

NMSU Disposition & Destruction Process



Department completes and submits **NMSU Request for Disposition** form to FSA-RMR Office.



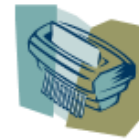
FSA-RMR Office requests permission from NMCPR.



Approval received from NMCPR.



FSA-RMR Office notifies Department.



Department arranges for documents to be shredded.



Department returns **Certificate of Destruction** to FSA-RMR Office.



FSA-RMR Office files **Certificate of Destruction**.



Compliance Requirements Achieved!



FSA-RMR Office conducts Condition Assessment at Department office.



Department delivers approved boxes to FSA-RMR F.A.T.E. Warehouse.



NM
STATE

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