



Records Management and Retention (RMR)
FSA - RMR Office
Retention Schedules for Common NMSU Departmental/ Unit Files
 (Based on New Mexico Administrative Codes (NMACs))

Departmental Documents*	NMAC Record Series & Title**	Retention Requirement**
Financial Files		
Bookstore Charges File	1.15.5.310 - PAYMENT VOUCHERS FILE	Six years after close of fiscal year in which created or in which audit is completed
Contract/Agreement File	1.15.5.305 - CONTRACT/AGREEMENT FILES	Six years after termination of contract or agreement
Direct Pays File	1.15.5.310 - PAYMENT VOUCHERS FILE	Six years after close of fiscal year in which created or in which audit is completed
Invoices File	1.15.5.304 - INVOICES (VENDOR)	Three years after close of fiscal year in which created
Journal Vouchers File	1.15.5.505 - VOUCHERS (JOURNAL)	Three years after close of fiscal year in which created
Labor Redistribution Forms File	1.15.5.402 - TIME SHEETS	Until proved to payroll register
Procurement Card File	1.15.5.310 - PAYMENT VOUCHERS FILE Note: these are non-confidential unless the credit card number or employee personal information (i.e. address, phone, etc.) appears on the receipt.	Six years after close of fiscal year in which created or in which audit is completed
Purchase Orders File	1.15.5.303 - PURCHASE ORDERS (PURCHASE DOCUMENTS)	Three years after close of fiscal year in which created
Reimbursement Requests (for travel)	1.15.5.314 - TRIP TICKET FILE	Three years after close of fiscal year in which created
Reimbursement Requests (for travel advances and other reimbursements)	1.15.5.310 - PAYMENT VOUCHERS FILE	Six years after close of fiscal year in which created or in which audit is completed
Telephone Bills File	1.20.3.114 - TELEPHONE BILLINGS FILE	Until audit report released
Time Sheets	1.15.5.402 - TIME SHEETS	Until proved to payroll register
HR Files		
Departmental Leave Requests and Leave Balances File	1.15.7.105 - LEAVE RECORDS	Until audit report released for year in which records created
Departmental Personnel Files	1.15.7.101 - PERSONNEL FOLDERS	Three years after employee terminated or retired
Departmental Rejected Applications File	1.15.7.102 - REJECTED APPLICATIONS	Three years after rejected
Office Operations Files		
Conferences/Workshops Attended File	1.20.3.106 - CONFERENCES OR WORKSHOPS ATTENDED FILE	Until no longer needed for reference
Correspondence File	1.15.3.109 - GENERAL CORRESPONDENCE FILES (NON-EXECUTIVE LEVELS)	One year after close of fiscal year in which created
Daily appointment books/calendars	1.15.3.135 - SCHEDULES OF DAILY ACTIVITIES	Until no longer needed for reference but no longer than one year after close of calendar year in which created
Office Management Files	1.15.3.107 - ADMINISTRATIVE REFERENCE FILES (NON-EXECUTIVE LEVELS)	Until no longer needed for reference
Operating Manuals/Warranties File	1.15.3.129 - SUPPLIES AND EQUIPMENT FILE	Warranties: six years after termination of warranty Operating manuals: until disposition of equipment
Telephone Logs File	1.15.3.132 - TELEPHONE LOGS	Three years after close of fiscal year in which created
Work Orders File	1.20.3.115 - WORK ORDERS FILE	Until work completed
Student Files		
Student Employee File	1.20.3.553 - STUDENT EMPLOYEE FILES	Six years after termination date

* This is only a representative set of typical files found in **most** Departments. It is not intended to be a comprehensive list. For retention requirements for other files, please reference the NMACs at our web site, <http://rmr.nmsu.edu/resources.html> or contact the FSA-RMR Office for assistance at RMROffice@nmsu.edu

** Refer to "Steps for Disposition of Records at NMSU" for disposal process located at http://rmr.nmsu.edu/disposition_process.html.