for Destruction

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.orear@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.orear@state.nm.us

NEW MEXICO



Commission of Public Records

at the State Records Center and Archives

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