

Retention Requirement Exceptions

Department	Document Type	Applicable NMAC	Retention Period	Requested Retention	Date Approved by Diane Madrid or other	Comments/Changes
All Colleges	SR-DEGCOMP (Degree Progression & Completion) including Degree Checks, Substitution Waiver, Petition for Early Commencement	1.21.3.188 Student Records	2 years after last date of attendance at NMSU	10 years from last date of attendance at NMSU for this document type only if Degree IS NOT AWARDED.	9/1/2020 by Diane Madrid	
Athletics Compliance & Univeristy Student Records	all Files related to NCAA programs and student athletes			Five years from date file created	2/7/16 by NMCPR.	Use 1.21.2.185 Programs - Education, "destroy five years from date file created" since its description references athletic programs, and its retention period covers NCAA requirements
Chemical & Materials Engineering	Student Records	1.21.2.188	2 years from date file closed	5 years from date file closed (Last date of attendance at NMSU)	9/17/2018	
DACC Student Development - ENLACE Program	Student Records	1.21.2.338 Grant Administration (repealed 11/30/16). Adopted 1.21.2.122 Grant Administration	Three years from date file closed	Six years from date grant termed	10/5/2016 by DM, Chief Records Officer	
Military & Veterans programs	MV-Forms MV-TRANS MV-VACERT MV-VAFORMS	1.21.3.188 Student Records	2 years after last date of attendance at NMSU	3 years after last date of attendance	Diane Madrid 8/5/2020	38 CFR21.4209 (f) requires retaining records about students using Veterans Benefits for 3 years following the end of each enrollment period
Office of Institutional Equity/Univ. General Counsel	OIE Complaint Files	1.21.2.107 if no merit	2 years from date file closed (Date rejected)	If no merit, then Denied, Rejected or Withdrawn Records (1.21.2.107).	9/27/2018 by Univ. General Counsel	
Office of Institutional Equity/Univ. General Counsel	OIE Complaint Files	Grievances and Investigations (1.21.2.230) or ADA Accommodations (1.21.2.456) if finding of merit and no legal case	If employee, then 10 years from date of closure of file and then destroy 3 years from date of separation from employment. If Adult Student, then retain 10 years from date of closure of file and then destroy 2 years from last date of attendance at NMSU. If a minor, then retain for 10 years from date of closure of file and then destroy when all minors are 22 years old. If ADA Accomodations, then destory 3 years from date file closed (thorough end of accommodation).	If employee, then 10 years from date of closure of file and then destroy 3 years from date of separation from employment. If Adult Student, then retain 10 years from date of closure of file and then destroy 2 years from last date of attendance at NMSU. If a minor, then retain for 10 years from date of closure of file and then destroy when all minors are 22 years old. If ADA Accomodations, then destory 3 years from date file closed (thorough end of accommodation).	9/27/2018 by Univ. General Counsel	

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Office of Institutional Equity/Univ. General Counsel	OIE Complaint Files	If finding of merit and a legal case, then Legal Case Files (1.21.2.636) if no impact on University Policy. If impact on University Policy, then Legal Case Files - Historical (1.21.2.637). If case dismissed, then Case Files - Dismissed (1.21.2.616).	If no impact, then 10 years from date file closed (Date case closed). If impact, then Permanent, transfer to Archives 10 years from date file closed (Date case closed). If case dismissed, then destroy 10 years from date file closed (Date case dismissed).	If no impact, then 10 years from date file closed (Date case closed). If impact, then Permanent, transfer to Archives 10 years from date file closed (Date case closed). If case dismissed, then destroy 10 years from date file closed (Date case dismissed).	9/27/2018 by Univ. General Counsel	
Payroll/HR Information Systems	Deductions and Garnishments	1.21.2.211	3 years from the close of the FY in which created	6 years from date audit report released	4/9/2018 by Carl Baca	Treat as 1.21.2.213
Payroll/HR Information Systems	Reports - Payroll	1.21.2.213	3 years from the close of the FY in which created	6 years from date audit report released	4/9/2018 by Carl Baca	
Univ. General Counsel	Departmental Personnel Files	Non-Record as a result of repealed 1.21.2.115 Reference Material on 11/30/16.	When no longer needed for reference. As needed, to be determined by department.	Three years from date employee terms/retires from department.	12/8/2015 by General Counsel	Use 1.21.2.234 Personnel Files, internally.