THE
NEW MEXICO
STATE DOCUMENTS
CLASSIFICATION
SYSTEM

BY
Documents Staff
New Mexico State Library

Santa Fe
1978
SOME BACKGROUND INFORMATION

Originally, the New Mexico State Library treated the state publications in the same manner as the periodicals; they were checked in on agency cards and shelved randomly under agency. There was no subject approach, which meant depending on the librarian's memory or checking through the titles listed on the agency card. As the State Library received more and more documents, especially after the State Rules Act went into effect in 1967, there was a pressing need to organize the New Mexico state publications in a more efficient manner so that the information contained in them would be retrievable.

Sylvia Cook, Documents Librarian (1968-1972) developed the present classification system in cooperation with Mr. E.J. McGrath and Edward Griego in the publications division at the State Records Center. It was primarily developed for personal in-house use. Mrs. Cook wanted to find a system that would be compatible with the Superintendent of Documents (SuDoc's) classification system used for the federal documents. She wrote to several state libraries, but found that what the states were using was best suited for their publications and did not really apply to New Mexico. So Mrs. Cook developed her own system, borrowing ideas from the SuDoc classification, i.e., use of a letter and stem number to denote an agency. Also, the series breakdown is adopted from the SuDoc classification such as l. is always an annual report.

Where the classification system does differ from the SuDoc classification scheme is in the subject approach rather than in the agency approach for determining the stem notation. Mrs. Cook listed the New Mexico state agencies, using the Governor's Committee on Reorganization of State Government's Final Report, 1970, plus a list of new agencies supplied by the State Records Center. She found the agencies fell into broad subject areas, such as education, finance, health, military and labor. A letter was assigned to each subject. Then the agencies were organized under the appropriate subject area and assigned a stem number, leaving numbers free between agencies for future expansion. In the SuDoc system a major agency is designated alphabetically such as "A" for Agriculture Department, "JU" for Judiciary, and "LC" for Library of Congress; whereas, in the state system the Agriculture Department is under the subject "K" Land Resources agriculture, the Justice Department under "B" Judiciary and the Library under "F" Education; related agencies.

Then the task of putting the system into effect began. As the documents, both retrospective and new were classified, a subject card file developed. This created a card file with three points of access and control: Agency, shelflist and subject.

The New Mexico State Library is presently the only depository library for state documents. The State Rules Act requires each executive agency file rules and regulations and other publications with the State Records Center. These are time stamped, which is especially important for rules, since no rule is valid or enforceable unless filed. The publications are assigned classification numbers at this point. Three copies of all documents filed are delivered to the State Library.

A monthly list is issued by the State Records Center of publications filed the previous month. The subject indexing (using Library of Congress subject
headings) is done by the documents staff at the State Library. Approximately 320 lists are distributed monthly to state agencies, public libraries, lawyers and other interested parties, including paid subscribers, in and out of state. These monthly lists were started in 1969 and before that there had been two annual compilations (1967-68, 1968-69). For a while there were monthly plus annual cummulative issues. Starting January 1973, the annual cummulations were stopped and now there are only the monthly lists. Classification numbers were first included in the monthly list August 1974, at the same time the subject index was introduced.

Compiling a list of state agencies, past present and future is not the easiest thing to do. We used the definition from the New Mexico Statutes 71-7-2, "...any agency, board, commission, department, institution, or officer of the State Government...". The original list of agencies came from the Final Report of the Governor's Committee on Reorganization of State Government, January 1, 1970. From there it's been rather hit or miss. There are agencies listed that no longer exist, but we kept a class number for them should old documents turn up. Some agencies we left out since we had no publications from them and it seemed doubtful that there ever would be any. Some agencies have such intriguing titles, we just could not leave them out. Some agencies have changed their names many times. Some are in the process of being eliminated, some being established. So it is not a complete list. It's the list of state agencies the Records Center and State Library use.

All this would not have been possible without the patient and humorous helpfulness from Edward Griego at the State Records Center. What with the Statutes, the yearly laws, newspaper articles he reads, and the word of mouth reports he hears, Mr. Griego has been able to update the agency list tremendously.

The classification system has worked well for both agencies. The State Library presently has a collection of 40,000 state documents, all organized within this scheme. Checking in and shelving alphabetically by agency would be easier for a library with a smaller state publications collection. A library might consider using the classification scheme when the searching and retrieving of a document takes twice as long as for a book or when the original cataloging takes more time than copying the classification number from the monthly list from the Records Center.

Should you have questions about the classification scheme, the Documents Staff at the State library will be glad to help you. By mail, the address is Documents Department, New Mexico State Library, P.O. Box 1629, Santa Fe, NM 87503. By phone, (505) 827-2033 is the number to call and the TWX number is 910-985-0683.
SERIES CLASSIFICATION

.1-.19 Reports

Periodical publications giving information about the work of the agency.

Annual (.1), monthly (.2), financial (.3), statistical (.4) final reports (.5), and proceedings (.6).

.21-.29 Rules and regulations

Rules (.21), regulations (.22), opinions (.23), decisions (.24), standards (.25) and guidelines (.26).

.31-.39 Laws

Also includes bills and resolutions

.41-.59 Series giving general information

Bulletins (.41), circulars (.42), leaflets (.43), pamphlets (.44), technical reports (.45), scientific reports (.46), and research reports (.57).

.61-.69 Series giving instructions

Handbooks (.61), manuals (.62), guides (.63), and digests (.64)

.71-.79 Lists of information

Directories (.71), catalogs (.72), yearbooks (.73), registers (.74), and indexes (.75).

.81-.89 General publications

Publications not issued in series

.91-.99 Periodicals

Publications giving information for the public consumption, not information about the work of the agency.
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SAMPLE CARDS FROM THE NEW MEXICO STATE DOCUMENT'S CARD CATALOG

AGENCY CARD

LIBRARY COMMISSION, 1941-

.1 annual reports
.10 financial reports
.18 plans
.21 standards
.31 laws
.41 occasional papers
.65 manuals, guides, handbooks
.71 catalogs
.81 bibliographies

AGENCY CARD

EDUCATION, DEPARTMENT OF
EDUCATION, STATE BOARD OF
SUPERINTENDENT OF PUBLIC INSTRUCTION
1923-67, 1967-

.1 report of activities (annual)
.4 statistical reports
.5 misc. reports
.12 biennial reports
.15 evaluation reports
.19 board meetings
.21 regulations (for previous regulations
see F 401.44, certificates)
cont. next card

SHELFLIST CARD

NM
F 841.65
New Mexico State Library
NEMISYS. New Mexico
Information System. Inter-

SHELFLIST CARD

NM
F 401.21
New Mexico Department of
1978 Education
1 - 3 Regulations

78-1 Minimum standards for school buses, 1978
78-2 Procedures for negotiating and awarding
school bus contracts. April 24, 1978
78-3 Governing appeals to the State Board
of Education from decisions of local
boards of education. April 28, 1978
Supersedes F 401.44:75-9

SUBJECT CARD

NM
F 841.65
Inter-library loans
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NEMISYS. New Mexico
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SUBJECT CARD

NM
F 401.21
School buses - standards
78-1 New Mexico Department of
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Regulations

78-1 Minimum standards for school buses.
STATE AGENCIES AND THEIR CLASSIFICATION NUMBERS

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