



**Common NMSU Retention Schedules for ACADEMIC Files**  
**Records Management and Retention (RMR)**  
**FSA - RMR Office**  
 (Per Functional Records Retention and Disposition Schedules (FRRDS))

<b>Documents<sup>1</sup></b>	<b>FRRDS Record Classification Number &amp; Title</b>	<b>Retention Requirement</b>	<b>File Closed</b>	<b>Confidential</b>
<b>Course Files</b>				
Add/Drop forms	<a href="#">1.21.2.187 REGISTRATION</a>	One year from date file closed	End of term	Yes
Book order forms	<a href="#">1.21.2.301 ACCOUNTS PAYABLE</a>	Six years from date audit report released		No
Class Schedules	NON-RECORD	As needed, to be determined by department		No
Course Evaluations	NON-RECORD	As needed, to be determined by department		Yes
Course Listings File	NON-RECORD	As needed, to be determined by department		No
Course Manual	<a href="#">1.21.2.182 COURSE DEVELOPMENT AND ADMINISTRATION</a>	Five years from date file closed	No longer in use/until date superseded	No
Course Syllabi	<a href="#">1.21.2.182 COURSE DEVELOPMENT AND ADMINISTRATION</a>	Five years from date file closed	End of term	No
Credits by Examination File	<a href="#">1.21.2.188 STUDENT RECORDS</a>	Two years from date file closed	Last date of attendance at NMSU	Yes
Directories of courses offered	<a href="#">1.21.2.110 LOGS</a>	Until no longer needed for reference		No
Enrollment Books for Courses	<a href="#">1.21.2.183 ENROLLMENT - EDUCATION</a>	Two years from date file closed	End of term	Yes
Master Course File	<a href="#">1.21.2.182 COURSE DEVELOPMENT AND ADMINISTRATION</a>	Five years from date file closed	End of term	No
New Course Descriptions, Proposals, Schedules and all Related Documents	<a href="#">1.21.2.182 COURSE DEVELOPMENT AND ADMINISTRATION</a>	Five years from date file closed	End of term	No
Pass or Fail Forms	<a href="#">1.21.2.188 STUDENT RECORDS</a>	Two years from date file closed	Last date of attendance at NMSU	Yes
Repeat Course File	<a href="#">1.21.2.188 STUDENT RECORDS</a>	Two years from date file closed	Last date of attendance at NMSU	Yes
Transfer Equivalents File	<a href="#">1.21.2.186 PROGRAMS - HIGHER EDUCATION</a>	Three years from date file closed	When superseded	Yes
<b>Departmental/Unit Files</b>				
Academic Programs File	<a href="#">1.21.2.186 PROGRAMS - HIGHER EDUCATION</a>	Three years from date file closed	When superseded	No
Department Head's File	<a href="#">1.21.2.111 PLANNING AND DEVELOPMENT</a>	Permanent, transfer to archives five years from date file closed	Departure of person from position	Contextual <sup>2</sup>
Departmental History File	<a href="#">1.21.2.111 PLANNING AND DEVELOPMENT</a>	Permanent, transfer to archives five years from date file closed	Date file created	No
Departmental Research Projects	<a href="#">1.21.2.176 SCHOLARLY RESEARCH</a>	Permanent, transfer to archives five years from date file closed	Research ends or is completed	No
Department Self-Studies	<a href="#">1.21.2.415 GENERAL - AUDITS AND COMPLIANCE</a>	Five years from date file closed	End of study	No
Documents used during the accreditation process	<a href="#">1.21.2.401 COLLEGES AND UNIVERSITIES</a>	Permanent, transfer to archives five years from date file closed	Completion of accreditation	Contextual <sup>2</sup>
Memos from Administrators (Executive levels)	<a href="#">1.21.2.104 CORRESPONDENCE - EXECUTIVE LEVEL</a>	Permanent, transfer to archives As needed, to be determined by department		Contextual <sup>2</sup>
Memos from Administrators (Non-Executive levels)	NON-RECORD	As needed, to be determined by department		Contextual <sup>2</sup>
<b>Exam/Grade Files</b>				
Completed Exams	<a href="#">1.21.2.184 EXAMINATION AND TESTING</a>	Two years from close of calendar year in which file created		Yes
Grade Distribution List	NON-RECORD	As needed, to be determined by department		Yes
Grade sheets / Class rosters	<a href="#">1.21.2.184 EXAMINATION AND TESTING</a>	Two years from close of calendar year in which file created		Yes
List of Exam Scores	<a href="#">1.21.2.110 LOGS</a>	Until no longer needed for reference		Yes
Placement Tests	<a href="#">1.21.2.181 ASSESSMENTS</a>	Five years from date file closed	End of term	Yes
Placement Test Scores	<a href="#">1.21.2.181 ASSESSMENTS</a>	Five years from date file closed	End of term	Yes
Raised Grades File	<a href="#">1.21.2.188 STUDENT RECORDS</a>	Two years from date file closed	Last date of attendance at NMSU	Yes
Scantrons	<a href="#">1.21.2.184 EXAMINATION AND TESTING</a>	Two years from close of calendar year in which file created		Yes

Documents <sup>1</sup>	FRRDS Record Classification Number & Title	Retention Requirement	File Closed	Confidential
<b>Faculty Files</b>				
Faculty Awards and Honors	<a href="#">1.21.2.221 AWARDS - PERSONNEL MANAGEMENT</a>	Three years from date file closed	Date file created	No
Faculty List	<a href="#">1.21.2.110 LOGS</a>	Until no longer needed for reference		No
Faculty Publications File	<a href="#">1.21.2.176 SCHOLARLY RESEARCH</a>	Permanent, transfer to archives five years from date file closed	Research ends or is completed	No
Faculty Recruitment File	<a href="#">1.21.2.246 RECRUITMENT</a>	Three years from date file closed	Position filled	Yes
Hiring Documentation	<a href="#">1.21.2.246 RECRUITMENT</a>	Three years from date file closed	Position filled	Yes
Search Committee File	<a href="#">1.21.2.246 RECRUITMENT</a>	Three years from date file closed	Position filled	
Tenure File - Awarded	NON-RECORD	As needed, to be determined by department		Yes
Tenure File - Denied	<a href="#">1.21.2.107 DENIED, REJECTED OR WITHDRAWN RECORDS</a>	Two years from date file closed	Tenure denied	Yes
<b>Dean of Students</b>				
Disciplinary Files	<a href="#">1.21.2.188 STUDENT RECORDS</a> <b>Note:</b> "files where conditions of disciplinary action have not been satisfied maintain 10 years after date of last disciplinary action."	Two years from date file closed	Date of last disciplinary action taken (if all conditions are satisfied)	Yes
Disciplinary Files - If a court case number has been assigned, it is considered a "case"	<a href="#">1.21.2.107 DENIED, REJECTED OR WITHDRAWN RECORDS</a>	Two years from date file closed	Date of dismissal	Yes
	<a href="#">1.21.2.632 HEARINGS AND APPEALS</a>	Ten years from date file closed	Date action taken	Yes
	<a href="#">1.21.2.634 INVESTIGATION - LEGAL MATTER MANAGEMENT</a>	Ten years from date file closed	Date created	Yes
<b>Financial Aid/Internship/Scholarship Files</b>				
Enrollment Verification File (loan recipients)	NON-RECORD	As needed, to be determined by department		Yes
Financial Aid File	NON-RECORD	As needed, to be determined by department		Yes
Internship Applications and Related Documents	<a href="#">1.21.2.186 PROGRAMS - HIGHER EDUCATION</a>	Three years from date file closed	When superseded	Yes
Scholarship Awards File	<a href="#">1.21.2.337 EDUCATIONAL FINANCIAL AID</a>	Three years from the date file closed	Last date of attendance at NMSU	Yes
Scholarship Awards Reference File	NON-RECORD	As needed, to be determined by department		Yes
Student Loans File	NON-RECORD	As needed, to be determined by department		Yes
<b>Graduate Files</b>				
Graduate List	<a href="#">1.21.2.110 LOGS</a>	Until no longer needed for reference		No
List of Scheduled Graduates	<a href="#">1.21.2.110 LOGS</a>	Until no longer needed for reference		Yes
Prospective Graduates List	NON-RECORD	As needed, to be determined by department		Yes
<b>Student Files</b>				
Extra Hour Registration	<a href="#">1.21.2.187 REGISTRATION</a>	One year from date file closed	End of term	Yes
Individual Student Files	<a href="#">1.21.2.188 STUDENT RECORDS</a> (Academic Department)	Two years from date file closed	Last date of attendance at NMSU	Yes
Student Awards and Honors File	<a href="#">1.21.2.188 STUDENT RECORDS</a>	Two years from date file closed	Last date of attendance at NMSU	Yes
Student Locator File	NON-RECORD	As needed, to be determined by department		Yes
Student Ranking File	NON-RECORD	As needed, to be determined by department		Yes
Student Record Changes File	<a href="#">1.21.2.188 STUDENT RECORDS</a>	Two years from date file closed	Last date of attendance at NMSU	Yes
Student Teaching Certification File	<a href="#">1.21.2.667 PROFESSIONAL LICENSES</a>	10 years from date individual is no longer licensed		Yes
Transfer Admissions File	<a href="#">1.21.2.183 ENROLLMENT - EDUCATION</a>	Two years from date file closed	End of term	Yes
Veterans' Benefits File (Student)	<a href="#">1.21.2.337 EDUCATIONAL FINANCIAL AID</a>	Three years from the date file closed	Last date of attendance at NMSU	Yes

1 This is only a representative set of typical files found in **most** Academic Departments. It is not intended to be a comprehensive list. For retention requirements for other files, reference the FRRDS 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.