



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

| Documents¹ | FRRDS Record Classification Number & Title | Retention Requirement | Confidential |
|---|---|---|-------------------------|
| Offices of the Chancellor & President | | | |
| Alumni Association File | <u>1.21.2.186 PROGRAMS - HIGHER EDUCATION</u> | Three years from date created | Contextual ² |
| Board of Regents File | <u>1.21.2.452 MEETINGS</u> | Permanent, transfer to archives five years from close of FY in which created. | No |
| | 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. | | |
| Commission on Higher Education File | <u>1.21.2.111 PLANNING AND DEVELOPMENT</u> | Permanent, transfer to archives five years from close of FY in which created. | No |
| Correspondence disseminating policy or personnel actions | <u>1.21.2.104 CORRESPONDENCE - EXECUTIVE LEVEL</u> | Permanent, transfer to archives when no longer needed for reference. | Contextual ² |
| Correspondence - all other correspondence | <u>1.21.2.105 CORRESPONDENCE - GENERAL</u> | One year from close of calendar year in which created | |
| Fraternities and Sororities File | <u>1.21.2.186 PROGRAMS - HIGHER EDUCATION</u> | Three years from date created | No |
| Speech File | <u>1.21.2.119 SPEECHES AND PRESENTATIONS - EXECUTIVE LEVEL</u> | Permanent, transfer to archives when when President leaves office or when no longer needed for reference. | No |
| Policies and Procedures | | | |
| Official copy of codes, standards, ethics, etc. (Original) | <u>1.21.2.511 POLICIES AND PROCEDURES</u> | Permanent, transfer to archives one year from date superseded or obsolete. | No |
| Other copies of codes, standards, ethics, etc. | NON-RECORD | As needed, to be determined by department. | No |
| Student Government | | | |
| Constitution and bylaws (includes revisions and amendments) | <u>1.21.2.451 BYLAWS</u> | Permanent, transfer to archives five years from close of FY in which created. | No |
| All other records | <u>1.21.2.112 PROGRAM AND PROJECT FILES</u> | Five years from close of FY in which created. | No |
| Budget Records | | | |
| Adjustment requests | <u>1.21.2.308 JOURNAL ENTRIES</u> | 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 | <u>1.21.2.518 INFORMATION RELEASE</u> | One year from date information released. | No |
| Legal Briefs File | NON-RECORD | As needed, to be determined by department. | No |
| Legal Case File | <u>1.21.2.636 LEGAL CASE FILES</u> | Ten years from end of activity/project. | No |
| Legal Case Index File | <u>1.21.2.109 INDEXES AND FINDING AIDS</u> | Retain until disposition of corresponding record. | No |
| Legal Case Log File | <u>1.21.2.110 LOGS</u> | Until no longer needed for reference. | No |
| Legal Opinions File | <u>1.21.2.627 ADVICE AND OPINIONS</u> | Permanent, transfer to archives from end of activity/project. | No |
| Public Records Requests File | <u>1.21.2.519 PUBLIC RECORDS REQUEST</u> | Four years from date request fulfilled. | No |

| Documents ¹ | FRRDS Record Classification Number & Title | Retention Requirement | Confidential |
|--|--|--|-------------------------|
| General Executive Files | | | |
| Administrative Files | <u>1.21.2.111 PLANNING AND DEVELOPMENT</u> | Permanent, transfer to archives five years from date file created. | Contextual ² |
| Correspondence disseminating policy or personnel actions | <u>1.21.2.104 CORRESPONDENCE - EXECUTIVE LEVEL</u> | Permanent, transfer to archives when no longer needed for reference. | Contextual ² |
| Correspondence-- all other correspondence | <u>1.21.2.105 CORRESPONDENCE - GENERAL</u> | One year from close of calendar year in which created | |
| Joint Powers Agreements | <u>1.21.2.603 COOPERATIVE AGREEMENTS</u> | Permanent, transfer to archives five years from date file closed. | No |
| Legislative Files (Enacted legislation) | <u>1.21.2.111 PLANNING AND DEVELOPMENT</u> | Permanent, transfer to archives five years from date file closed. | No |
| Legislative Files (Failed or vetoed legislation) | NON-RECORD | As needed, to be determined by department | No |
| Meeting Minutes (including tapes or recordings) | <u>1.21.2.452 MEETINGS</u> | Permanent, transfer to archives five years from date of meeting. | No |
| Meeting Files (All other documentation including agenda, agenda package, audio recordings, etc. if minutes are approved) | NON-RECORD | As needed, to be determined by department. | No |
| Organizational Charts (Executive copy - agency director, deputy director, and division director) | <u>1.21.2.111 PLANNING AND DEVELOPMENT</u> | Permanent, transfer to archives five years from date superseded. | No |
| Reports (Annual Report and Accountability Report) | <u>1.21.2.117 REPORTS - HISTORICAL</u> | Permanent, transfer to archives one year from date file created. | No |
| Reports (Routine, interim, or progress reports) | <u>1.21.2.116 REPORTS - GENERAL</u> | Two years from date file created. | No |
| Reports (Ad hoc reports) | NON-RECORD | As needed, to be determined by department. | No |
| Search Committee Files | <u>1.21.2.246 RECRUITMENT</u> | Three years after completion of search. Note: If files are less than three years old, transfer to NMSU HRS. Email TeamHRS@nmsu.edu for instructions. | Contextual ² |
| Internal Audit | | | |
| Audit Files | <u>1.21.2.414 FINANCIAL - AUDITS</u> | 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://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.