



**Common NMSU Retention Schedules for New Mexico Department of Agriculture Files
Records Management and Retention (RMR)
FSA - RMR Office**

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

Documents ¹	FRRDS Classification Number & Title	Retention Requirement	File Closed	Confidential
New Mexico Department of Agriculture				
Accreditation Files				
Accreditation Approved	1.21.2.402 COURSES AND PROGRAMS	10 years from date file closed	Date of expired, suspended or revoked	No
Accreditation Denied	1.21.2.107 DENIED, REJECTED OR WITHDRAWN RECORDS	Two years from date file closed	Date denied	No
Calibration Records or Certificates	1.21.2.702 WEIGHTS AND MEASURES	One year from date file closed	Date tanker truck is retired	No
Certified Organic Client Files	1.21.2.700 FOOD AND DRUG INFORMATION	Five years from date file closed	Date of denial, expiration, suspension or revocation of certification	No
Certified/Registered Client Database:				
Registration Data	1.21.2.701 SURVEYS AND INSPECTIONS	Five years from date file closed	Date registration expired, suspended or revoked	No
Violations of the Organic Production Act data	1.21.2.656 DISCIPLINE AND INVESTIGATIONS - GENERAL	25 years from date file closed	Date of expiration, suspension or revocation	No
Certification Data	1.21.2.700 FOOD AND DRUG INFORMATION	Five years from date file closed	Date denied, expired, suspended or revoked	No
Contract files	1.21.2.604 GOODS AND SERVICES	Six years from date file closed (Where there is required reporting of expenditures to a federal agency, retain records for six years after termination of contract or retain records for five years after submission of final expenditure report, whichever is longer.)	Termination of contract	No
Feed and Seed Inspection Documents	1.21.2.701 SURVEYS AND INSPECTIONS	Five years from date file closed	Date inspection completed	No
Grant files	1.21.2.122 GRANT ADMINISTRATION	Three years from date file closed (Where there is required reporting of expenditures to a federal agency, retain records for number of years after submission of final expenditure report, whichever is longer.)	Termination of grant	No
Inspections - Animal and Livestock	1.21.2.707 INSPECTIONS	Five years from date file closed	Date inspection completed	No
Inspections - General	1.21.2.474 GENERAL - INSPECTIONS	Five years from date file closed	Date inspection completed	No
Inspections & Testing - Drinking and Potable Water	1.21.2.483 WATER QUALITY	10 years from date file closed	Date inspection completed	No
International Landing Rights	NON-RECORD	As needed, to be determined by department		No
Lab Operations Records (Routine)	1.21.2.110 LOGS	Until no longer needed for reference		No
Nursery Applications & Reports	1.21.2.652 BUSINESS LICENSES	10 years from date file closed	Date of expiration	No
Pesticide Sample Records	1.21.2.476 HERBICIDE, PESTICIDE AND CHEMICALS	10 years from date file closed	Date of sample	No
Port of Entry Reports	1.21.2.142 COMPLAINTS	One year from date file closed	Date report completed	No
Product Labels	1.21.2.661 FACILITIES, ESTABLISHMENTS AND PRODUCTS	Five years from date file closed	Date of non-renewal	No
Product Registration	1.21.2.661 FACILITIES, ESTABLISHMENTS AND PRODUCTS	Five years from date file closed	Date of registration	No

Documents ¹	FRRDS Classification Number & Title	Retention Requirement	File Closed	Confidential
New Mexico Department of Agriculture (continued)				
Registered Organic Client Files:				
Registration Approved	1.21.2.701 SURVEYS AND INSPECTIONS	Five years from date file closed	Date expired, suspended or revoked	No
Registration Denied	1.21.2.107 DENIED, REJECTED OR WITHDRAWN RECORDS	Two years from date file closed	Close of calendar year in which registration is denied	No
Violations of the Organic Production Act files	1.21.2.656 DISCIPLINE AND INVESTIGATIONS - GENERAL	25 years from date file closed	Date of expiration, suspension or revocation	No
Routine and Special Lab Reports and Analysis	1.21.2.843 REPORTS - LABORATORY	Four years from date file created		No
Seminars on U.S. - Mexican Business	1.21.2.104 CORRESPONDENCE - EXECUTIVE LEVEL	Permanent, transfer to archives two years from close of calendar year in which created		No
Special Investigation Reports	1.21.2.116 REPORTS - GENERAL	Two years from date file created		No
Specimen Reports and Entry Records (VDS)	1.21.2.707 INSPECTIONS	Five years from date file closed	End of fiscal year in which created	No

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