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

Documents[1]	FRRDS Record Classification Number & Title	Retention Requirement	File Closed	Confidential
Office of the President				
Alumni Association File	1.21.2.104 CORRESPONDENCE - EXECUTIVE LEVEL	Permanent, transfer to archives when no longer needed for reference.		Contextual[2]
Board of Regents File	1.21.2.452 MEETINGS Note: Those subject to the Open Meetings Act, Section 10-15-1(G) NMSA 1978, once the minutes are approved, audio recordings become non-record material.	Permanent, transfer to archives five years from date file closed.	Close of FY in which created	No
Commission on Higher Education File	1.21.2.111 PLANNING AND DEVELOPMENT	Permanent, transfer to archives five years from date file closed.	Close of FY in which created	No
Correspondence (President's)	1.21.2.104 CORRESPONDENCE - EXECUTIVE LEVEL	Permanent, transfer to archives when no longer needed for reference.		Contextual[2]
Fraternities and Sororities File	1.21.2.104 CORRESPONDENCE - EXECUTIVE LEVEL	Permanent, transfer to archives when no longer needed for reference.		No
Policies and Procedures				
Official copies of codes, standards, ethics, etc. **(Original)**	1.21.2.511 POLICIES AND PROCEDURES	Permanent, transfer to archives one year from date superseded or obsolete.		No
Official copies of codes, standards, ethics, etc. **(Copies)**	NON-RECORD	As needed, to be determined by department		No
Student Governement				
Official copies of constitution, bylaws, etc. **Constitution and bylaws (includes revisions and amendments)**	1.21.2.451 BYLAWS	Permanent, transfer to archives five years from date file closed.	Close of FY in which created	No
Official copies of constitution, bylaws, etc. **(All other records)**	1.21.2.112 PROGRAM AND PROJECT FILES	Destroy five years from date file closed.	Close of FY in which created	No
Speech File	1.21.2.119 SPEECHES AND PRESENTATIONS - EXECUTIVE LEVEL	Permanent, transfer to archives when no longer needed for reference. (Suggest transfer when President leaves office.)		No
Budget Records				
Adjustment requests	1.21.2.308 JOURNAL ENTRIES	Destroy three years from date audit report released		No
Budget working papers	NON-RECORD	As needed, to be determined by department		No
Final draft of proposed budget	NON-RECORD	As needed, to be determined by department		No
Operating budget (annual)	NON-RECORD	As needed, to be determined by department		No
Status reports (monthly)	NON-RECORD	As needed, to be determined by department		No
General Counsel				
Information Release File	1.21.2.518 INFORMATION RELEASE	1 year from date file closed	Date information released	No
Legal Briefs File	NON-RECORD	As needed, to be determined by department		No
Legal Case File	1.21.2.636 LEGAL CASE FILES	10 years from date file closed	End of activity/project	No
Legal Case Index File	1.21.2.109 INDEXES AND FINDING AIDS	Retain until disposition of corresponding record		No
Legal Case Log File	1.21.2.110 LOGS	Until no longer needed for reference		No
Legal Opinions File	1.21.2.627 ADVICE AND OPINIONS	Permanent, transfer to archives from date file closed	End of activity/project	No
Public Records Requests File	1.21.2.519 PUBLIC RECORDS REQUEST	1 year from date request fulfilled		No

Documents[1]	FRRDS Record Classification Number & Title	Retention Requirement	File Closed	Confidential
General Executive Files				
Administrative Files	1.21.2.111 PLANNING AND DEVELOPMENT	Permanent, transfer to archives five years from date file closed.	Date file created.	Contextual[2]
Correspondence	1.21.2.104 CORRESPONDENCE - EXECUTIVE LEVEL	Permanent, transfer to archives when no longer needed for reference.		Contextual[2]
Joint Powers Agreements	1.21.2.603 COOPERATIVE AGREEMENTS	Permanent, transfer to archives five years from date file closed.	Date agreement terminates	No
Legislative Files (**Enacted legislation**)	1.21.2.111 PLANNING AND DEVELOPMENT	Permanent, transfer to archives five years from date file closed.	Date enacted	No
Legislative Files (**Failed or vetoed**	NON-RECORD	As needed, to be determined by department		No
Meeting Minutes (including tapes or recordings of meetings)	1.21.2.452 MEETINGS Note: Those subject to the Open Meetings Act, Section 10-15-1(G) NMSA 1978, once the minutes are approved, audio recordings become non-record material.	Permanent, transfer to archives five years from date file closed.	Date of meeting	No
Meeting Minutes (**All other documentation including agenda, agenda**	NON-RECORD	As needed, to be determined by department		No
Organizational Charts (**Executive copy - agency director, deputy director, and division director**)	1.21.2.111 PLANNING AND DEVELOPMENT	Permanent, transfer to archives five years from date file closed.	When superseded	No
Reports (**Annual, biennial, or other periodic reports required by Article V, Section 9, N.M. Constitution, or by**	1.21.2.117 REPORTS - HISTORICAL	Permanent, transfer to archives one year from date file created.		No
Reports (**Routine, interim, or progress reports**)	1.21.2.116 REPORTS - GENERAL	Destroy two years from date file created.		No
Reports (**Ad hoc reports**)	NON-RECORD	As needed, to be determined by department		No
Search Committee Files	1.21.2.246 RECRUITMENT	Destroy three years from date file closed. **Note:** If files are less than three years old, transfer to NMSU HRS. Email TeamHRS@nmsu.edu for instructions.	Completion of search	Contextual[2]
Internal Audit				
Audit Files	1.21.2.414 FINANCIAL - AUDITS	Three years from the close of the fiscal year in which file created		No

1 This is only a representative set of typical files found in **most** Executive Offices. It is not intended to be a comprehensive list. For retention requirements for other files, please 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.