

# Local Government Notice of Destruction Form

DATE: | |

COUNTY CODE:

COUNTY NAME:

DIVISION:

CONTACT:

ADDRESS:

CITY, STATE ZIP:

E-MAIL:

PHONE:

### DESTRUCTION

On-site

Records Center

Albuquerque

Santa Fe

Municipal govt/local public body

County government

Date of the Proposed Destruction: \_\_\_/\_\_\_/\_\_\_

14-1-8 NMSA, An official charged with the custody of any records and who intends to destroy those records, shall give notice by registered or certified mail to the state records administrator, state records center, Santa Fe, New Mexico, of the date of the proposed destruction and the type and date of the records he intends to destroy. The notice shall be sent at least **sixty days** before the date of the proposed destruction. If the state records administrator wishes to preserve any of the records, the official shall allow the state records administrator to have the documents by calling for them at the place of storage.

RECORD CLASSIFICATION NUMBER	RECORD CLASSIFICATION TITLE - SECONDARY DESCRIPTOR	START DATE (MM/DD/YYYY)	TRIGGER DATE (MM/DD/YYYY)	QUANTITY	TRANSFER TO ARCHIVES		
					Yes	No	
					Yes	No	
					Yes	No	
					Yes	No	
					Yes	No	
					Yes	No	
					Yes	No	
					Yes	No	
					Yes	No	
					Yes	No	
					Yes	No	
					Yes	No	
					Yes	No	
					Yes	No	
					Yes	No	
					Yes	No	
					Yes	No	
					Yes	No	
					Yes	No	
					Yes	No	

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\* By signing I certify that I am authorized to sign this notice on behalf of the records custodian.

AHSD Director's Review & Date:	Deputy State Records Administrator Review & Date:
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State Records Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Requests the preservation of the above records at the State Records Center & Archives: Yes \_\_\_\_\_ No \_\_\_\_\_