



Common NMSU Retention Schedules for DEPARTMENTAL/UNIT Files
Records Management and Retention (RMR)
FSA - RMR Office

(Per Functional Records Retention and Disposition Schedules (FRDS))

Documents ¹	FRDS Record Classification Number & Title	Retention Requirement	File Closed	Confidential
Financial Files				
Bookstore Charges File	1.21.2.301 ACCOUNTS PAYABLE	Six years from date audit report released		No
Budget Reconciliation	NON-RECORD	As needed, to be determined by department		Contextual ²
Contracts	1.21.2.604 GOODS AND SERVICES	Six years from date file closed	Termination of Contract	Contextual ²
Grants	1.21.2.122 GRANT ADMINISTRATION	Three years from date file closed	Termination of Grant	Contextual ²
Deposits	NON-RECORD	As needed, to be determined by department		Contextual ²
Direct Pays File	NON-RECORD	As needed, to be determined by department		No
Inventory Certifications, Change Reports, and Verification Lists	1.21.2.316 FIXED ASSETS	Three years from date audit report released		No
Invoices File	NON-RECORD	As needed, to be determined by department		No
Journal Voucher File	NON-RECORD	As needed, to be determined by department		No
Labor Redistribution Forms File	NON-RECORD	As needed, to be determined by department		No
Maintenance Agreements (Hardware & Software)	NON-RECORD	As needed, to be determined by department		No
Procurement Card File	1.21.2.301 ACCOUNTS PAYABLE Note: these are non-confidential unless the credit card number or employee personal information (i.e. address, phone, etc.) appears on the receipt.	Six years from date audit report released		No
Purchase Order File	NON-RECORD	As needed, to be determined by department		No
Reimbursement Requests	NON-RECORD	As needed, to be determined by department		Yes
Surplus Property	1.21.2.318 SURPLUS AND DISPOSAL	Three years from date audit report released		No
Telephone Bills File	NON-RECORD	As needed, to be determined by department		Contextual ²
Time Sheets	NON-RECORD	As needed, to be determined by department		Yes
Travel Advances	NON-RECORD	As needed, to be determined by department		Yes
HR Files				
Leave Requests and Leave Balances	1.21.2.231 LEAVE RECORDS	Three years from close of fiscal year in which created		Yes
Personnel Files	1.21.2.234 PERSONNEL FILES	Three years from date file closed	When employee terms or leaves the department	Yes
Rejected Applications File	1.21.2.107 DENIED, REJECTED OR WITHDRAWN RECORDS	Two years from date file closed	After rejected	Yes
Office Operations Files				
Conferences/Workshops Attended	NON-RECORD	As needed, to be determined by department		No
Correspondence File	1.21.2.105 CORRESPONDENCE - GENERAL	One year from close of calendar year in which created		No
Daily appointment books/calendars	1.21.2.102 CALENDARS AND SCHEDULES	One year from close of calendar year in which created		No
Office Management Files (<i>routine files, convenience copies of memos, reports, & general office information</i>)	NON-RECORD	As needed, to be determined by department		No
Operating Manuals/Warranties File	1.21.2.151 EQUIPMENT FILES	Three years from date of disposition of equipment		No
Supplies File	1.21.2.317 INVENTORIES	Three years from date audit report released		No
Telephone Logs File	1.21.2.110 LOGS	Until no longer needed for reference		Yes
Work Orders File	NON-RECORD	As needed, to be determined by department		No
Web Pages	1.21.2.158 WEB MANAGEMENT	destroy one year from date file closed	When superseded or obsolete	No
Student Files				
Student Employee File	1.21.2.234 PERSONNEL FILES	Three years from date file closed	When employee terms from department	Yes

¹ This is only a representative set of typical files found in **most** Departments. It is not intended to be a comprehensive list. For retention requirements for other files, reference the FRDS at our web site, <http://rmr.nmsu.edu/NMACs>

² If the record contains personally identifiable information, it is considered a confidential record. If not, it is a non-confidential record.