



**CITY OF ANTHONY, NM  
Resolution 2020-006**

**A RESOLUTION AUTHORIZING THE DISPOSITION OF 15 BOXES OF CITY MVD RECORDS.**

The Governing Board is informed that:

**WHEREAS,** the destruction of obsolete records is necessary for efficient records Maintenance by the Municipal Clerk of City of Anthony and;

**WHEREAS,** in the interest of sound records management principles, the Municipal Clerk has established procedures for the retention and disposition of Municipal records and;

**WHEREAS,** City Staff has identified 15 boxes that meet the City of Anthony Record Retention and Disposition Policy (**Resolution 2019-003**), time requirement for destruction (see attachment a ) & record destruction Log (Attachment b) .

**NOW, THEREFORE BE IT RESOLVED:** by the Governing Body of the City of Anthony

**THAT,** the City Clerk is hereby authorized to apply the retention period and dispose of the 15 boxes, by means of burial through South Central Waste Authority.

**PASSED, APPROVED AND ADOPTED THIS 27<sup>th</sup> DAY OF JANUARY, 2020.**



*Diana M. Trujillo*  
Diana M. Trujillo, Mayor

**ATTEST:**

*Esther Motongo*  
Esther Motongo, City Clerk, 2010

**ROLL CALL VOTE:**

MPT Gloria Gameros

YES NO

*Gloria Gameros*

Trustee Fernie Herrera

YES NO

*Fernie Herrera*

Trustee Elva Flores

YES NO

**ABSENT**

Trustee Javier Silva

YES NO

*Javier Silva*

**New Mexico Municipal Records Retention Schedule - 10-18-2018 (Attachment A)**

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.20.001		<b>Commercial Driver's Certification (Form MVD-11042)</b> Files: Contain: certification form with: applicant's name, address, date of birth, social security number, driver's license number, state, and applicant's signature. Also contain: Vehicle Certification (Form MVD-10414), and Commercial Driver's License Examination (Form MVD-11040). Note: Paper originals may be destroyed after microfilm meets State of New Mexico Microphotography Standards and is verified for completeness, in accordance with SRC Rule No. 92-03 and 92-04. [8-1-94]		3 years from date of issuance.	MVD		
18.20.002		<b>Driver's License Application and identification Card Applications (Form MVD-10229):</b> These applications submitted for obtaining a New Mexico Driver's License or Identification (I.D.) Card. Numerical. Shows: applicant's name and address, date issued, number, expiration date, class, date of birth, sex, color of eyes, height, weight, social security number, vision exam, written & road tests, Commercial Driver's License (CDL) knowledge test scores, CDL skills test scores, applicant's questionnaire, organ donation statement, assumption of liability for applicant under age, name change, applicant certification, and Motor Vehicle Division (MVD) or authorized agent verification signature. This record is created in quaduplicate. A. MVD Division [12-16-82, 8-1-94]		3 years from date of issuance	MVD		

(Any records not specifically addressed herein shall be retained in accordance with applicable law.)



## 2020 NOTIFICATION OF RECORDS DESTRUCTION(Attachement B)

The following records have been identified as eligible for destruction according to the Records Retention and Disposition Schedule (Resolution 2020:006).

DEPT. WHERE RECORD ORIGINATED	DESCRIPTION OF RECORD	YEAR(S) OF RECORD	ARCHIVE BOX NUMBER (IF APPLIC)	RETENTION SCHEDULE REFERENCE
MVD Department	MVD Transaction Records Copys	2016	Jan-Dec 2016	18.20.001 /18.20.002
			Nov & Dec 2015	
			Feb-14	

MVD MANAGER SIGNATURE \_\_\_\_\_ Destruction Date: \_\_\_\_\_

CITY CLERK: \_\_\_\_\_ Destruction Date: \_\_\_\_\_