



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	Confidential
New Mexico Department of Agriculture			
Accreditation Files			
Accreditation Approved	1.21.2.402 COURSES AND PROGRAMS	10 years from date expired, suspended or revoked.	No
Accreditation Denied	1.21.2.107 DENIED, REJECTED OR WITHDRAWN RECORDS	Two years from date denied.	No
Calibration Records or Certificates	1.21.2.702 WEIGHTS AND MEASURES	One year from date tanker truck is retired.	No
Certified Organic Client Files	1.21.2.700 FOOD AND DRUG INFORMATION	Five years from 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 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 of expiration, suspension or revocation.	No
Certification Data	1.21.2.700 FOOD AND DRUG INFORMATION	Five years from date denied, expired, suspended or revoked.	No
Contract files	1.21.2.604 GOODS AND SERVICES	Six years from termination of contract. (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.)	No
Feed and Seed Inspection Documents	1.21.2.701 SURVEYS AND INSPECTIONS	Five years from date inspection completed.	No
Grant files	1.21.2.122 GRANT ADMINISTRATION	Three years from termination of grant. (Where there is required reporting of expenditures to a federal agency, retain records for number of years after submission of final expenditure report, whichever	No
Inspections - Animal and Livestock	1.21.2.707 INSPECTIONS	Five years from date inspection completed.	No
Inspections - General	1.21.2.474 GENERAL - INSPECTIONS	Five years from date inspection completed.	No
Inspections & Testing - Drinking and Potable Water	1.21.2.483 WATER QUALITY	10 years from 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 of expiration.	No
Pesticide Sample Records	1.21.2.476 HERBICIDE, PESTICIDE AND CHEMICALS	10 years from date of sample.	No
Port of Entry Reports	1.21.2.142 COMPLAINTS	One year from date report completed.	No
Product Labels	1.21.2.661 FACILITIES, ESTABLISHMENTS AND PRODUCTS	Five years from date of non-renewal.	No
Product Registration	1.21.2.661 FACILITIES, ESTABLISHMENTS AND PRODUCTS	Five years from date of registration.	No
Registered Organic Client Files:			
Registration Approved	1.21.2.701 SURVEYS AND INSPECTIONS	Five years from date expired, suspended or revoked.	No
Registration Denied	1.21.2.107 DENIED, REJECTED OR WITHDRAWN RECORDS	Two years from 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 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	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 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://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.