



Common NMSU Retention Schedules for ACADEMIC 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	Confidential
Course Files			
Add/Drop forms	<u>1.21.2.187 REGISTRATION</u>	One year from end of term	Yes
Book Order forms	NON-RECORD	As needed, to be determined by department	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	<u>1.21.2.182 COURSE DEVELOPMENT AND ADMINISTRATION</u>	Five years from date no longer in use/until date superseded	No
Course Syllabi	<u>1.21.2.182 COURSE DEVELOPMENT AND ADMINISTRATION</u>	Five years from end of term	No
Credits by Examination File	<u>1.21.2.188 STUDENT RECORDS</u>	Two years from student's last date of attendance at NMSU	Yes
Directories of courses offered	<u>1.21.2.110 LOGS</u>	Until no longer needed for reference	No
Enrollment Books for Courses	<u>1.21.2.183 ENROLLMENT - EDUCATION</u>	Two years from end of term	Yes
Master Course File	<u>1.21.2.182 COURSE DEVELOPMENT AND ADMINISTRATION</u>	Five years from end of term	No
New Course Descriptions, Proposals, Schedules and all Related Documents	<u>1.21.2.182 COURSE DEVELOPMENT AND ADMINISTRATION</u>	Five years from end of term	No
Pass or Fail Forms	<u>1.21.2.188 STUDENT RECORDS</u>	Two years from student's last date of attendance at NMSU	Yes
Repeat Course File	<u>1.21.2.188 STUDENT RECORDS</u>	Two years from student's last date of attendance at NMSU	Yes
Transfer Equivalents File	<u>1.21.2.186 PROGRAMS - HIGHER EDUCATION</u>	Three years from date superseded	Yes
Departmental/Unit Files			
Academic Programs File	<u>1.21.2.186 PROGRAMS - HIGHER EDUCATION</u>	Three years from date superseded (or date file created)	No
Department Head's File	<u>1.21.2.111 PLANNING AND DEVELOPMENT</u>	Permanent, transfer to archives five years from departure date of person in department head position	Contextual ²
Departmental History File	<u>1.21.2.111 PLANNING AND DEVELOPMENT</u>	Permanent, transfer to archives five years from date file created	No
Departmental Research Projects	<u>1.21.2.176 SCHOLARLY RESEARCH</u>	Permanent, transfer to archives five years from date research ends (or is completed)	No
Department Self-Studies	<u>1.21.2.415 GENERAL - AUDITS AND COMPLIANCE</u>	Five years from date study ended	No
Documents used during the accreditation process	<u>1.21.2.401 COLLEGES AND UNIVERSITIES</u>	Permanent, transfer to archives five years from date accreditation completed	Contextual ²
Memos from Administrators (Executive levels)	<u>1.21.2.104 CORRESPONDENCE - EXECUTIVE LEVEL</u>	Permanent, transfer to archives when no longer needed	Contextual ²
Memos from Administrators (Non-Executive levels)	NON-RECORD	As needed, to be determined by department	Contextual ²
Exam/Grade Files			
Completed Exams & Assignments	<u>1.21.2.184 EXAMINATION AND TESTING</u>	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	<u>1.21.2.184 EXAMINATION AND TESTING</u>	Two years from close of calendar year in which file created	Yes
List of Exam Scores	<u>1.21.2.110 LOGS</u>	Until no longer needed for reference	Yes
Placement Tests & Placement Test Scores	<u>1.21.2.181 ASSESSMENTS</u>	Five years from end of term	Yes
Raised Grades File	<u>1.21.2.188 STUDENT RECORDS</u>	Two years from student's last date of attendance at NMSU	Yes
Scantrons	<u>1.21.2.184 EXAMINATION AND TESTING</u>	Two years from close of calendar year in which file created	Yes

Documents ¹	FRRDS Record Classification Number & Title	Retention Requirement	Confidential
Faculty Files			
Faculty Awards and Honors	<u>1.21.2.221 AWARDS - PERSONNEL MANAGEMENT</u>	Three years from date file created	No
Faculty List	<u>1.21.2.110 LOGS</u>	Until no longer needed for reference	No
Faculty Publications File	<u>1.21.2.176 SCHOLARLY RESEARCH</u>	Permanent, transfer to archives five years from date research ends (or is completed)	No
Faculty Recruitment File	<u>1.21.2.246 RECRUITMENT</u>	Three years from date position filled	Yes
Hiring Documentation	<u>1.21.2.246 RECRUITMENT</u>	Three years from date position filled	Yes
Search Committee File	<u>1.21.2.246 RECRUITMENT</u>	Three years from date position filled	Yes
Tenure File - Awarded	<u>1.21.2.229 EVALUATIONS - PERFORMANCE</u>	Three years from date of separation from employment	Yes
Tenure File - Denied	<u>1.21.2.107 DENIED, REJECTED OR WITHDRAWN RECORDS</u>	Two years from date tenure denied	Yes
Dean of Students			
Disciplinary Files	<u>1.21.2.188 STUDENT RECORDS</u>	Two years from date of last disciplinary action taken (if all conditions are satisfied) Note: Ten years after date of last disciplinary action for files where conditions of disciplinary action have not been satisfied.	Yes
Disciplinary Files - If a court case number has been assigned, it is considered a "case"	<u>1.21.2.107 DENIED, REJECTED OR WITHDRAWN RECORDS</u>	Two years from date of dismissal	Yes
	<u>1.21.2.632 HEARINGS AND APPEALS</u>	Ten years from date action taken	Yes
	<u>1.21.2.634 INVESTIGATION - LEGAL MATTER MANAGEMENT</u>	Ten years from date file created	Yes
Financial Aid/Internship/Scholarship Files in departments or academic units			
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	<u>1.21.2.186 PROGRAMS - HIGHER EDUCATION</u>	Three years from date superseded	Yes
Scholarship Awards File	<u>1.21.2.337 EDUCATIONAL FINANCIAL AID</u>	Three years from student's 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
Graduate Files			
Graduate List	<u>1.21.2.110 LOGS</u>	Until no longer needed for reference	No
List of Scheduled Graduates	<u>1.21.2.110 LOGS</u>	Until no longer needed for reference	Yes
Prospective Graduates List	NON-RECORD	As needed, to be determined by department	Yes
Student Files			
Extra Hour Registration	<u>1.21.2.187 REGISTRATION</u>	One year from end of term	Yes
Individual Student Academic & Advising Files	<u>1.21.2.188 STUDENT RECORDS</u>	Two years from student's last date of attendance at NMSU Note: Three years from student's last date of attendance at NMSU for student's receiving Veteran benefits.	Yes
	<u>1.21.2.188 STUDENT RECORDS</u>	Two years student's last date of attendance at NMSU	Yes
Student Awards and Honors File	<u>1.21.2.188 STUDENT RECORDS</u>	Two years student's last date of attendance at NMSU	Yes
Student Locator File & Student Ranking File	NON-RECORD	As needed, to be determined by department	Yes
Student Record Changes File	<u>1.21.2.188 STUDENT RECORDS</u>	Two years student's last date of attendance at NMSU	Yes
Student Teaching Certification File	<u>1.21.2.667 PROFESSIONAL LICENSES</u>	10 years from date individual is no longer licensed	Yes
Transfer Admissions File	<u>1.21.2.183 ENROLLMENT - EDUCATION</u>	Two years from end of term	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://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.