1. Purpose
Record Retention and Data Custodian Matrix

2. Related Policy/Authority
New Mexico Administrative Code (NMAC) - [http://164.64.110.134/nmac/home](http://164.64.110.134/nmac/home)
BCOM Retention of Institutional Records Policy - B2090 –[https://burrell.edu/policy-b2090/](https://burrell.edu/policy-b2090/)

3. Faculty/Staff Responsibilities
All Department Heads

4. Definitions/Abbreviations
NMAC – New Mexico Administrative Code

Refer to CFR §200.334

5. Procedural Steps
1. A data custodian matrix will be reviewed and updated annually by Enrollment Services, Student Affairs, Human Resources, Faculty Affairs, Finance, Curriculum Committee Chair, Assistant Dean of Student Assessment, and the Offices of the Dean and President.
   a. The matrix contains a minimum retention per NMAC, the original source of the record, the official system of record, and the data custodian.
2. Each department head is responsible for the retention and disposal of records in accordance with NMAC and the data custodian matrix (attached).
3. The Office of Research and Scholarly Activities will follow CFR §200.334 for all federal awards. Federal awards must be retained for a period of three years from the date of submission of the final expenditure report or, for the Federal awards that are renewed quarterly or annually, from the date of submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a subrecipient.

6. Reports/Charts/Forms/Attachments/Cross References

7. Maintenance
The matrix shall be reviewed annually by department heads.

8. Signature
9. Distribution List

| Internal/External |

10. Revision History

<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Subsection #</th>
<th>Summary of Changes</th>
<th>New/Cancellation/Replacement Procedure? (if applicable)</th>
<th>Approval Date</th>
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<td>Updated Data Custodian Matrix</td>
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<td>6/27/2023</td>
<td>5</td>
<td>Added information about research federal grant record retention</td>
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