

Niobrara County Library

RECORD RETENTION AND DESTRUCTION POLICY

STATEMENT OF POLICY

This policy covers all records and documents, regardless of physical form, contains guidelines for how long certain documents should be kept and how records should be destroyed. The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records and to facilitate the operation of the Niobrara County Library (“Library”) by promoting efficiency and freeing up valuable storage space.

RETENTION SCHEDULE AND ADMINISTRATION

The Library’s Record Retention Schedule is set forth in Appendix A (Wyoming State Archives Record Retention, <http://wyoarchives.state.wy.us/index.php/record-retention-schedules>). The Library Director shall administer this Policy. The administrator is also authorized to: make modifications to the Record Retention Schedule from time to time to ensure that it is in compliance with local, state and federal laws and includes the appropriate document and record categories for the library; monitor local, state and federal laws affecting record retention; annually review the record retention and disposal program; and monitor compliance with this policy.

ELECTRONIC DOCUMENTS AND RECORDS

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files that fall into one of the document types in Appendix A will be maintained for the appropriate amount of time. If an employee has sufficient reason to keep an email message, the message should be printed in hard copy and kept in the appropriate file or moved to an “archive” computer file folder.

SUSPENSION OF RECORD DISPOSAL IN THE EVENT OF LITIGATION OR CLAIMS

No director, officer, employee, volunteer or agent of the Library shall destroy, dispose of, conceal, or alter any record or document while knowing that it is or may be relevant to an anticipated or ongoing investigation or legal proceeding conducted by or before a federal, state or local government agency, including tax and regulatory agencies, law enforcement agencies, and civil and criminal courts, or an anticipated or ongoing internal investigation, audit or review conducted by the Library. During the occurrence of an anticipated or ongoing investigation or legal proceeding as set forth above, the Administrator shall suspend any further disposal of documents until such time as the Administrator, with the advice of counsel, determines otherwise. The Administrator shall take such steps as necessary to promptly inform all staff of any suspension in the further disposal of documents.

Document Review Dates

Policy Name:	Record Retention and Destruction
Original Date:	January 8, 2018
Revision Date:	
Next Operational Review Date:	2029
Reviewed and Approved By:	County Librarian and Board of Trustees 02/09/2026



WYOMING STATE
ARCHIVES

Administration and Business Support (ADM)					
General Management (GMT)					
Quality Verification		ADM-GMT-32	OBS/SUP 3	Retain until verification process has been completed; for permanent records: after State Records Committee authorization has been received.	No
<i>Superseded Schedules</i>					
<i>New</i>	<i>Quality Control Verification</i>				

Administration Records

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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*Superseded Schedules***15910** District Court Report to Supreme Court**15909** General Correspondence

Transitory Records	ADM-GMT-26	OBS/SUP 3		Retain 3 years after obsolete or superseded, then destroy.	No
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*Superseded Schedules***15912** Machine Readable Records/Data Files

Information Technology and Services (ITS)

Systems and Networks	ADM-ITS-07	SUP	5	Retain 5 years after superseded then destroy	No
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*Superseded Schedules***15913** Computer Operating System Data

Financial and Accounting (FIN)

Asset Management (ASM)

Inventories	FIN-ASM-03	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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*Superseded Schedules***15911** Inventory Records and Reports

Administration Records (Clerk of District Court)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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*Superseded Schedules***15909** General Correspondence**15910** District Court Report to Supreme Court

Transitory Records	ADM-GMT-26	OBS/SUP 3		Retain 3 years after obsolete or superseded, then destroy.	No
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*Superseded Schedules***15912** Machine Readable Records/Data Files

Clerk of District Court

Administration Records (Clerk of District Court)

Administration and Business Support (ADM)

Information Technology and Services (ITS)

Systems and Networks	ADM-ITS-07	SUP	5	Retain 5 years after superseded then destroy	No
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*Superseded Schedules***15913** *Computer Operating System Data*

Financial and Accounting (FIN)

Asset Management (ASM)

Inventories	FIN-ASM-03	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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*Superseded Schedules***15911** *Inventory Records and Reports*

Court Records

Administration and Business Support (ADM)

General Management (GMT)

Reports - General	ADM-GMT-22	CR	5	Retain 5 years after create date, then destroy	Yes
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*Superseded Schedules***15890** *Daily Docket Entries - Civil, Criminal and Probate*

Employee Services (EMP)

Workers Compensation and Unemployment (WCU)

Claims	EMP-WCU-01	CP	5	Retain 5 years after completion then destroy	No
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*Superseded Schedules***96-233** *Workers' Compensation Case Files, Docket Books, Journals and Indexes. Claims Destruction Filed Date 1988 January 1, 1997 1989 January 1, 1998 1990 January 1, 1999 1991 January 1, 2000 1992 January 1, 2001*

Financial and Accounting (FIN)

Investment Management (INV)

Bond Register and Paid Off Bonds	FIN-INV-01	CP	6	Retain 6 years after completion then destroy	Yes
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*Superseded Schedules***15906** *Bond, Administrator/Executor and Guardianship/Conservatorship*

Court Records

Legal and Judiciary (LGL)

Court Administration (COU)

Case Files	LGL-COU-02	CP	7	Retain 7 years after completion then destroy	Yes
<i>Superseded Schedules</i>					
94-471	<i>Surety or Property Bonds for Performance of Duty</i>				
15904	<i>Court Reporter's Stenographic Notes</i>				
Case Files and Dockets	LGL-COU-04	PERM		Retain permanently	No
<i>Superseded Schedules</i>					
15891	<i>Juvenile Case File</i>				
15897	<i>Grand Jury Records</i>				
15907	<i>Wills, Probated and Nonprobated</i>				
15894	<i>Juvenile Daily Docket Entries</i>				
15893	<i>Juvenile Docket</i>				
15905	<i>Coroner's Report</i>				
15892	<i>Juvenile Case File Index</i>				
15895	<i>Court Journal</i>				
15889	<i>Docket - Civil, Criminal and Probate</i>				
15888	<i>Case File Index</i>				
15887	<i>Case File - Civil, Criminal and Probate (Includes Payment Records)</i>				
Indexes	LGL-COU-07	PERM		Retain permanently	No
<i>Superseded Schedules</i>					
15908	<i>Nonprobated Will Index</i>				
Jury Management	LGL-COU-08	CP	4	Retain 4 years after completion then destroy	No
<i>Superseded Schedules</i>					
15902	<i>Juror Journal</i>				
15903	<i>Jury List</i>				
93-285	<i>Jury Questionnaire</i>				
Warrants	LGL-COU-10	CP	2	Retain 2 years after completion then destroy	No
<i>Superseded Schedules</i>					
03-187	<i>Search Warrants</i>				

Clerk of District Court

Court Records

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

Adoptions	LGL-LMM-01	PERM	Retain permanently	No
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*Superseded Schedules***15896** *Adoption File*

Court Records (Clerk of District Court)

Administration and Business Support (ADM)

General Management (GMT)

Reports - General	ADM-GMT-22	CR	5	Retain 5 years after create date, then destroy	Yes
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*Superseded Schedules***15890** *Daily Docket Entries - Civil, Criminal and Probate*

Employee Services (EMP)

Workers Compensation and Unemployment (WCU)

Claims	EMP-WCU-01	CP	5	Retain 5 years after completion then destroy	No
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*Superseded Schedules***96-233** *Workers' Compensation Case Files, Docket Books, Journals and Indexes. Claims Filed/Destruction Date: 1988/January 1, 1997 1989/January 1, 1998 1990/January 1, 1999 1991/January 1, 2000 1992/January 1, 2001*

Financial and Accounting (FIN)

Investment Management (INV)

Bond Register and Paid Off Bonds	FIN-INV-01	CP	6	Retain 6 years after completion then destroy	Yes
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*Superseded Schedules***15906** *Bond, Administrator/Executor and Guardianship/Conservatorship*

Legal and Judiciary (LGL)

Court Administration (COU)

Case Files	LGL-COU-02	CP	7	Retain 7 years after completion then destroy	Yes
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*Superseded Schedules***94-471** *Surety or Property Bonds for Performance of Duty***15904** *Court Reporter's Stenographic Notes*

Case Files and Dockets	LGL-COU-04	PERM	Retain permanently	No
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*Superseded Schedules***15907** *Wills, Probated and Nonprobated***15905** *Coroner's Report*

Court Records (Clerk of District Court)

Legal and Judiciary (LGL)

Court Administration (COU)

Case Files and Dockets	LGL-COU-04	PERM	Retain permanently	No
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*Superseded Schedules***15895** *Court Journal***15894** *Juvenile Daily Docket Entries***15893** *Juvenile Docket***15892** *Juvenile Case File Index***15891** *Juvenile Case File***15889** *Docket - Civil, Criminal and Probate***15888** *Case File Index***15887** *Case File - Civil, Criminal and Probate (Includes Payment Records)***15897** *Grand Jury Records*

Indexes	LGL-COU-07	PERM	Retain permanently	No
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*Superseded Schedules***15908** *Nonprobated Will Index*

Jury Management	LGL-COU-08	CP	4	Retain 4 years after completion then destroy	No
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*Superseded Schedules***15902** *Juror Journal***15903** *Jury List***93-285** *Jury Questionnaire*

Warrants	LGL-COU-10	CP	2	Retain 2 years after completion then destroy	No
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*Superseded Schedules***03-187** *Search Warrants*

Legal Matter Management (LMM)

Adoptions	LGL-LMM-01	PERM	Retain permanently	No
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*Superseded Schedules***15896** *Adoption File*

Fiscal Records

Fiscal Records

Financial and Accounting (FIN)

Accounting Management (ACC)

Accounts Receivable and Revenue	FIN-ACC-12	FYE	7	Retain 7 years after the fiscal year end then destroy	No
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*Superseded Schedules***02-050** *POSSE Reports***15919** *Receipts from Office of Clerk of Court*

Input/Output Financial	FIN-ACC-99	VER	1	Retain 1 year after verification then destroy	No
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*Superseded Schedules***15914** *County Accounting System Input Records***15915** *County Accounting System Output Reports*

Bank Administration (BNK)

Statements and Reports	FIN-BNK-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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*Superseded Schedules***15918** *Canceled Checks and Check Stubs of Clerk of Court***15917** *Bank Statements and Deposit Slips of Clerk of Court*

Budget Management (BUD)

Workpapers	FIN-BUD-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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*Superseded Schedules***15916** *Budget Records*

Financial Statements and Reports (FSR)

Reconciliations and Balancing	FIN-FSR-03	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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*Superseded Schedules***15920** *Daily Receipts and Disbursements Balance Sheet*

Fiscal Records (Clerk of District Court)

Fiscal Records (Clerk of District Court)

Financial and Accounting (FIN)

Accounting Management (ACC)

Accounts Receivable and Revenue	FIN-ACC-12	FYE	7	Retain 7 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					

15919 *Receipts from Office of Clerk of Court*

02-050 *POSSE Reports*

Input/Output Financial	FIN-ACC-99	VER	1	Retain 1 year after verification then destroy	No
<i>Superseded Schedules</i>					

15914 *County Accounting System Input Records*

15915 *County Accounting System Output Reports*

Bank Administration (BNK)

Statements and Reports	FIN-BNK-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					

15917 *Bank Statements and Deposit Slips of Clerk of Court*

15918 *Canceled Checks and Check Stubs of Clerk of Court*

Budget Management (BUD)

Workpapers	FIN-BUD-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					

15916 *Budget Records*

Financial Statements and Reports (FSR)

Reconciliations and Balancing	FIN-FSR-03	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					

15920 *Daily Receipts and Disbursements Balance Sheet*

Personnel Records

Personnel Records

Employee Services (EMP)

Personnel Management (PER)

Personnel Files - Short Term	EMP-PER-14	TE	5	Retain 5 years after separation then destroy	No
<i>Superseded Schedules</i>					
<i>15921 Personnel File</i>					

Staffing and Recruiting (SAR)

Applicants - Not Hired	EMP-SAR-01	CYE	3	Retain 3 year after calendar year end then destroy	No
<i>Superseded Schedules</i>					
<i>15922 Unsuccessful Application for Employment</i>					

Personnel Records (Clerk of District Court)

Employee Services (EMP)

Personnel Management (PER)

Personnel Files - Long Term	EMP-PER-22	CP	10	Retain 10 years after separation then destroy	No
<i>Superseded Schedules</i>					
<i>15921 Personnel File</i>					

Staffing and Recruiting (SAR)

Applicants - Not Hired	EMP-SAR-01	CYE	3	Retain 3 year after calendar year end then destroy	No
<i>Superseded Schedules</i>					
<i>15922 Unsuccessful Application for Employment</i>					

Administration and Business Support (ADM)**Buildings, Facilities and Infrastructure Management (BFI)**

Construction Project Files	ADM-BFI-03	LOA	10	Retain for the Life of the Asset then destroy 10 years after that date.	Yes
<i>Superseded Schedules</i>					

95-325 *Airport Improvement Project Records (Includes project files for repairs and new construction, grant records, requests for payments, and other financial records.)*

General Management (GMT)

Affidavits of Publication	ADM-GMT-29	CP	5	Retain 5 years after completion then destroy	No
<i>Superseded Schedules</i>					

95-321 *Affidavits of Publications and Legal Notices from Newspapers*

Employee Services (EMP)**Payroll Management (PRL)**

Reports - Payroll	EMP-PRL-03	CYE	7	Retain 7 years after calendar year end then destroy	No
<i>Superseded Schedules</i>					

95-318 *Payroll Records and Related Reports (Includes payroll checks, various payroll and management reports, and W-2's.)*

Personnel Management (PER)

Drug and Alcohol Testing	EMP-PER-03	CP	3	Retain 3 years after completion then destroy	No
<i>Superseded Schedules</i>					

95-315 *Air Traffic Controller Drug Testing Records (Includes regulations and employee tests.)*

Medical Records	EMP-PER-11	TE	30	Retain 30 years after separation then destroy	No
<i>Superseded Schedules</i>					

95-312 *Employee Medical and Exposure Records (Relates to employees who are or have been exposed to toxic substances or harmful physical agents.)*

Personnel Files - Long Term	EMP-PER-22	CP	10	Retain 10 years after separation then destroy	No
<i>Superseded Schedules</i>					

95-311 *Personnel Files*

95-317 *Employee Accident and Other Labor- Related Statistical or Informational Reports (Includes workers' compensation, occupation injuries and illnesses surveys, report of employment, payroll, and hours.)*

Employee Services (EMP)**Staffing and Recruiting (SAR)**

Applicants - Not Hired	EMP-SAR-01	CYE	3	Retain 3 year after calendar year end then destroy	No
<i>Superseded Schedules</i>					

95-316 *Unsuccessful Applicants and Job Opportunity Packets (Includes applications, resumés, interview questions and comments, and reference checks.)*

Training Management (TRM)

Course Management	EMP-TRM-01	CP	3	Retain 3 years after completion then destroy	No
<i>Superseded Schedules</i>					

95-313 *Training Files (Includes training program records, not limited to right-to-know, defensive driving, C.P.R.-first aid and safety, basic emergency medical care, aircraft rescue fire fighting, disasters, and bloodborne pathogens.)*

95-314 *Line Training and Inspection Records (Includes fire safety inspections of airport fueling agents.)*

Financial and Accounting (FIN)**Accounting Management (ACC)**

Accounts Payables	FIN-ACC-09	FYE	7	Retain 7 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					

95-319 *Accounts Payable Records (Includes purchase orders, vouchers, invoices, packing slips, check registers, cancelled/voided checks, bank statements, and financial reports/computer printouts.)*

Accounts Receivable and Revenue	FIN-ACC-12	FYE	7	Retain 7 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					

95-320 *Accounts Receivable Records and Revenue Receipts (Includes statements, invoices, and receipts.)*

Budget Management (BUD)

Annual	FIN-BUD-01	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					

95-322 *Fiscal Year Budget Records (Includes payroll/salary records, operational budgets and expenditures, revenue reports, and capital outlay and construction records.)*

Legal and Judiciary (LGL)						
Contract Management (CTR)						
Leases	LGL-CTR-08	EXP	10	Retain 10 years after expiration then destroy		No
Superseded Schedules						
95-323	Leases (Includes leases for land, hangar space, and terminal space.)					
Natural Resource Management (NRM)						
Land and Water Resource Management (LWR)						
Plats and Maps	NRM-LWR-07	PERM		Retain permanently		No
Superseded Schedules						
95-324	Property Survey Data and Maps/Plans					
Airport Manager's Records						
Administration and Business Support (ADM)						
Buildings, Facilities and Infrastructure Management (BFI)						
Safety, Security and Access	ADM-BFI-07	EXP	2	Retain 2 years after expiration then destroy		No
Superseded Schedules						
95-327	Airport Security/FAA Security Records (Includes pass applications, accident/incident reports, bulletins, agreements, correspondence, standards, rules and regulations, etc.)					
Financial and Accounting (FIN)						
Accounting Management (ACC)						
Input/Output Financial	FIN-ACC-99	VER	1	Retain 1 year after verification then destroy		No
Superseded Schedules						
95-326	Administration Files (Includes correspondence, agreements, and vendor and product information files.)					

Administration and Business Support (ADM)						
General Management (GMT)						
Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes	
Superseded Schedules						
1694A General Correspondence						
Reports - Annual	ADM-GMT-21	CR	7	Retain 7 years after create date, then destroy	Yes	
Superseded Schedules						
1695 Abstracts of Assessment Rolls						
Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No	
Superseded Schedules						
15138 Statement of Consideration						
17490 Boekch Appraisal System Records						
Financial and Accounting (FIN)						
Accounting Management (ACC)						
Reports - Annual	FIN-ACC-11	FYE	10	Retain 10 years after the fiscal year end then destroy	No	
Superseded Schedules						
9222 Assessment Schedules						
Budget Management (BUD)						
Workpapers	FIN-BUD-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No	
Superseded Schedules						
9223 Budget Request Records						
Tax Management (TAX)						
Appraisals	FIN-TAX-01	FYE	10	Retain 10 years after the fiscal year end then destroy	Yes	
Superseded Schedules						
2021 Poll Tax Receipts						
2209 Real Property Transfer Cards						

Financial and Accounting (FIN)

Tax Management (TAX)

Exemptions	FIN-TAX-05	EXP	3	Retain 3 years after expiration then destroy	Yes
<i>Superseded Schedules</i>					
2020	Veterans Tax Exemption Claims Affidavits				
9220	Application for Homestead Exemption				
Refunds and Reductions	FIN-TAX-18	CP	1	Retain 1 year after completion then destroy	No
<i>Superseded Schedules</i>					
9221	Application for Senior Citizens or Disabled Person's Tax Refund - Copy				
Reports - Census/Plat Books	FIN-TAX-10	PERM		Retain permanently	Yes
<i>Superseded Schedules</i>					
9224	Plat Books				

Legal and Judiciary (LGL)

Court Administration (COU)

Case Files	LGL-COU-02	CP	7	Retain 7 years after completion then destroy	Yes
<i>Superseded Schedules</i>					
93-76	<i>Criminal Case Files - Offenses Against Public Peace</i>				
93-73	<i>Criminal Case Files - Offenses Against Property</i>				
93-74	<i>Criminal Case Files - Offenses Against Morals, Decency and Family</i>				
93-77	<i>Criminal Case Files - Offenses Against Public Policy</i>				
93-75	<i>Criminal Case Files - Offenses Against Public Administration</i>				
93-78	<i>Criminal Case Files - Offenses Relating to Weapons</i>				
93-79	<i>Criminal Case Files - Miscellaneous Offenses</i>				
93-72	<i>Criminal Case Files - Offenses Against the Person Excluding Homicide and Sexual Assault</i>				
Case Files - Juvenile	LGL-COU-03	CP	12	Retain 12 years after completion then destroy	Yes
<i>Superseded Schedules</i>					
New	<i>Case Files - Juvenile</i>				
Civil	LGL-COU-05	PERM		Retain permanently	No
<i>Superseded Schedules</i>					
93-283	<i>Civil Case File</i>				
Jury Management	LGL-COU-08	CP	4	Retain 4 years after completion then destroy	No
<i>Superseded Schedules</i>					
93-71	<i>Criminal Case Files - Offenses Against the Person - Homicide and Sexual Assault</i>				

Public Health Services (PHS)

Child and Youth Services (CYS)

Child Support Services	PHS-CYS-03	CP	3	Retain 3 years after completion then destroy	Yes
<i>Superseded Schedules</i>					
93-284	<i>Child Support Enforcement Program Case Files</i>				

Governance and Compliance (GAC)						
Audit, Oversight and Compliance (AOC)						
UCC Filings - Local Government		GAC-AOC-14	CR	6	Retain 6 years after filing date or 6 years after continuation date.	No
Superseded Schedules						
NEW	UCC Filings - Local Government					
Adminstrative Records						
Administration and Business Support (ADM)						
General Management (GMT)						
Affidavits of Publication		ADM-GMT-29	CP	5	Retain 5 years after completion then destroy	No
Superseded Schedules						
91-315	Affidavits of Publications and Legal Notices from Newspapers					
Correspondence - General		ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
Superseded Schedules						
14578	Correspondence - Division					
91-305	County Clerk's General Correspondence					
Reports - General		ADM-GMT-22	CR	5	Retain 5 years after create date, then destroy	Yes
Superseded Schedules						
99-012	Unclaimed Property Owner Report					
Transitory Records		ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
Superseded Schedules						
3736	Road Supervisor's Records					
91-314	Reports of Justice of the Peace or County to Boards of County Commissioners					
91-310	Insurance Policies					
3732	Insurance Policy Register (These policies are between the county and insurance companies)					
Financial and Accounting (FIN)						
Accounting Management (ACC)						
Reports - Accounting		FIN-ACC-10	FYE	5	Retain 5 years after the fiscal year end then destroy	No
Superseded Schedules						
91-313	Monthly/Annual Financial and Statistical Reports from various county offices including ambulance companies					

Administrative Records

Legal and Judiciary (LGL)

Contract Management (CTR)

General	LGL-CTR-04	EXP	10	Retain 10 years after expiration then destroy	No
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*Superseded Schedules***91-308** *Agreements (Between the county and individuals on a variety of subjects)*

Indexes	LGL-CTR-06	PERM		Retain permanently	Yes
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*Superseded Schedules***91-307** *Index to Agreements***91-311** *Field Notes of Any Survey*

Leases	LGL-CTR-08	EXP	10	Retain 10 years after expiration then destroy	No
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*Superseded Schedules***91-309** *Leases (equipment, etc) (These are leases that the county has entered into)*

Legal Matter Management (LMM)

Advice and Opinions	LGL-LMM-03	PERM		Retain permanently	No
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*Superseded Schedules***91-306** *Opinions of County Attorney*

Real Property (RPR)

Land and Easements	LGL-RPR-03	PERM		Retain permanently	No
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*Superseded Schedules***91-312** *Petitions for Roads*

Bank Records and Related Documents

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3		Retain 3 years after obsolete or superseded, then destroy.	No
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*Superseded Schedules***3750** *Notices of Estrays*

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Brands	LGL-LAR-05	PERM		Retain permanently	Yes
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*Superseded Schedules***3747** *Brand Record with Index*

County Clerks

Bank Records and Related Documents

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Brands	LGL-LAR-05	PERM	Retain permanently	Yes
<i>Superseded Schedules</i>				
3748	<i>Marks and Brands</i>			

County Commissioner's Records

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - Elected Officials	ADM-GMT-04	PERM	Retain permanently		No
Superseded Schedules					
91-281	Commissioner's Minutes, Journals, Proceedings				
Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
Superseded Schedules					
91-282	County Commissioner's General Correspondence				
Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
Superseded Schedules					
11178	Sound Records of Commissioners' Meetings and Hearings				

Governance and Compliance (GAC)

Governance (GOV)

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM	Retain permanently	No
<i>Superseded Schedules</i>				
91-280	<i>Index for Commissioner's Proceedings, Journals, and Minutes</i>			
12-065	<i>Board of Equalization Minutes</i>			

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

Hearings and Appeals	LGL-LMM-21	CP	5	Retain 5 years after completion then destroy	Yes
<i>Superseded Schedules</i>					
12-063	<i>Board of Equalization Hearings</i>				

Election Records

Election Records

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
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*Superseded Schedules***91-330** Political Party List of Election Judges**93-251** Voter Registration Withdrawal**12651** Voter Signature Cards a.k.a. Declaration/Oath/Challenge Cards

Governance and Compliance (GAC)

Election Management (ELM)

Abstracts	GAC-ELM-01	PERM	Retain permanently	Yes
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*Superseded Schedules***91-329** Abstracts of Election

Applications	GAC-ELM-03	OBS 5	Retain 5 years after obsolete then destroy	No
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*Superseded Schedules***8373** Election Records: Application for Nomination or Election Notice of Appointment Acceptance of Appointment Oath of Election Officials Proclamation of Election

Ballots and Poll Books	GAC-ELM-12	CP 2	Retain 2 years after completion then destroy	No
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*Superseded Schedules***3692** Poll Books**17410** Voting Machine/System Test and Certification Records**91-331** Election Ballots: For Federal elections and others held simultaneously with federal elections**91-331** Election Ballots For others NOT held simultaneously with federal elections**91-332** Late Absentee Ballots

Petitions	GAC-ELM-07	CP 5	Retain 5 years after completion then destroy	No
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*Superseded Schedules***3695** Nomination Petitions**3698** Petition for Change of Polling Location

Reports - General	GAC-ELM-10	CR 5	Retain 5 years after create date, then destroy	Yes
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*Superseded Schedules***17409** Register of County and Precinct Officers**3694** Certificates of Election

Election Records

Governance and Compliance (GAC)

Election Management (ELM)

Reports - General	GAC-ELM-10	CR	5	Retain 5 years after create date, then destroy	Yes
<i>Superseded Schedules</i>					
3693	<i>Election Notices</i>				
91-327	<i>Statement of Campaign Receipts and Expenditures and Amendments (includes PAC statements)</i>				
91-326	<i>Political Action Committee/Candidate's Campaign Committee Statement of Formation and Termination Records</i>				
91-328	<i>Election Districts and Precinct Boundary Resolutions and Related Records</i>				
Voter Registration	GAC-ELM-11	SUP	3	Retain until superseded, then destroy	No
<i>Superseded Schedules</i>					
91-324	<i>Inactive Voter's Registration Cards</i>				

Financial Records

Administration and Business Support (ADM)

Buildings, Facilities and Infrastructure Management (BFI)

Building Files	ADM-BFI-02	LOA	10	Retain for the Life of the Asset then destroy	Yes
<i>Superseded Schedules</i>					
91-293	<i>Capital Construction/Major Projects – Accounts Payable Financial Records (Includes bids, specifications, legal notices, invoices, original vouchers, and building plans)</i>				

General Management (GMT)

Transitory Records		ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
Superseded Schedules					
91-287	Receipts for Fees (Copy of Original)				
91-300	Deposit Slips and Bank Statements (These relate to the checks issued by the County Clerk in the transferring of funds to the County Treasurer)				
91-299	Canceled Checks, Stubs, or Duplicate Checks (These checks usually transfer funds to the County Treasurer from the County Clerk)				
91-292	Purchase Orders, Requisitions, Vouchers - Duplicates				

Financial Records

Employee Services (EMP)

Personnel Management (PER)

Time and Attendance	EMP-PER-18	CYE	5	Retain 5 years after calendar year end then	No
<i>Superseded Schedules</i>				destroy	

91-297 *Payroll Input Records and Output Reports (Includes leave records & contribution records)*

Financial and Accounting (FIN)

Accounting Management (ACC)

Accounts Payables	FIN-ACC-09	FYE	7	Retain 7 years after the fiscal year end then	No
<i>Superseded Schedules</i>				destroy	

91-291 *Purchase Orders, Requisitions, Vouchers*

91-285 *Clerk's Distribution of Expenditures*

91-289 *Accounts Payable, Financial Records (Includes bids, specifications, legal notices, invoices, and original vouchers)*

91-302 *Warrants, Duplicate*

xxxx *Capital Construction/Major Projects – Accounts Payable Financial Records (Includes bids, specifications, legal notices, invoices, original vouchers, and building plans)*

91-286 *Register of Claims Allowed*

Accounts Receivable and Revenue	FIN-ACC-12	FYE	7	Retain 7 years after the fiscal year end then	No
<i>Superseded Schedules</i>				destroy	

91-296 *Uncollectible Accounts Receivable Records*

Reports - Accounting	FIN-ACC-10	FYE	5	Retain 5 years after the fiscal year end then	No
<i>Superseded Schedules</i>				destroy	

3701 *Monthly Statements – Statement of Earnings and Collections by Various County Offices (Also called Reports of County Officials or Reports of Earnings of County Officials)*

91-304 *General Financial Ledgers, Balance Sheets, Profit and Loss Statements, Trial Balances, and other Accounting System Output Reports*

91-303 *Revenue Reports*

91-301 *Revenue Sharing Vouchers and Related Financial Records*

Financial Records

Financial and Accounting (FIN)

Asset Management (ASM)

Fixed Assets	FIN-ASM-02	LOA	4	Retain 4 years after the Life of the Asset then destroy	No
<i>Superseded Schedules</i>					

03-138 *Fixed Asset Record*

Bank Administration (BNK)

Bank Relationship	FIN-BNK-01	CP	2	Retain 2 years after completion then destroy	No
<i>Superseded Schedules</i>					

91-298 *Applications for deposit of Public Moneys*

Statements and Reports	FIN-BNK-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					

91-295 *Certificates of Indebtedness, Stubs and Register*

Budget Management (BUD)

Workpapers	FIN-BUD-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					

91-284 *Budget and Financial Worksheets*

91-283 *Budget Records*

Financial Statements and Reports (FSR)

Annual	FIN-FSR-01	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					

91-288 *Annual Abstracts (Shows summary of receipts and disbursements)*

Grant and Scholarship Management (GRM)

Grant Files	FIN-GRM-01	CP	10	Retain 10 years after completion then destroy	No
<i>Superseded Schedules</i>					

91-294 *Grant Records*

Financial Records

Financial and Accounting (FIN)

Procurement (PRO)

Bids, Proposals and Quotes	FIN-PRO-01	CP	4	Retain 4 years after completion then destroy	No
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*Superseded Schedules***91-290** *Unsuccessful Bid Records*

Legal and Judiciary (LGL)

Contract Management (CTR)

General	LGL-CTR-04	EXP	10	Retain 10 years after expiration then destroy	No
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*Superseded Schedules***3700** *Acceptance Agreements*

Incorporation Records

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
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*Superseded Schedules***3754** *Certificate of Insurance*

Governance and Compliance (GAC)

Governance (GOV)

Bylaws	GAC-GOV-01	PERM	Retain permanently	No
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*Superseded Schedules***91-333** *Incorporation Instruments and Index*

Legal and Judiciary (LGL)

Real Property (RPR)

Land and Easements	LGL-RPR-03	PERM	Retain permanently	No
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*Superseded Schedules***91-334** *Papers Relative to Incorporation of Towns in the County*

Land Records and Other Records which are required to be Filed, Kept, or Recorded by the County Clerk

Land Records and Other Records which are required to be Filed, Kept, or Recorded by the County Clerk

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
<i>Superseded Schedules</i>				

3828 *Original Instruments (which have been recorded)*

3802 *Notices to Mortgagees of Issuance of Tax Deeds*

91-348 *Blue Sky Law Records (Securities-related records filed prior to law being changed in 1965)*

Employee Services (EMP)

Personnel Management (PER)

Military Files/University Wyoming Personnel Files	EMP-PER-12	PERM	Retain permanently	Yes
<i>Superseded Schedules</i>				
3827 <i>Military Discharge Records</i>				

Financial and Accounting (FIN)

Tax Management (TAX)

Appraisals	FIN-TAX-01	FYE	10	Retain 10 years after the fiscal year end then destroy	Yes
<i>Superseded Schedules</i>					
91-344 <i>Federal Tax Lien Records</i>					
3803 <i>Mill or Tax Levy Lists</i>					

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

General	GAC-AOC-05	CP	5	Retain 5 years after completion then destroy	Yes
<i>Superseded Schedules</i>					
10-035 <i>Reports of Examination/Audit by State Examiner or Contract Firm</i>					

Governance (GOV)

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM	Retain permanently	No
<i>Superseded Schedules</i>				
3760 <i>Mining District By-Laws, Rules, Regulations and Proceedings</i>				

Land Records and Other Records which are required to be Filed, Kept, or Recorded by the County Clerk

Governance and Compliance (GAC)

Permit Management (PMT)

Water Rights and NSR Permits	GAC-PMT-08	PERM	Retain permanently	No
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*Superseded Schedules***3776** *Water Deeds***3777** *Water Deeds – Private Land Company*

Policy and Standards Management (PSM)

Memorandums, Orders and Directives	GAC-PSM-01	PERM	Retain permanently	No
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*Superseded Schedules***91-347** *Wyoming Administrative Procedures Act Records*

Legal and Judiciary (LGL)

Contract Management (CTR)

Indexes	LGL-CTR-06	PERM	Retain permanently	Yes
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*Superseded Schedules***3756** *Abstracts and/or Abstracts, Towns Lots*

Court Administration (COU)

Case Files and Dockets	LGL-COU-04	PERM	Retain permanently	No
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*Superseded Schedules***3810** *Coroner's Record*

Legal Matter Management (LMM)

Power of Attorney	LGL-LMM-29	SUP	3	Retain 3 years after superseded, then destroy	No
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*Superseded Schedules***3820** *Power of Attorney*

Licensing and Registration (LAR)

General	LGL-LAR-22	EXP	5	Retain 5 years after expiration then destroy	No
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*Superseded Schedules***3728** *Register of County Licenses (Record of Licenses issued by the county)*

Mining	LGL-LAR-46	PERM	Retain permanently	No
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*Superseded Schedules***3762** *Notices of Desire to Hold Mining Claims*

Land Records and Other Records which are required to be Filed, Kept, or Recorded by the County Clerk

Legal and Judiciary (LGL)

Real Property (RPR)

Land and Easements		LGL-RPR-03	PERM	Retain permanently	No
<i>Superseded Schedules</i>					
3774	<i>Quit-Claim Deeds</i>				
3773	<i>Mining Deeds</i>				
3779	<i>Certificate of Appropriation</i>				
3772	<i>Development Company Deeds</i>				
3770	<i>County Commissioner's Deeds</i>				
3769	<i>Deed of Trust</i>				
3759	<i>Bill of Sale Record (Land)</i>				
3768	<i>Deed Records and Deed Indexes</i>				
3782	<i>Contracts – Railroad Land Company</i>				
3811	<i>Cemetery Deed Records</i>				
3771	<i>Treasurer's Deeds</i>				
3787	<i>U.S. Land Patents</i>				
3786	<i>Homestead and Timber Culture Certificates</i>				
3783	<i>Contracts – Private Land Companies</i>				
3775	<i>Warranty Deeds</i>				
3785	<i>Homestead Certificates</i>				
Reports - Property		LGL-RPR-05	PERM	Retain permanently	Yes
<i>Superseded Schedules</i>					
3794	<i>State Employment Security Commission Tax Liens and State Sales Tax Liens and Releases with Indexes</i>				
3763	<i>Location Notices and Certificates</i>				
3789	<i>Mechanics Liens of Real Property</i>				
3788	<i>Liens and Leases</i>				
3784	<i>Farm Register Book</i>				
3799	<i>Mortgage Index and Mortgage Deeds</i>				
3800	<i>Mortgages of Private Companies</i>				
3801	<i>Record of Certificates of Discharge (Mortgage)</i>				
3793	<i>Welfare Lien Records</i>				

Land Records and Other Records which are required to be Filed, Kept, or Recorded by the County Clerk

Natural Resource Management (NRM)

Land and Water Resource Management (LWR)

Land Management		NRM-LWR-06	PERM	Retain permanently	No
<i>Superseded Schedules</i>					
3792	<i>Affidavit of Sheriff's Sale</i>				
12649	<i>Receiving Books</i>				
3761	<i>Affidavits of Annual Expenditure (Affidavits of Assessment Work)</i>				
91-345	<i>Land Use Records</i>				
3765	<i>Affidavits of Discover: Placer Claims (Petroleum)</i>				
91-346	<i>General Indexes – Direct and Indirect Grantee and Grantor</i>				
Mining Records		NRM-LWR-13	PERM	Retain permanently	No
<i>Superseded Schedules</i>					
3757	<i>Abstracts of Title, Lode Claims</i>				
3758	<i>Abstracts of Mining Records</i>				
Plats and Maps		NRM-LWR-07	PERM	Retain permanently	No
<i>Superseded Schedules</i>					
3766	<i>Plats</i>				
3767	<i>Townsite Plats</i>				

Liquor License Records

Governance and Compliance (GAC)

Permit Management (PMT)

Special or Temporary		GAC-PMT-06	EXP	5	Retain 5 years after expiration then destroy	No
<i>Superseded Schedules</i>						
3727	<i>Applications for Retail, Limited and Malt Beverage Permits and Other Special Licenses</i>					

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Applications - Unsuccessful		LGL-LAR-02	CYE	2	Retain 2 year after calendar year end then destroy	No
<i>Superseded Schedules</i>						
91-337	<i>Disapproved New Liquor, Malt Beverage, and other Special Licenses</i>					

Liquor License Records

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

General	LGL-LAR-22	EXP	5	Retain 5 years after expiration then destroy	No
<i>Superseded Schedules</i>					
91-336	<i>Liquor License Records – Active (Limited to menus, health certificates, Sheriff's reports, expired/superseded lease agreements, expired license agreements, and statistics)</i>				
91-335	<i>Liquor License Files</i>				

Marriage Records

Public Health Services (PHS)

Vital Records (VIT)

Births, Deaths and Marriages	PHS-VIT-01	PERM	Retain permanently	Yes
<i>Superseded Schedules</i>				
14580	<i>Marriage License Records (These records include the application for marriage license, license and certificate of marriage (duplicate), indexes, all consents, and marriage affidavits)</i>			

Microforms

Governance and Compliance (GAC)

Records Management (RCM)

Microfilm and Imaging	GAC-RCM-06	PERM	Retain permanently	No
<i>Superseded Schedules</i>				
91-349	<i>Mater Camera Negative or Microphotograph</i>			

Motor Vehicle Records

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
<i>Superseded Schedules</i>				
3717	<i>Motor Number or Identification Number Card File</i>			

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Motor Vehicles - Titles	LGL-LAR-26	CP	3	Retain 3 years after completion then destroy	No
<i>Superseded Schedules</i>					
91-338	<i>Motor Vehicle Certificates of Title Register (Supplement to receiving Book)</i>				

Motor Vehicle Records

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Motor Vehicles - Titles	LGL-LAR-26	CP	3	Retain 3 years after completion then destroy	No
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*Superseded Schedules***91-339** *Alphabetical Motor Vehicle Certificates of Title Index***91-340** *Certificates of Title for Motor Vehicles (Duplicates) and Attachment, including Applications for Title*

Notary Public Records

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Notary	LGL-LAR-31	EXP	5	Retain 5 years after expiration then destroy	No
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*Superseded Schedules***91-342** *Notary Public Oaths and Bonds*

Personnel Records

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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*Superseded Schedules***12-058** *Employee Vacation and Sick Leave Reports***12-054** *Records of Substantiation*

Risk Management (RSK)

Accidents and Property Damage	ADM-RSK-01	CP	5	Retain 5 years after completion then destroy	No
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*Superseded Schedules***12-057** *Occupational Injuries & Illnesses*

Employee Services (EMP)

Benefits Management (BEN)

Plans	EMP-BEN-04	SUP	5	Retain 5 years after superseded then destroy	No
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*Superseded Schedules***12-061** *Records of Employee Retirement Benefits & Determination of Benefits*

Personnel Records

Employee Services (EMP)

Personnel Management (PER)

Employee Bonds	EMP-PER-24	EXP	10	Retain 10 years after expiration then destroy	No
<i>Superseded Schedules</i>					
10-036	<i>Oaths of County Officials and Bonds for the Performance of Duty</i>				
Evaluations - Performance	EMP-PER-04	CP	10	Retain 10 years after separation then destroy	No
<i>Superseded Schedules</i>					
12-059	<i>Employee Performance Appraisals</i>				
I-9s	EMP-PER-08	TE	3	Retain 3 years after separation then destroy	No
<i>Superseded Schedules</i>					
12-053	<i>INS Form I-9 (Employment Eligibility Verification)</i>				
Personnel Files - Long Term	EMP-PER-22	CP	10	Retain 10 years after separation then destroy	No
<i>Superseded Schedules</i>					
09-140	<i>Employee Personnel Records</i>				
Time and Attendance	EMP-PER-18	CYE	5	Retain 5 years after calendar year end then destroy	No
<i>Superseded Schedules</i>					
12-055	<i>Time Sheets</i>				

Retirement and Pension Administration (RPA)

Contributions	EMP-RPA-01	CYE	50	Retain 50 years after calendar year end then destroy	No
<i>Superseded Schedules</i>					
91-322	<i>Employee/Employer Retirement Fund Contribution and Withdrawal Records: If NOT on system administered by the Wyoming Retirement System If on system administered by Wyoming Retirement System</i>				

Staffing and Recruiting (SAR)

Applicants - Not Hired	EMP-SAR-01	CYE	3	Retain 3 year after calendar year end then destroy	No
<i>Superseded Schedules</i>					
91-321	<i>Unsuccessful Applications for Employment and related records</i>				

Workers Compensation and Unemployment (WCU)

Claims	EMP-WCU-01	CP	5	Retain 5 years after completion then destroy	No
<i>Superseded Schedules</i>					
12-062	<i>Workers' Compensation Records and Reports</i>				

Personnel Records

Employee Services (EMP)

Workers Compensation and Unemployment (WCU)

Claims	EMP-WCU-01	CP	5	Retain 5 years after completion then destroy	No
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*Superseded Schedules***12-115** *Unemployment Insurance Claims and Reports*

Financial and Accounting (FIN)

Accounting Management (ACC)

Accounts Payables	FIN-ACC-09	FYE	7	Retain 7 years after the fiscal year end then destroy	No
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*Superseded Schedules***12-056** *Payment(s) made to Employees*

Investment Management (INV)

Bond Register and Paid Off Bonds	FIN-INV-01	CP	6	Retain 6 years after completion then destroy	Yes
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*Superseded Schedules***91-319** *Register of Index of Treasurer's Bonds*

Governance and Compliance (GAC)

Election Management (ELM)

Appointments	GAC-ELM-04	OBS	5	Retain 5 years after obsolete then destroy	No
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*Superseded Schedules***91-318** *Appointments and Resignations***91-316** *Index to Elected Personnel or Appointed Personnel*

Human Rights Management (HRM)

ADA Accommodations	GAC-HRM-02	CP	5	Retain 5 years after completion then destroy	No
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*Superseded Schedules***12-060** *Americans with Disabilities Act (ADA) Records*

Policy and Standards Management (PSM)

Policies, Procedures and Manuals	GAC-PSM-02	SUP	5	Retain 5 years after superseded then destroy	Yes
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*Superseded Schedules***12-064** *County Policy and Procedure Manuals*

Uniform Commercial Code Filings

Uniform Commercial Code Filings

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
<i>Superseded Schedules</i>				

14579 *Certificate of Lien Search and Attachments*

99-179 *Daily UCC Reception Report*

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

UCC Filings - Local Government	GAC-AOC-14	CR	6	Retain 6 years after filing date or 6 years after continuation date.	No
<i>Superseded Schedules</i>					

12650 *Uniform Commercial Code Filings (Includes, but not limited to financing statements, amendments, termination statements, and index cards)*

Administration and Business Support (ADM)**General Management (GMT)**

Calendars and Schedules	ADM-GMT-02	OBS	5	Retain 5 years after obsolete then destroy	No
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*Superseded Schedules***8306** *Calendars - Events and Number of People at Each Event*

Reports - General	ADM-GMT-22	CR	5	Retain 5 years after create date, then destroy	Yes
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*Superseded Schedules***8325** *Races - List of Horses for Futurity and Derby***8326** *Races - Outstanding Ticket Sheets***8327** *Races - Recap Sheets on Pay Offs***8329** *Races - Race Conditions***8330** *Races - Race Report Copies (Original sent to AQHA Racing Department)*

Transitory Records	ADM-GMT-26	OBS/SUP 3		Retain 3 years after obsolete or superseded, then destroy.	No
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*Superseded Schedules***8336** *Fair and Rodeo - Wyoming Association of County Fairs***8312** *Ice House Daily Reports***8328** *Races - Race Cards***8313** *Ice House Receipts and Tickets***8335** *Fair and Rodeo - Western Fairs Association (Includes minutes of meetings)***Risk Management (RSK)**

Accidents and Property Damage	ADM-RSK-01	CP	5	Retain 5 years after completion then destroy	No
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*Superseded Schedules***8324** *Races - Jockey Insurance Claims***Employee Services (EMP)****Benefits Management (BEN)**

Claims	EMP-BEN-01	CP	10	Retain 10 years after completion then destroy	No
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*Superseded Schedules***8315** *Insurance Claim Forms*

Employee Services (EMP)						
Payroll Management (PRL)						
Deductions and Garnishments		EMP-PRL-01	EXP	5	Retain 5 years after expiration then destroy	No
Superseded Schedules						
8342	W - 4 Forms					
Reports - Payroll		EMP-PRL-03	CYE	7	Retain 7 years after calendar year end then destroy	No
Superseded Schedules						
8339	Payroll Sheets					
8343	Withholding Tax - Monthly Reports					
8341	Social Security - Quarterly Reports					
Personnel Management (PER)						
Personnel Files - Long Term		EMP-PER-22	CP	10	Retain 10 years after separation then destroy	No
Superseded Schedules						
8337	Applications for Employment - Hired					
Time and Attendance		EMP-PER-18	CYE	5	Retain 5 years after calendar year end then destroy	No
Superseded Schedules						
8340	Time Cards					
Staffing and Recruiting (SAR)						
Applicants - Not Hired		EMP-SAR-01	CYE	3	Retain 3 year after calendar year end then destroy	No
Superseded Schedules						
8338	Applications for Employment - Not Hired					
Financial and Accounting (FIN)						
Accounting Management (ACC)						
Accounts Payables		FIN-ACC-09	FYE	7	Retain 7 years after the fiscal year end then destroy	No
Superseded Schedules						
8318	Vouchers, Original and Duplicate Purchase Order					

Financial and Accounting (FIN)

Accounting Management (ACC)

Accounts Receivable and Revenue	FIN-ACC-12	FYE	7	Retain 7 years after the fiscal year end then	No
Superseded Schedules				destroy	

8309 Cash Summary Reports

Ledgers - Subsidiary	FIN-ACC-08	FYE	6	Retain 6 years after the fiscal year end then	No
Superseded Schedules				destroy	

8308 Cash Receipts and Disbursements Journal and Ledger

Reports - Accounting	FIN-ACC-10	FYE	5	Retain 5 years after the fiscal year end then	No
Superseded Schedules				destroy	

8319 Races - Admission and Computer Cash Reconciliation Sheets

8320 Races - Auditors Work Sheets

8321 Races - Cash Room Reports

8323 Races - Daily Deposit Reports

8331 Fair and Rodeo - Fair Ticket Reconciliation

8332 Fair and Rodeo - Ledger Books

Bank Administration (BNK)

Statements and Reports	FIN-BNK-04	FYE	5	Retain 5 years after the fiscal year end then	No
Superseded Schedules				destroy	

8307 Bank Statements

8310 Checks

Financial Statements and Reports (FSR)

Audited	FIN-FSR-02	PERM		Retain permanently	No
Superseded Schedules					

8311 Financial Statements - Monthly or Quarterly Summary

Financial and Accounting (FIN)**Procurement (PRO)**

Purchase Orders and Requisitions	FIN-PRO-02	CP	5	Retain 5 years after completion then destroy	No
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*Superseded Schedules***8316** *Purchase Orders, Duplicate***Tax Management (TAX)**

Sales and Use	FIN-TAX-12	FYE	5	Retain 5 years after the fiscal year end then	No
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*Superseded Schedules***destroy****8317** *Sales Tax - Monthly Reports***Governance and Compliance (GAC)****Governance (GOV)**

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM		Retain permanently	No
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*Superseded Schedules***8305** *Board Minutes***Legal and Judiciary (LGL)****Contract Management (CTR)**

General	LGL-CTR-04	EXP	10	Retain 10 years after expiration then destroy	No
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*Superseded Schedules***8334** *Fair and Rodeo - Rodeo Contracts***8322** *Races - Contracts***8314** *Industrial Building Rental Contracts - Original and Duplicates***Natural Resource Management (NRM)****Agriculture Management (AGR)**

Entry and Awards - Fair	NRM-AGR-04	CYE	2	Retain 2 year after calendar year end then	Yes
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*Superseded Schedules***destroy****8333** *Fair and Rodeo - Registration Entry Forms*

Administration and Business Support (ADM)**Buildings, Facilities and Infrastructure Management (BFI)**

Work Orders	ADM-BFI-08	CP	1	Retain 1 year after completion then destroy	No
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*Superseded Schedules***07-140** *Work Order Files***Equipment and Vehicle Management (EVM)**

Maintenance and Repairs	ADM-EVM-02	CP	5	Retain 5 years after completion then destroy	No
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*Superseded Schedules***07-117** *Equipment Maintenance Monthly Report***General Management (GMT)**

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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*Superseded Schedules***07-121** *General Correspondence Files***07-120** *Fire Chief's Correspondence*

Reports - Annual	ADM-GMT-21	CR	7	Retain 7 years after create date, then destroy	Yes
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*Superseded Schedules***07-110** *Annual Reports*

Reports - General	ADM-GMT-22	CR	5	Retain 5 years after create date, then destroy	Yes
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*Superseded Schedules***07-136** *Volunteer Fire Department Files***07-138** *Wild land Fire Reports*

Transitory Records	ADM-GMT-26	OBS/SUP 3		Retain 3 years after obsolete or superseded, then destroy.	No
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*Superseded Schedules***07-031** *State Fire Marshal Report File (Restricted fire Report, Monthly Fire Report)***07-118** *Exhibit B***Risk Management (RSK)**

Insurance Policies	ADM-RSK-05	EXP	10	Retain 10 years after expiration then destroy	No
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*Superseded Schedules***07-123** *Insurance Files*

Employee Services (EMP)**Payroll Management (PRL)**

Reports - Payroll	EMP-PRL-03	CYE	7	Retain 7 years after calendar year end then destroy	No
<i>Superseded Schedules</i>					

07-126 *Pay Stubs***07-119** *Federal Tax Form 941***Personnel Management (PER)**

Medical Records	EMP-PER-11	TE	30	Retain 30 years after separation then destroy	No
<i>Superseded Schedules</i>					

07-125 *Medical records*

Organizational Charts	EMP-PER-13	SUP	3	Retain for 3 years superseded, then destroy	No
<i>Superseded Schedules</i>					

07-115 *District Organizational Files*

Personnel Files - Long Term	EMP-PER-22	CP	10	Retain 10 years after separation then destroy	No
<i>Superseded Schedules</i>					

07-127 *Personnel Records*

Time and Attendance	EMP-PER-18	CYE	5	Retain 5 years after calendar year end then destroy	No
<i>Superseded Schedules</i>					

07-133 *Time Sheets***Retirement and Pension Administration (RPA)**

Contributions	EMP-RPA-01	CYE	50	Retain 50 years after calendar year end then destroy	No
<i>Superseded Schedules</i>					

07-130 *Retirement Financial Records***Staffing and Recruiting (SAR)**

Applicants - Not Hired	EMP-SAR-01	CYE	3	Retain 3 year after calendar year end then destroy	No
<i>Superseded Schedules</i>					

07-116 *Employment Application Files*

Employee Services (EMP)**Training Management (TRM)**

Course Management	EMP-TRM-01	CP	3	Retain 3 years after completion then destroy	No
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*Superseded Schedules***07-134** *Training Files***Workers Compensation and Unemployment (WCU)**

Claims	EMP-WCU-01	CP	5	Retain 5 years after completion then destroy	No
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*Superseded Schedules***07-139** *Worker's Compensation Files***07-141** *Worker's Unemployment Compensation Files***Financial and Accounting (FIN)****Accounting Management (ACC)**

Accounts Payables	FIN-ACC-09	FYE	7	Retain 7 years after the fiscal year end then	No
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*Superseded Schedules***07-124** *Invoices & Vouchers*

Accounts Receivable and Revenue	FIN-ACC-12	FYE	7	Retain 7 years after the fiscal year end then	No
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*Superseded Schedules***07-128** *Receipt Books***Bank Administration (BNK)**

Statements and Reports	FIN-BNK-04	FYE	5	Retain 5 years after the fiscal year end then	No
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*Superseded Schedules***07-112** *Deposit books***07-111** *Bank Statements and Canceled Checks***Budget Management (BUD)**

Workpapers	FIN-BUD-04	FYE	5	Retain 5 years after the fiscal year end then	No
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*Superseded Schedules***07-113** *District Budget Files*

Financial and Accounting (FIN)						
Grant and Scholarship Management (GRM)						
Grant Files		FIN-GRM-01	CP	10	Retain 10 years after completion then destroy	No
Superseded Schedules						
07-122	Grant Applications and Paperwork					
Governance and Compliance (GAC)						
Governance (GOV)						
Minutes, Resolutions, and Ordinances		GAC-GOV-03	PERM		Retain permanently	No
Superseded Schedules						
07-114	District Meeting Minutes					
Inspections and Monitoring (ISP)						
General		GAC-ISP-08	CP	5	Retain 5 years after completion then destroy	No
Superseded Schedules						
07-137	Weekly Vehicle Inspections					
Legal and Judiciary (LGL)						
Legal Matter Management (LMM)						
Investigations		LGL-LMM-22	CP	5	Retain 5 years after completion then destroy	Yes
Superseded Schedules						
07-135	Uniform Fire and Incident Files (Basic Incident, basic casualty alarm report)					
07-132	Structural Fire Report					

Administration and Business Support (ADM)**Archives, Library and Museum Management (ALM)**

Patron Management	ADM-ALM-05	CP	3	Retain 3 years after completion then destroy	No
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*Superseded Schedules***90-151** *Patron Record***Buildings, Facilities and Infrastructure Management (BFI)**

Building Files	ADM-BFI-02	LOA	10	Retain for the Life of the Asset then destroy	Yes
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*Superseded Schedules***90-154** *Plans and Specifications for Library Construction*

Construction Project Files	ADM-BFI-03	LOA	10	Retain for the Life of the Asset then destroy 10 years after that date.	Yes
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*Superseded Schedules***90-137** *Construction File (excluding plans and specifications)***Community and Public Relations (COM)**

Complaints	ADM-COM-02	CP	1	Retain 1 year after completion then destroy	No
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*Superseded Schedules***90-136** *Complaints***Equipment and Vehicle Management (EVM)**

Equipment Files	ADM-EVM-01	LOA	5	Retain 5 years after the Life of the Asset then destroy	No
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*Superseded Schedules***90-142** *Equipment Inventories***General Management (GMT)**

Agendas	ADM-GMT-13	CR	3	Retain 3 years after create date, then destroy	Yes
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*Superseded Schedules***90-130** *Board Agenda*

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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*Superseded Schedules***90-144** *General Correspondence*

Publications	ADM-GMT-19	CR	5	Retain 5 years after create date, then destroy	Yes
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*Superseded Schedules***90-150** *Newsletters/Public Fliers*

Administration and Business Support (ADM)						
General Management (GMT)						
Reports - Annual		ADM-GMT-21	CR	7	Retain 7 years after create date, then destroy	Yes
Superseded Schedules						
90-127	Annual Report					
Risk Management (RSK)						
Insurance Policies		ADM-RSK-05	EXP	10	Retain 10 years after expiration then destroy	No
Superseded Schedules						
90-146	Insurance Policies					
Employee Services (EMP)						
Payroll Management (PRL)						
Reports - Payroll		EMP-PRL-03	CYE	7	Retain 7 years after calendar year end then destroy	No
Superseded Schedules						
90-147	IRS Form W-2					
90-141	Employer's Quarterly Federal Tax Return, Form 941					
90-152	Payroll Retirement Contribution Report					
90-149	Monthly Payroll Sheets					
Personnel Management (PER)						
Personnel Files - Long Term		EMP-PER-22	CP	10	Retain 10 years after separation then destroy	No
Superseded Schedules						
90-140	Employee Personnel Records					
Time and Attendance		EMP-PER-18	CYE	5	Retain 5 years after calendar year end then destroy	No
Superseded Schedules						
90-164	Time Sheets					
Staffing and Recruiting (SAR)						
Applicants - Not Hired		EMP-SAR-01	CYE	3	Retain 3 year after calendar year end then destroy	No
Superseded Schedules						
90-165	Unsuccessful Employment Applications					

Employee Services (EMP)						
Staffing and Recruiting (SAR)						
Vacancy Announcements		EMP-SAR-06	CP	2	Retain 2 years after completion then destroy	No
Superseded Schedules						
90-157	Position Vacancy Announcements					
Financial and Accounting (FIN)						
Accounting Management (ACC)						
Accounts Payables		FIN-ACC-09	FYE	7	Retain 7 years after the fiscal year end then destroy	No
Superseded Schedules						
90-153	Petty Cash Records					
90-166	Vouchers					
Accounts Receivable and Revenue		FIN-ACC-12	FYE	7	Retain 7 years after the fiscal year end then destroy	No
Superseded Schedules						
90-162	Receipts					
90-134	Cash Journal					
Ledgers - Subsidiary		FIN-ACC-08	FYE	6	Retain 6 years after the fiscal year end then destroy	No
Superseded Schedules						
90-148	Ledgers					
Reports - Accounting		FIN-ACC-10	FYE	5	Retain 5 years after the fiscal year end then destroy	No
Superseded Schedules						
90-160	Quarterly Report of Expenditures from Appropriations					
Bank Administration (BNK)						
Statements and Reports		FIN-BNK-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
Superseded Schedules						
90-128	Bank Deposit Record Books					
90-135	Checkbook Stubs					
90-133	Cancelled Checks					

Financial and Accounting (FIN)**Bank Administration (BNK)**

Statements and Reports	FIN-BNK-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					

90-129 *Bank Statements***90-139** *Deposit Slips***Budget Management (BUD)**

Annual	FIN-BUD-01	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					

90-132 *Budget (with related records)***Grant and Scholarship Management (GRM)**

Grant Files	FIN-GRM-01	CP	10	Retain 10 years after completion then destroy	No
<i>Superseded Schedules</i>					

90-145 *Grant Records***Governance and Compliance (GAC)****Audit, Oversight and Compliance (AOC)**

General	GAC-AOC-05	CP	5	Retain 5 years after completion then destroy	Yes
<i>Superseded Schedules</i>					

90-161 *Quarterly Social Security Reports to Wyoming Retirement System (discontinued)***Governance (GOV)**

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM		Retain permanently	No
<i>Superseded Schedules</i>					

90-131 *Board Minutes*

Oaths of Office	GAC-GOV-04	PERM		Retain permanently	No
<i>Superseded Schedules</i>					

90-143 *Financial Audit Report***Human Rights Management (HRM)**

Affirmative Action/EEOC	GAC-HRM-03	CR	5	Retain 5 years after create date, then destroy	No
<i>Superseded Schedules</i>					

90-126 *Annual Equal Opportunity Report (EEO-4) and Supporting Data*

Governance and Compliance (GAC)						
Legislation and Regulation Management (LRM)						
General		GAC-LRM-07	SUP	5	Retain 5 years after superseded then destroy	Yes
Superseded Schedules						
90-163	Rules and Regulations					
Policy and Standards Management (PSM)						
Policies, Procedures and Manuals		GAC-PSM-02	SUP	5	Retain 5 years after superseded then destroy	Yes
Superseded Schedules						
90-156	Position Descriptions					
90-158	Procedural Statements					
90-155	Policy Statements					
Legal and Judiciary (LGL)						
Contract Management (CTR)						
General		LGL-CTR-04	EXP	10	Retain 10 years after expiration then destroy	No
Superseded Schedules						
90-138	Contracts					
Real Property (RPR)						
Land and Easements		LGL-RPR-03	PERM		Retain permanently	No
Superseded Schedules						
90-159	Property Records (Federal non-expendable)					

Administration and Business Support (ADM)**General Management (GMT)**

Affidavits of Publication	ADM-GMT-29	CP	5	Retain 5 years after completion then destroy	No
<i>Superseded Schedules</i>					
16809 <i>Legal Notices (certified copies of legal notices published in newspaper, etc.)</i>					
Correspondence - Directors	ADM-GMT-03	PERM		Retain permanently	No
<i>Superseded Schedules</i>					
16805 <i>Board of Trustees - Correspondence</i>					
Transitory Records	ADM-GMT-26	OBS/SUP 3		Retain 3 years after obsolete or superseded, then destroy.	No
<i>Superseded Schedules</i>					
16802 <i>Board of Directors Listing (private operator)</i>					

Financial and Accounting (FIN)**Investment Management (INV)**

Bond Issues	FIN-INV-09	CP	3	Retain 3 years after completion then destroy	No
<i>Superseded Schedules</i>					
16808 <i>Interest Coupons on Bonds</i>					
Bond Register and Paid Off Bonds	FIN-INV-01	CP	6	Retain 6 years after completion then destroy	Yes
<i>Superseded Schedules</i>					
16806 <i>Bond Election and Bond Sale Records (after 1973 elections conducted by county clerks)</i>					
16807 <i>Bond and Interest Registers and Bonds</i>					

Governance and Compliance (GAC)**Election Management (ELM)**

Appointments	GAC-ELM-04	OBS	5	Retain 5 years after obsolete then destroy	No
<i>Superseded Schedules</i>					
16803 <i>Board of Trustees - Member Appointments</i>					

Governance (GOV)

Articles of Organization	GAC-GOV-05	PERM		Retain permanently	No
<i>Superseded Schedules</i>					
16800 <i>Articles of Organization and Understanding - Nursing Home Board of Trustees</i>					

Governance and Compliance (GAC)**Governance (GOV)**

Bylaws	GAC-GOV-01	PERM	Retain permanently	No
<i>Superseded Schedules</i>				
16801	<i>Auxiliary Bylaws (original and revisions)</i>			
Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM	Retain permanently	No
<i>Superseded Schedules</i>				
16804	<i>Board of Trustees - Minutes of Meetings and Supportive Documents</i>			

Accounting**Administration and Business Support (ADM)****General Management (GMT)**

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
<i>Superseded Schedules</i>				
16858	<i>Monthly Telephone Bills</i>			
16867	<i>Stop Payment Order (check number, net amount, date issued, payee, explanation, authorization)</i>			
16853	<i>Direct Distance Dialed Telephone Calls - Log</i>			
16863	<i>Receiving Report (vendor, purchase order number, unit, quantity, description, remarks, received by, date received)</i>			
16854	<i>Financial Reports - Daily and Monthly</i>			
16866	<i>Returned Goods Memorandum (vendor name, purchase order number, unit, quantity description, reason for return, returned by, date returned)</i>			

Financial and Accounting (FIN)**Accounting Management (ACC)**

Accounts Payables	FIN-ACC-09	FYE 7	Retain 7 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>				
16868	<i>Travel Expense Voucher</i>			
16859	<i>Personal Auto Mileage for Nursing Home by Driver/by Month (for reimbursement)</i>			
16860	<i>Petty Cash Reconciliation and Request for Reimbursement (date, cash count, disbursements by voucher number and payee, account and amount approvals, date, check number)</i>			

Accounting

Financial and Accounting (FIN)

Accounting Management (ACC)

Accounts Receivable and Revenue	FIN-ACC-12	FYE	7	Retain 7 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					

16845 *Accounts Receivable Adjustments (code, patient #, date, amount, credit adjustment or debit adjustment)*

16846 *Accounts Receivable Payments (includes patient, date, code, and amount)*

16862 *Receipts and Transmittals Records (residents, etc. - forms, input)*

Collections and Bankruptcy	FIN-ACC-01	CP	7	Retain 7 years after completion then destroy	No
<i>Superseded Schedules</i>					

16869 *Uncollectible Debt Records (uncollectible accounts receivable)*

Ledgers - Subsidiary	FIN-ACC-08	FYE	6	Retain 6 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					

16856 *Ledger Sheets (expenditures and receipts)*

Reports - Accounting	FIN-ACC-10	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					

16855 *Financial Reports - Year End*

16850 *Cash Flow Report (month, description, receipts, disburse, balance, balance variance)*

Reports - Annual	FIN-ACC-11	FYE	10	Retain 10 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					

16861 *Rates and Charges (complete charge book for all department charges, including room rates)*

Bank Administration (BNK)

Statements and Reports	FIN-BNK-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					

16852 *Deposit Slips*

16849 *Bank Statements and Cancelled Checks*

16851 *Checkbook Stubs and Check Copies*

16848 *Bank Reconciliation Statement (month, balance per bank statement, deposits in transit, checks outstanding, adjusted bank balance, balance per general ledger)*

Accounting

Financial and Accounting (FIN)

Financial Statements and Reports (FSR)

Reconciliations and Balancing	FIN-FSR-03	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

16864 *Reconciling Items a/k/a Reconciliation Worksheet (month, date of deposit, deposit in transit amount, checks outstanding, check number, amount)*

Procurement (PRO)

Vendor Management	FIN-PRO-03	EXP	5	Retain 5 years after expiration then destroy	No
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Superseded Schedules

16870 *Vendors' Files a/k/a Voucher Files (invoices, vouchers, requisitions, purchase orders, and related correspondence)*

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

Financial	GAC-AOC-04	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

16847 *Audits (reports, memos, correspondence)*

Public Health Services (PHS)

Hospital and Medical (HAM)

Patient Management	PHS-HAM-17	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

16865 *Residential Financial Information Includes but not limited to: - Financial Agreement - Title XIX, Eligibility for Medicaid - Resident Payment Ledger - Verification of Receipt of Residents' Rights Information*

16857 *Medicare and Medicaid Rules and Regulations*

Administration

Administration and Business Support (ADM)

Buildings, Facilities and Infrastructure Management (BFI)

Construction Project Files	ADM-BFI-03	LOA	10	Retain for the Life of the Asset then destroy 10 years after that date.	Yes
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Superseded Schedules

16814 *Capital Improvement Projects Records (capital expenditures for construction or major improvements)*

16819 *Construction Project Records*

Administration

Administration and Business Support (ADM)

Equipment and Vehicle Management (EVM)

Equipment Files	ADM-EVM-01	LOA	5	Retain 5 years after the Life of the Asset then destroy	No
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*Superseded Schedules***16824** *Equipment Records - Operation Manuals - Purchase Records - Warranties SEE ALSO "Maintenance" Records*

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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*Superseded Schedules***16818** *Correspondence - Administrator*

Historical	ADM-GMT-08	PERM		Retain permanently	No
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*Superseded Schedules***16843** *Surveys: Includes but not limited to: - State - Medicare Title XVIII - Medicaid Title XIX - OSHA*

Planning and Development	ADM-GMT-17	CR	5	Retain 5 years after create date, then destroy	Yes
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*Superseded Schedules***16841** *Special Studies and Project Records- Planning for Construction - Program Changes, etc.*

Reference Material	ADM-GMT-20	OBS	3	Retain 3 years after obsolete, then destroy	Yes
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*Superseded Schedules***16839** *Publications of Nursing Home (brochures, pamphlets and books - includes resident's Bill of Rights and handbooks)*

Reports - Annual	ADM-GMT-21	CR	7	Retain 7 years after create date, then destroy	Yes
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*Superseded Schedules***16815** *Census Information (department, actual days, total available days, percent occupancy, average residents per day, etc.)*

Reports - General	ADM-GMT-22	CR	5	Retain 5 years after create date, then destroy	Yes
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*Superseded Schedules***16834** *Memoranda - Incoming/Other Agencies***16835** *Memoranda - Outgoing*

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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*Superseded Schedules***16816** *Communicable Disease Reports to State and Local Health Department***16840** *Scrap Books, Clippings, and News Releases (publicity, news stories, etc. regarding nursing home and staff)*

Administration

Administration and Business Support (ADM)

Risk Management (RSK)

Incident Management	ADM-RSK-03	CP	10	Retain 10 years after completion then destroy	No
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*Superseded Schedules***16826** Incident Reports - Employees - Residents - Visitors

Employee Services (EMP)

Personnel Management (PER)

Organizational Charts	EMP-PER-13	SUP	3	Retain for 3 years superseded, then destroy	No
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*Superseded Schedules***16837** Organization Chart

Volunteer Files	EMP-PER-20	TE	5	Retain 5 years after separation then destroy	No
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*Superseded Schedules***16844** Volunteer Time and Minor Donations Records

Financial and Accounting (FIN)

Accounting Management (ACC)

Reports - Accounting	FIN-ACC-10	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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*Superseded Schedules***16823** Donation Records - Major Donations Includes but not limited to: -Bequests -Endowments -Estates -Trusts

Asset Management (ASM)

Inventories	FIN-ASM-03	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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*Superseded Schedules***16828** Inventory Records - Equipment - Fixed Assets - Furniture - Housekeeping Supplies - Linen Supplies - Maintenance

Budget Management (BUD)

Workpapers	FIN-BUD-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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*Superseded Schedules***16812** Budget Files -Budget -Budget Reports Supplemental Budgets**16813** Budget Preparation Files

Administration

Financial and Accounting (FIN)

Procurement (PRO)

Bids, Proposals and Quotes	FIN-PRO-01	CP	4	Retain 4 years after completion then destroy	No
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*Superseded Schedules***16811** *Bids Records (except capital improvements) -Bids -Requests for Quotations -Specifications*

Governance and Compliance (GAC)

Accreditation and Certification (AAC)

Hospitals/Medical Facilities	GAC-AAC-02	LOA	10	Retain for life of asset	Yes
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*Superseded Schedules***16822** *Delineation of Nursing Home Privileges - Medical Staff*

Governance (GOV)

Bylaws	GAC-GOV-01	PERM		Retain permanently	No
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*Superseded Schedules***16833** *Medical Staff Bylaws*

Human Rights Management (HRM)

Affirmative Action/EEOC	GAC-HRM-03	CR	5	Retain 5 years after create date, then destroy	No
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*Superseded Schedules***16842** *State and Local Government Information Report (EEO-4 form) (if required to file with Equal Employment Opportunity Commission)*

Inspections and Monitoring (ISP)

General	GAC-ISP-08	CP	5	Retain 5 years after completion then destroy	No
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*Superseded Schedules***16827** *Inspection Records Including but not limited to: - Elevators - Fire Marshal - Health - Building Code SEE ALSO "Fire Drills Records" and "Maintenance" Records*

Policy and Standards Management (PSM)

Policies, Procedures and Manuals	GAC-PSM-02	SUP	5	Retain 5 years after superseded then destroy	Yes
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*Superseded Schedules***16838** *Policies and Procedures Manuals - Originals and Revisions (policies and procedures for all offices for their operation)*

Administration

Legal and Judiciary (LGL)

Contract Management (CTR)

General	LGL-CTR-04	EXP	10	Retain 10 years after expiration then destroy	No
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Superseded Schedules

16817 *Contracts and Agreements with Other Agencies - Original and Revisions - Includes but not limited to: -City, County, Fire Districts -Emergency Evacuations -Mass Casualty Plant - Fire Safety Plan Policies and Procedures*

Leases	LGL-CTR-08	EXP	10	Retain 10 years after expiration then destroy	No
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Superseded Schedules

16829 *Lease Agreements - Real Property (original and revisions)*

Legal Matter Management (LMM)

Advice and Opinions	LGL-LMM-03	PERM		Retain permanently	No
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Superseded Schedules

16830 *Legal Opinions*

Case Files	LGL-LMM-06	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

16820 *Court Cases and Records of Court Cases*

Licensing and Registration (LAR)

Facilities, Establishments and Products	LGL-LAR-18	EXP	5	Retain 5 years after expiration then destroy	Yes
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Superseded Schedules

16832 *Licenses and Permits - Periodically Renewable Includes but not limited to: - Food - Ratio (F.C.C.) - Sales*

16831 *Licenses and Permits - Permanent Includes but not limited to: - Alcohol - Blood Bank - Certificate of Need - Dispense Narcotic Drugs - Federal, Regional - Heliport - Institution - Laboratory- Pharmacy - Radioactive Materials - X-ray*

Real Property (RPR)

Land and Easements	LGL-RPR-03	PERM		Retain permanently	No
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Superseded Schedules

16821 *Deeds, Abstracts of Title and Other Property Records*

Public Health Services (PHS)

Hospital and Medical (HAM)

Administrator - Certificate	PHS-HAM-25	PERM		Retain permanently	No
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Superseded Schedules

16810 *Administrator - Certificate*

Administration

Public Safety Services (PSS)

Emergency and Disaster Management (EDM)

Emergency and Fire Drills	PSS-EDM-05	CP	2	Retain 2 years after completion then destroy	No
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*Superseded Schedules***16825** *Fire Drill Records*

Central Supply

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
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*Superseded Schedules***16873** *Product Evaluation Form***16871** *Equipment Distribution Record and Use Report*

Financial and Accounting (FIN)

Asset Management (ASM)

Inventories	FIN-ASM-03	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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*Superseded Schedules***16872** *Lot or Inventory Control Sheet or Record*

Dietary

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
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*Superseded Schedules***16879** *Temperature Control Sheets - Refrigerators***16876** *Meal Counts (summary information)***16874** *Dietary Requisitions and Orders (if requests for dietary department for nourishments, coffee, etc. maintained for billing)***16877** *Menus***16878** *Resident's Diet List (rooms, resident's name, reg., light, surgical, liquid, bland, special, special orders)*

Dietary

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

Federal Programs and Reporting	GAC-AOC-03	CP	5	Retain 5 years after completion then destroy	Yes
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*Superseded Schedules***16875** *Federal Commodity Program Records (if participating in Federal food surplus programs)*

Insurance

Employee Services (EMP)

Benefits Management (BEN)

Claims	EMP-BEN-01	CP	10	Retain 10 years after completion then destroy	No
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*Superseded Schedules***16880** *Insurance Claims - Paid - Blue Cross - Medicare - Medicaid - Veteran's Administration - Other Miscellaneous - Group Health Insurance*

Public Health Services (PHS)

Hospital and Medical (HAM)

Ledgers - Patient	PHS-HAM-13	CR	5	Retain 5 years after create date then destroy	No
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*Superseded Schedules***16881** *Outpatient/Inpatient Insurance Information Forms (patient information, responsible party information, insurance, attending physician, etc.)*

Linen

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
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*Superseded Schedules***16882** *Laundry Poundage Record (yearly summary by month by item)***16883** *Linen Replacement Analysis (yearly summary by month by item. May be used for budget preparation)***16884** *Monthly Laundry Report or Monthly Cost Analysis*

Maintenance

Maintenance

Administration and Business Support (ADM)

Buildings, Facilities and Infrastructure Management (BFI)

Maps, Drawings and Plans	ADM-BFI-06	LOA	10	Retain for 10 years after the Life of the Asset then destroy	Yes
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*Superseded Schedules**16885 Blue Prints and Specifications*

Equipment and Vehicle Management (EVM)

Equipment Files	ADM-EVM-01	LOA	5	Retain 5 years after the Life of the Asset then destroy	No
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*Superseded Schedules**16888 Preventative Maintenance Card*

Governance and Compliance (GAC)

Environment Management (ENV)

Air Permitting and Pollution Control and Remediation	GAC-ENV-07	EXP	10	Retain 10 years until expiration then destroy	No
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*Superseded Schedules**16887 Inspection Logs Includes but not limited to: - Air Handling Equipment Log - Boiler Log - Emergency Generator Log - Fire Sprinkler Log - Water Softener Log*

Governance (GOV)

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM		Retain permanently	No
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*Superseded Schedules**16886 Boiler Inspection - State and Insurance Company*

Medical Records

Administration and Business Support (ADM)

General Management (GMT)

Indexes and Finding Aids	ADM-GMT-09	PERM		Retain permanently	No
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*Superseded Schedules**16896 Statistical Summaries and Abstract Information - Patient Index - Diagnosis Index (Disease Index) - Physicians' Index - Nursing Home Statistical Summary*

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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*Superseded Schedules**16897 Utilization Reviews and Worksheets*

Medical Records

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
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*Superseded Schedules***16890** Medical Care Evaluation Studies**16898** Utilization Reviews Plan (UR plan)

Public Health Services (PHS)

Hospital and Medical (HAM)

Patient Management	PHS-HAM-17	CP	10	Retain 10 years after completion then destroy	No
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*Superseded Schedules***16891** Outpatient Records - Diagnostic Records (lab, x- ray, EKG, EEG, physical therapy/respiratory, unit system/number assigned)**16895** Resident's Medical Records - Including but not limited to: - Attending Physician's Orders and Progress Notes - Record of Diagnosis - Pathology Reports - Discharge Summary - Physical and Social History - Consent to Treatment - Record of Death - Outpatient**16892** Patients' Register Books**16889** Master Patient Index (index card on any in/out/emergency to find record chart number for each admission number, unit number, patient number, serial number)

Vital Records (VIT)

Births, Deaths and Marriages	PHS-VIT-01	PERM	Retain permanently	Yes
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*Superseded Schedules***16893** Residents' Death Registers

Personnel and Payroll

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
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*Superseded Schedules***16910** Payroll Work Sheet a/k/aWorksheet - Payroll Proof**16915** Request for Check - Early Check (date of request, date check needed, reason, employee's signature)

Personnel and Payroll

Employee Services (EMP)

Benefits Management (BEN)

Enrollment	EMP-BEN-02	CP	5	Retain 5 years after completion then destroy	No
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*Superseded Schedules***16905** *Group Enrollment Card - Health, a/k/a Application for Health Insurance Coverage (single or family coverage)***16906** *Group Enrollment Card - Insurance (Life) (New insured or change in coverage)*

Payroll Management (PRL)

Deductions and Garnishments	EMP-PRL-01	EXP	5	Retain 5 years after expiration then destroy	No
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*Superseded Schedules***16900** *Automatic Payroll Deposit Cards a/k/a Bank Deposit Authorization Cards***16899** *Authorization for Payroll Deductions Including but not limited to: - Savings Bonds - United Fund - Credit Union***16917** *Savings Bonds Records (deduction authorizations, reports, listings, histories)***16923** *W-4 Form a/k/a Employee's Withholding Exemption Certificate (name, social security number, address, claimed exemptions, signature and date)***16922** *W-2 Wage and Tax Statement (IRS Earnings and deductions statement)*

Reports - Payroll	EMP-PRL-03	CYE	7	Retain 7 years after calendar year end then destroy	No
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*Superseded Schedules***16901** *Earning Record - Leave, a/k/a Employee Record Card (Personal Information, payroll information, and vacation, sick leave, etc. earned. Also contains daily record of hours worked for year)***16909** *Payroll Register***16908** *Payroll Garnishment Records***16918** *Social Security (F.I.C.A.) Report - Quarterly***16920** *United Fund Records (deduction authorizations, reports)*

Personnel Management (PER)

Evaluations - Performance	EMP-PER-04	CP	10	Retain 10 years after separation then destroy	No
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*Superseded Schedules***16902** *Employee Performance Appraisal or Evaluation Records*

Leave Records/UW Tenure & Promotions	EMP-PER-10	CP	3	Retain 3 years after completion then destroy	No
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*Superseded Schedules***16921** *Vacation Schedules - Departmental***16916** *Request for Leave of Absence (information, signature of employee, approvals)*

Personnel and Payroll

Employee Services (EMP)

Personnel Management (PER)

Personnel Files - Long Term	EMP-PER-22	CP	10	Retain 10 years after separation then destroy	No
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Superseded Schedules

16911 *Personnel File (Master File) Permanent Records: - Employee Physical Examinations and Medical History - Employee Termination Records - Employee's Chronological Record and Salary History (Salary Increase, Transfer and Change of Status Records) - New Employee*

16912 *Personnel Files - Other Forms and Personnel Records*

Time and Attendance	EMP-PER-18	CYE	5	Retain 5 years after calendar year end then	No
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*Superseded Schedules***destroy**

16904 *Employee Time Card or Time Sheets (name, department, station, period ending, day of month, hours worked, code, department okay, totals, signatures – employee and department head)*

Staffing and Recruiting (SAR)

Applicants - Not Hired	EMP-SAR-01	CYE	3	Retain 3 year after calendar year end then	No
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*Superseded Schedules***destroy**

16914 *Personnel Requisition a/k/a Request for Personnel a/k/a New Positions Request File*

16913 *Personnel Hiring Records (All Employees) Including but not limited to: - Interview Records - Letters of Inquiry - Records on Publicity and Publication of Position - Test Records and Scores- Unsuccessful Applications and Supporting Documents*

Exams and Tests	EMP-SAR-03	SUP	3	Retain 3 years after superseded then destroy	No
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Superseded Schedules

16919 *Test and Test Score Cards (typing, dictation, etc.)*

Positions and Classifications	EMP-SAR-04	SUP	5	Retain 5 years after superseded then destroy	No
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Superseded Schedules

16907 *Job Descriptions (All Employees)*

Workers Compensation and Unemployment (WCU)

Claims	EMP-WCU-01	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

16924 *Worker's Compensation Records*

Personnel and Payroll

Financial and Accounting (FIN)

Accounting Management (ACC)

Input/Output Financial	FIN-ACC-99	VER	1	Retain 1 year after verification then destroy	No
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*Superseded Schedules***16903** *Employee Status Worksheet (input – D.P. information, coding)*

Pharmacy

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

Docket Files	LGL-LMM-15	CP	15	Retain 15 years after completion then destroy	Yes
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*Superseded Schedules***16925** *Eight-Hour Nurses Audit Record for Narcotics and Sedatives a/k/a Narcotics Shift Sheet (date, time, signatures of on-coming and off-going nurses – nurses count sedatives)*

Public Health Services (PHS)

Hospital and Medical (HAM)

Drugs and Controlled Substances	PHS-HAM-07	CR	5	Retain 5 years after create date, then destroy	No
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*Superseded Schedules***16926** *Narcotic Disposition Record (Form #PP-23) (Drug, strength, form, date issued, issued by, nursing unit, date, time, number, patient, room number, physician, dose, nurse, balance)*

Physical Therapy

Public Health Services (PHS)

Hospital and Medical (HAM)

Patient Management	PHS-HAM-17	CP	10	Retain 10 years after completion then destroy	No
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*Superseded Schedules***16930** *Physical Therapy Treatment Plan (used for both inpatient and outpatient)***16929** *Physical Therapy Reports a/k/a Physical Therapy Chart (attached to: patient's lab reports, physical therapy discharge summary, etc.)***16928** *Physical therapy Referral a/k/a Requests for Treatment (physician's prescription or order for therapy treatment)***16927** *Patient Count Per Day Form - Physical Therapy (monthly record)*

Quality Assurance

Quality Assurance

Administration and Business Support (ADM)

General Management (GMT)

Reports - General	ADM-GMT-22	CR	5	Retain 5 years after create date, then destroy	Yes
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*Superseded Schedules***16933** *Quality Control Forms - Air Quality, etc. - Temperature Graphs - X-ray***16935** *Sterilization Monitors Including but not limited to: - Bacteriologist Report and Sterilization Report on Envelope - "Check-A-Clave" Autoclave Test Record (card) - E.T.O "Check-A-Clave" Sterilization Test (card) - E.T.O. "Loadacator" Sterilization Test (c*

Transitory Records	ADM-GMT-26	OBS/SUP 3		Retain 3 years after obsolete or superseded, then destroy.	No
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*Superseded Schedules***16931** *Infection Control - Infection Control Worksheets***16934** *Quality Control Strips Including but not limited to: - Quantitative Gas-strip Control Strip - Unistrip (for use in steam autoclaves)*

Governance and Compliance (GAC)

Policy and Standards Management (PSM)

Policies, Procedures and Manuals	GAC-PSM-02	SUP	5	Retain 5 years after superseded then destroy	Yes
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*Superseded Schedules***16932** *Quality Assurance Studies*

Respiratory Therapy

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3		Retain 3 years after obsolete or superseded, then destroy.	No
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*Superseded Schedules***16938** *Respiratory Therapy Order Form a/k/a Requests for Treatment (physician's prescription or order for respiratory therapy)*

Public Health Services (PHS)

Hospital and Medical (HAM)

Patient Management	PHS-HAM-17	CP	10	Retain 10 years after completion then destroy	No
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*Superseded Schedules***16936** *Patient Care Plan***16937** *Patient Flow Sheets and Ventilator Flow Sheet*

Administrative Records

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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*Superseded Schedules***03-256** *General Correspondence Files***03-255** *Administrative Office Correspondence*

Risk Management (RSK)

Insurance Policies	ADM-RSK-05	EXP	10	Retain 10 years after expiration then destroy	No
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*Superseded Schedules***16735** *Insurance Policies*

Governance and Compliance (GAC)

Governance (GOV)

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM		Retain permanently	No
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*Superseded Schedules***16733** *School Boundary Board Minutes/Records*

Financial Records

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3		Retain 3 years after obsolete or superseded, then destroy.	No
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*Superseded Schedules***16740** *Letters of Transmittal (Letters to/from the state for receipts of tax monies transmitted)***16750** *Warrants (Duplicate) - NOT USED as a Warrant Register***16758** *Miscellaneous Receipts (Used for gas tax, cigarette tax, etc., sent by whomever to treasurer. Includes date, receipt number, name or agency depositing the money with treasurer, amount and signature of person receiving the money.)***16761** *Monthly Report of Justice of the Peace or County Court***03-263** *Treasurer's Cancelled Checks and Stubs*

Financial Records

Financial and Accounting (FIN)

Accounting Management (ACC)

Accounts Payables	FIN-ACC-09	FYE	7	Retain 7 years after the fiscal year end then	No
<i>Superseded Schedules</i>				destroy	

03-264 *Warrants (Duplicate) - Used as a Warrant Register*

16748 *Warrant Register (Numerical record of warrants written showing to whom, amount from which budget)*

16751 *Warrants, Cancelled and Paid (Original)*

Accounts Receivable and Revenue	FIN-ACC-12	FYE	7	Retain 7 years after the fiscal year end then	No
<i>Superseded Schedules</i>				destroy	

16759 *Official Receipts of Districts and Boards to Treasurer for Monies Received*

16760 *Receipts Relating to Justice of the Peace or County Courts Collection of Court Fees*

03-262 *Revenue Accounting Record aka General Disbursements and Receipts Ledger and/or General Ledger*

Journal Entries	FIN-ACC-06	FYE	3	Retain 3 years after the fiscal year end then	No
<i>Superseded Schedules</i>				destroy	

16757 *Journal, Daily/Monthly (Shows all receipts and disbursements)*

Reports - Accounting	FIN-ACC-10	FYE	5	Retain 5 years after the fiscal year end then	No
<i>Superseded Schedules</i>				destroy	

16737 *Monthly Summary of Receipts and Disbursements*

Bank Administration (BNK)

Bank Relationship	FIN-BNK-01	CP	2	Retain 2 years after completion then destroy	No
<i>Superseded Schedules</i>					

03-260 *Depositor Agreements with Banks*

Statements and Reports	FIN-BNK-04	FYE	5	Retain 5 years after the fiscal year end then	No
<i>Superseded Schedules</i>				destroy	

03-257 *Bank Statements*

03-258 *Deposit Books*

03-259 *Deposit Slips*

Financial Records

Financial and Accounting (FIN)

Financial Statements and Reports (FSR)

Reports - Annual	FIN-FSR-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					

16736 *Trial Balances, Financial Reports and Statements - Daily and Monthly*

Investment Management (INV)

Bond Issues	FIN-INV-09	CP	3	Retain 3 years after completion then destroy	No
<i>Superseded Schedules</i>					

16755 *Interest Coupons on Bonds (Bearer bond coupons that have been paid on old bond issues)*

Bond Register and Paid Off Bonds	FIN-INV-01	CP	6	Retain 6 years after completion then destroy	Yes
<i>Superseded Schedules</i>					

16754 *Bonds (Includes bearer bonds and all others)*

16753 *Bond and Interest Register (Shows the number of the bond, the amount, date of issue, to whom issued, date of redemption, and payment of interest and principal)*

Statements and Reports	FIN-INV-07	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					

16752 *Investment Journals and Related Records*

Procurement (PRO)

Vendor Management	FIN-PRO-03	EXP	5	Retain 5 years after expiration then destroy	No
<i>Superseded Schedules</i>					

03-261 *Official Bonds for Performance of Duty*

Governance and Compliance (GAC)

Election Management (ELM)

Abstracts	GAC-ELM-01	PERM		Retain permanently	Yes
<i>Superseded Schedules</i>					

16738 *Annual Abstracts (Copy) (A statement of receipts, disbursements, and fund balances)*

Financial Records

Legal and Judiciary (LGL)

Contract Management (CTR)

General	LGL-CTR-04	EXP	10	Retain 10 years after expiration then destroy	No
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*Superseded Schedules***16739** *Acceptance Agreements (Copy)*

Public Health Services (PHS)

Family and Aging Services (FAS)

Case Files	PHS-FAS-04	CP	2	Retain 2 years after completion then destroy	No
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*Superseded Schedules***16762** *Welfare/D-PASS Reports (Report to D-PASS of outstanding warrants and balance of their fund)*

Motor Vehicles and Trailers

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
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*Superseded Schedules***03-269** *Specialty License Plate Applications and Renewal Records***03-268** *License Plate Delivery Receipts (Copy)***16765** *Affidavits of Military Protests***16768** *Motor Vehicle Registrations - Voided (Damaged or ruined forms not reflecting any transaction)***16090** *Renewal Permit for Temporary License Permit***16767** *Motor Vehicle Registrations (Copy - Form No. 410 and 414) (Numerical and alphabetical copies)***16769** *Batch Header Register/Documents - for Motor Vehicle Transmittals***16777** *Monthly Report of Collections of Sales and Use Tax (Copy)***16770** *Motor Vehicle Valuation Reports (Copy) (A report of the valuation of all automobiles, trucks, motorcycles, and trailers in the county sent to Revenue Dept.)***4311** *Special Non-transferable Certificate of Title for Motor Vehicle and Applications***16773** *Weight Tickets or Affidavits*

Motor Vehicles and Trailers

Financial and Accounting (FIN)

Tax Management (TAX)

Exemptions	FIN-TAX-05	EXP	3	Retain 3 years after expiration then destroy	Yes
<i>Superseded Schedules</i>					
03-267	<i>Certificate of Exemption (form ST101) For Sales and Use Tax</i>				
16774	<i>Veterans Exemption Reports</i>				
Sales and Use	FIN-TAX-12	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					
16778	<i>Sales Tax Receipts/Affidavits of Sales and Use Tax Monies Paid (Copy)</i>				

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Motor Vehicles, General	LGL-LAR-27	EXP	5	Retain 5 years after expiration then destroy	No
<i>Superseded Schedules</i>					
03-265	<i>Abstract of Motor Vehicle License Plate and Tab Sales (Copy)</i>				
Motor Vehicles, Registration	LGL-LAR-30	EXP	5	Retain 5 years after expiration then destroy	No
<i>Superseded Schedules</i>					
03-266	<i>Automobile Register</i>				

Personnel

Employee Services (EMP)

Personnel Management (PER)

Personnel Files - Long Term	EMP-PER-22	CP	10	Retain 10 years after separation then destroy	No
<i>Superseded Schedules</i>					
03-270	<i>Personnel File</i>				

Staffing and Recruiting (SAR)

Applicants - Not Hired	EMP-SAR-01	CYE	3	Retain 3 year after calendar year end then destroy	No
<i>Superseded Schedules</i>					
03-271	<i>Unsuccessful Employment Applications and Attachments</i>				

Property Tax

Property Tax

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
<i>Superseded Schedules</i>				

03-274 *Notification of Valuation Change (Copy)*

Financial and Accounting (FIN)

Accounting Management (ACC)

Accounts Receivable and Revenue	FIN-ACC-12	FYE 7	Retain 7 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>				

16782 *Paid Tax Receipts, Real and Personal Property*

Ledgers - General	FIN-ACC-07	PERM	Retain permanently	Yes
<i>Superseded Schedules</i>				

16780 *Tax Roll Ledger (Includes Tax List by Irrigation District) (Shows tax on described real estate and other property, whom assessed to, valuation, and amounts paid and unpaid)*

Tax Management (TAX)

Certificates	FIN-TAX-19	CYE 3	Retain 3 year after calendar year end then destroy	No
<i>Superseded Schedules</i>				

03-272 *Certificate of Purchase and/or Tax Sale*

03-273 *Certificate of Redemption*

Exemptions	FIN-TAX-05	EXP 3	Retain 3 years after expiration then destroy	Yes
<i>Superseded Schedules</i>				

16789 *Homestead Exemption Reports*

Refunds and Reductions	FIN-TAX-18	CP 1	Retain 1 year after completion then destroy	No
<i>Superseded Schedules</i>				

03-276 *Tax Cancellation, Reduction, or Rebate Orders*

03-275 *Property Tax Relief Application File*

Tax Assessments	FIN-TAX-13	FYE 10	Retain 10 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>				

16785 *Delinquent Tax Sale Ads and Affidavits of Publication*

Property Tax

Financial and Accounting (FIN)

Tax Management (TAX)

Tax Assessments	FIN-TAX-13	FYE	10	Retain 10 years after the fiscal year end then destroy	No
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Superseded Schedules

16783 Tax Collection Controls (Shows Balance Not Paid)

16781 Unpaid Tax Statements, Real and Personal Property

Governance and Compliance (GAC)

Permit Management (PMT)

Transporters and Trip Permits	GAC-PMT-07	EXP	2	Retain 2 years after expiration then destroy	No
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Superseded Schedules

16790 Applications for Transportable Home Moving Permits

Legal and Judiciary (LGL)

Real Property (RPR)

Land and Easements	LGL-RPR-03	PERM		Retain permanently	No
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Superseded Schedules

16788 Treasurer's Deeds (Copies)/Tax Deeds

Administration

Administration and Business Support (ADM)

Equipment and Vehicle Management (EVM)

Maintenance and Repairs	ADM-EVM-02	CP	5	Retain 5 years after completion then destroy	No
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*Superseded Schedules***13146** *Vehicle Registration Records*

General Management (GMT)

Meeting Management	ADM-GMT-12	CR	3	Retain 3 years after create date, then destroy	Yes
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*Superseded Schedules***13140** *Meeting Minutes: Resource Groups, City Council, County Commissioners, Etc.*

Publications	ADM-GMT-19	CR	5	Retain 5 years after create date, then destroy	Yes
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*Superseded Schedules***13135** *Civil Defense Newsletter*

Transitory Records	ADM-GMT-26	OBS/SUP 3		Retain 3 years after obsolete or superseded, then destroy.	No
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*Superseded Schedules***13143** *Quarterly Report of Emergency Center Activities***13132** *Administrative Files (Correspondence, private organization publications)***13141** *Peacekeeper Missile Records (Correspondence, impact statements and reports, etc.)***13144** *Surplus Property Records***13139** *Helping Hand Program Records (Includes program application and membership lists. Each application is evaluated by the Police Dept.)*

Employee Services (EMP)

Personnel Management (PER)

Personnel Files - Long Term	EMP-PER-22	CP	10	Retain 10 years after separation then destroy	No
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*Superseded Schedules***13142** *Personnel Records and Attendance Reports*

Financial and Accounting (FIN)

Accounting Management (ACC)

Accounts Payables	FIN-ACC-09	FYE	7	Retain 7 years after the fiscal year end then destroy	No
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*Superseded Schedules***13148** *Vouchers Paid; Duplicate (Green copy)*

Administration

Financial and Accounting (FIN)

Accounting Management (ACC)

Ledgers - Subsidiary	FIN-ACC-08	FYE	6	Retain 6 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					

13149 *Warning System Fund (A fund totally supported by donations to provide sirens to enhance warning system)*

Procurement (PRO)

Vendor Management	FIN-PRO-03	EXP	5	Retain 5 years after expiration then destroy	No
<i>Superseded Schedules</i>					

13147 *Vendor File (Includes bids, correspondence, product publications, maintenance information, etc.)*

Governance and Compliance (GAC)

Governance (GOV)

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM		Retain permanently	No
<i>Superseded Schedules</i>					

13145 *Meeting Minutes, Survival Council*

13133 *Ambulance Board Minutes*

13134 *Ambulance Board Records*

Public Safety Services (PSS)

Emergency and Disaster Management (EDM)

Disaster Files	PSS-EDM-04	PERM		Retain permanently	Yes
<i>Superseded Schedules</i>					

13131 *Actual Disaster Files (Includes critique)*

Emergency and Fire Drills	PSS-EDM-05	CP	2	Retain 2 years after completion then destroy	No
<i>Superseded Schedules</i>					

13138 *Exercise-Disaster File (Includes critique and search and rescue mission records)*

Identification Cards - Personnel	PSS-EDM-08	TE	1	Retain 1 year after separation then destroy	No
<i>Superseded Schedules</i>					

13136 *Emergency Personnel Identification Cards*

Programs and Plans	PSS-EDM-06	SUP	5	Retain 5 years after superseded then destroy	Yes
<i>Superseded Schedules</i>					

13137 *Emergency Plans*

Emergency 911 Center

Emergency 911 Center

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
<i>Superseded Schedules</i>				

13151 Dictaphone 4000 Tape

13155 Teletype Messages

Public Safety Services (PSS)

Law Enforcement (LAE)

Dispatch and 911 Information	PSS-LAE-17	CP	2	Retain 2 years after create date then destroy	No
<i>Superseded Schedules</i>					

13152 I (Info) Cards

13153 I (Info) Card Sheets

13150 Agency Distribution Call Log a/k/a Call Inventory

13154 Radio Log Sheets

Municipalities

Animal Control

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
<i>Superseded Schedules</i>				

7930 *Trappers' Itineraries and Report of Activities*

7929 *Social Security and Income Tax Forms*

7928 *Correspondence, Miscellaneous*

Employee Services (EMP)

Workers Compensation and Unemployment (WCU)

Claims	EMP-WCU-01	CP 5	Retain 5 years after completion then destroy	No
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Superseded Schedules

7932 *Workmen's Compensation Forms and Monthly Reports*

Financial and Accounting (FIN)

Accounting Management (ACC)

Accounts Payables	FIN-ACC-09	FYE 7	Retain 7 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>				

7931 *Vouchers, Bills, and Invoices*

Bank Administration (BNK)

Statements and Reports	FIN-BNK-04	FYE 5	Retain 5 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>				

7927 *Cancelled Checks and Check Stubs*

Cemeteries

Administration and Business Support (ADM)

Archives, Library and Museum Management (ALM)

Indexes and Finding Aids	ADM-ALM-03	PERM	Retain permanently	No
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Superseded Schedules

17501 *Indexes, Alphabetical and Location*

Municipalities

Cemeteries

Legal and Judiciary (LGL)

Real Property (RPR)

Land and Easements	LGL-RPR-03	PERM	Retain permanently	No
<i>Superseded Schedules</i>				
17500	<i>Cemetery Records (Includes, but not limited to, cemetery blockbooks, deceased persons book, all permits, ownership records, receipts, abandonment records)</i>			

Clerks

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

Waivers and Releases - Local Government	LGL-LMM-45	CP	4	Retain 4 years after completion, then destroy.	No
<i>Superseded Schedules</i>					
NEW	<i>Waivers and Releases - Local Government</i>				

Engineering and Inspections

Administration and Business Support (ADM)

Buildings, Facilities and Infrastructure Management (BFI)

Building Files		ADM-BFI-02	LOA	10	Retain for the Life of the Asset then destroy	Yes
Superseded Schedules						
NEW	Building Plans and Specifications - Government					
Construction Project Files		ADM-BFI-03	LOA	10	Retain for the Life of the Asset then destroy 10 years after that date.	Yes
Superseded Schedules						
17513	Petitions, Specifications, Contracts/Agreements, Assessment Records and other documentation relating to Special Improvements Districts (Lighting, recreation, cemetery, historical district, water and sewer)					
Facility Plans		ADM-BFI-10	CP	12	Retain 12 years after completion, then destroy	No
Superseded Schedules						
94-301	Building Plans and Specifications - Residential/Non-Commercial					
94-302	Building Plans and Specifications - Industrial/Commercial					
General Management (GMT)						
Transitory Records		ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
Superseded Schedules						
17503	Applications for Permits - Not Approved					

Municipalities

Engineering and Inspections

Administration and Business Support (ADM)

Information Technology and Services (ITS)

Geographic Information Systems (GIS)	ADM-ITS-10	CP	22	Retain 22 years after completion then destroy	Yes
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*Superseded Schedules***17506** *Coordinate System*

Financial and Accounting (FIN)

Accounting Management (ACC)

Fee and Rate Schedules	FIN-ACC-14	SUP	3	Destroy when superseded	No
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*Superseded Schedules***17508** *Fee Schedules (Permit, building permit, electrical, plumbing)*

Procurement (PRO)

Bids, Proposals and Quotes	FIN-PRO-01	CP	4	Retain 4 years after completion then destroy	No
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*Superseded Schedules***17504** *Bidding Documents and Contractor Payment Records relating to Special Improvement Districts*

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

Federal Programs and Reporting	GAC-AOC-03	CP	5	Retain 5 years after completion then destroy	Yes
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*Superseded Schedules***17505** *Building Statistical Records (Reports of building permits issued, local construction reports -- Worksheets statistics for federal government.*

Inspections and Monitoring (ISP)

General	GAC-ISP-08	CP	5	Retain 5 years after completion then destroy	No
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*Superseded Schedules***94-303** *Inspection Records (Includes inspection requests, statements, violations)*

Permit Management (PMT)

Building Permits	GAC-PMT-09	CP	4	Retain 4 years after completion then destroy	No
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*Superseded Schedules***17512** *Permit (Mechanical, electrical, plumbing, curb cuts, street/alley cuts and excavation, signs, flammable liquid tank, building removal)***12741** *Building Permit and Application for Building Permit***8523** *Certificates of Occupancy***8519** *Building Permit Breakdown Form*

Municipalities

Engineering and Inspections

Governance and Compliance (GAC)

Permit Management (PMT)

Mobile Home Parks	GAC-PMT-01	PERM	Retain permanently	No
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*Superseded Schedules***8516** *Application for Mobile Home Parking Permit***17510** *Licenses for Mobile Home Parks*

Special or Temporary	GAC-PMT-06	EXP	5	Retain 5 years after expiration then destroy	No
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*Superseded Schedules***17502** *Application for Permits (Plumbing, electrical, signs, building removal, mechanical - all types except buildings and mobile homes)*

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Contractor/Electrician/Professional Engineer/Surveyors	LGL-LAR-14	EXP	3	Retain 3 years after expiration then destroy	No
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*Superseded Schedules***17509** *Licenses for Contracting, Plumbing and Electrical Firms and Their Employees***8533** *Surety and Corporate Bonds (Electrical, plumbing)***8522** *Cash Bond (building removal)***17507** *Electrical, Plumbing, and Building Boards of Examiner's Applications, Affidavits and Test Results*

Real Property (RPR)

Land and Easements	LGL-RPR-03	PERM	Retain permanently	No
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*Superseded Schedules***8535** *Zoning Board of Adjustments Records (Petitions, variances, appeals, maps, conditional use permits, notice of public hearing minutes)*

Natural Resource Management (NRM)

Land and Water Resource Management (LWR)

Plats and Maps	NRM-LWR-07	PERM	Retain permanently	No
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*Superseded Schedules***8534** *Survey Notes***8531** *Sewer and Water Maps/Plans***8530** *Plot Plan Book***8518** *Atlas Sheets*

Finance

Administration and Business Support (ADM)

Equipment and Vehicle Management (EVM)

Equipment Files	ADM-EVM-01	LOA	5	Retain 5 years after the Life of the Asset then destroy	No
<i>Superseded Schedules</i>					

8556 *Equipment Rental Reports Retain 3*

Vehicle Files	ADM-EVM-04	LOA	5	Retain 5 years after the Life of the Asset then destroy	No
<i>Superseded Schedules</i>					

17545 *Vehicle Receiving/Inspection Report*

General Management (GMT)

Program and Project Files	ADM-GMT-18	CP	5	Retain 5 years after completion then destroy	Yes
<i>Superseded Schedules</i>					

94-313 *Special Project Files*

Transitory Records	ADM-GMT-26	OBS/SUP 3		Retain 3 years after obsolete or superseded, then destroy.	No
<i>Superseded Schedules</i>					

94-312 *Personnel and Payroll Records - Duplicate*

17540 *Requisitions for Goods and Services*

12742 *Overtime Parking Tickets/Envelopes*

Risk Management (RSK)

Accidents and Property Damage	ADM-RSK-01	CP	5	Retain 5 years after completion then destroy	No
<i>Superseded Schedules</i>					

8550 *Claims for Reimbursements and Related Records (Includes claims relating to civil suits)*

Insurance Policies	ADM-RSK-05	EXP	10	Retain 10 years after expiration then destroy	No
<i>Superseded Schedules</i>					

17527 *Insurance Policies (Including liability)*

Employee Services (EMP)

Payroll Management (PRL)

Deductions and Garnishments	EMP-PRL-01	EXP	5	Retain 5 years after expiration then destroy	No
<i>Superseded Schedules</i>					

17547 *W-2 Forms - Wage and Tax Statements*

Finance

Employee Services (EMP)

Payroll Management (PRL)

Deductions and Garnishments	EMP-PRL-01	EXP	5	Retain 5 years after expiration then destroy	No
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*Superseded Schedules***17526** *Garnishment Records***17548** *W-4 Forms - Employee=s Withholding Allowance Certificate*

Reports - Payroll	EMP-PRL-03	CYE	7	Retain 7 years after calendar year end then destroy	No
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*Superseded Schedules***17532** *Payroll Deduction Input and Output Records (Includes, but not limited to, U.S. savings bonds, deferred compensation, insurance, social security, and income tax)*

Personnel Management (PER)

Drug and Alcohol Testing	EMP-PER-03	CP	3	Retain 3 years after completion then destroy	No
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*Superseded Schedules***17522** *Employee Payroll Receipts (For receiving check)*

Retirement and Pension Administration (RPA)

Contributions	EMP-RPA-01	CYE	50	Retain 50 years after calendar year end then destroy	No
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*Superseded Schedules***17523** *Employee Retirement Fund Contribution and Withdrawal Records(Relates to all employees that are not on the public employee retirement system (PER) administered by the Wyoming State Retirement System)***17524** *Employee Retirement Fund Contribution and Withdrawal Records (Relates to employees that are on the state system)*

Member Files	EMP-RPA-02	TE	60	Retain 60 years after separation then destroy	No
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*Superseded Schedules***17531** *Paid Fireman's Pension Fund Records***17535** *Policeman Pensions and Death Benefit Records*

Financial and Accounting (FIN)

Accounting Management (ACC)

Accounts Payables	FIN-ACC-09	FYE	7	Retain 7 years after the fiscal year end then destroy	No
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*Superseded Schedules***17534** *Petty Cash Receipt Book***17530** *Invoices*

Finance

Financial and Accounting (FIN)

Accounting Management (ACC)

Accounts Payables		FIN-ACC-09	FYE	7	Retain 7 years after the fiscal year end then	No
<i>Superseded Schedules</i>					destroy	
17751	<i>Warrants/Checks and Warrant Register (Original)</i>					
17539	<i>Request for Payment of Pension (Includes vouchers)</i>					
17543	<i>Travel Expense Reports (Including voucher and attachments)</i>					
17550	<i>1099 Forms - Statement for Recipients of Miscellaneous Income</i>					
17552	<i>Warrants/Checks - Duplicates and Check Stubs</i>					
Accounts Receivable and Revenue		FIN-ACC-12	FYE	7	Retain 7 years after the fiscal year end then	No
<i>Superseded Schedules</i>					destroy	
8536	<i>Accounts Receivable (Paid) (Billing statements, property taxes, notices of health license due, sanitation, parking lot billing statements, insurance claims)</i>					
2211	<i>Cashier's Stubs</i>					
17538	<i>Receipts for Fees, Licenses, Permits and other activities</i>					
8575	<i>Local Assessment District Index Cards/Legal Description Cards</i>					
Ledgers - Subsidiary		FIN-ACC-08	FYE	6	Retain 6 years after the fiscal year end then	No
<i>Superseded Schedules</i>					destroy	
17514	<i>Accounts Receivable, Uncollectible (Includes bankruptcy files)</i>					
Reports - Accounting		FIN-ACC-10	FYE	5	Retain 5 years after the fiscal year end then	No
<i>Superseded Schedules</i>					destroy	
17525	<i>Financial Statements/Reports</i>					
17546	<i>Volunteer Firemans Pension Fund Records</i>					
17542	<i>Special Assessment Financial Records (Statement of Local assessment, bank statement, case receipts, bank deposit slips)</i>					
Reports - Annual		FIN-ACC-11	FYE	10	Retain 10 years after the fiscal year end then	No
<i>Superseded Schedules</i>					destroy	
94-311	<i>Accounting System Output Reports</i>					

Municipalities

Finance

Financial and Accounting (FIN)

Asset Management (ASM)

Inventories	FIN-ASM-03	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					

8563 *Inventory Reports (Fixed Assets)*

8562 *Inventory Change Reports*

Bank Administration (BNK)

Statements and Reports	FIN-BNK-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					

17515 *Bank Deposit Slips*

17516 *Bank Statements*

Budget Management (BUD)

Annual	FIN-BUD-01	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					

8545 *Budget Amendments*

Workpapers	FIN-BUD-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					

8547 *Budget Printouts*

17521 *Budget Records - Preliminary*

8537 *Anticipated Income - Budget Records*

8548 *Budget Worksheets*

8546 *Budget and General Fund Ledgers*

Financial Statements and Reports (FSR)

Reports - Annual	FIN-FSR-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					

17544 *Trial Balances*

Finance

Financial and Accounting (FIN)

Investment Management (INV)

Bond Issues	FIN-INV-09	CP	3	Retain 3 years after completion then destroy	No
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*Superseded Schedules***17528** *Interest Coupons on Bonds (Bearer bond coupons that have been paid on old bond issues)*

Bond Register and Paid Off Bonds	FIN-INV-01	CP	6	Retain 6 years after completion then destroy	Yes
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*Superseded Schedules***17519** *Bond Sale Records***17518** *Bond Election Records***17520** *Bonds (Includes bearer bonds and all others)***17517** *Bond and Interest Register (Shows the number of the bond, the amount, date of issue, to whom issued, date of redemption, and payment of interest and principal)*

Statements and Reports	FIN-INV-07	FYE	5	Retain 5 years after the fiscal year end then	No
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*Superseded Schedules***destroy****17529** *Investment Reports/Records*

Procurement (PRO)

Purchase Orders and Requisitions	FIN-PRO-02	CP	5	Retain 5 years after completion then destroy	No
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*Superseded Schedules***17867** *Purchase Orders and Vouchers***17536** *Purchase Orders and Vouchers (Duplicate)***17537** *Purchase Orders and Vouchers - Buildings and Major Items*

Vendor Management	FIN-PRO-03	EXP	5	Retain 5 years after expiration then destroy	No
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*Superseded Schedules***17549** *W-9 Forms - Request for Taxpayer Identification Number and Certificate***94-314** *Vendor Files*

Tax Management (TAX)

Tax Assessments	FIN-TAX-13	FYE	10	Retain 10 years after the fiscal year end then	No
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*Superseded Schedules***destroy****17541** *Special Assessment District Ledger Card/File (Individual=s Account Records)*

Municipalities

Finance

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

Financial	GAC-AOC-04	CP	5	Retain 5 years after completion then destroy	Yes
<i>Superseded Schedules</i>					
8539	<i>Audit Reports by C.P.A. Firms</i>				
General	GAC-AOC-05	CP	5	Retain 5 years after completion then destroy	Yes
<i>Superseded Schedules</i>					
8588	<i>State Examiner=s Reports of Examination</i>				

Financial Records

Financial and Accounting (FIN)

Grant and Scholarship Management (GRM)

Grant Files - Federal	FIN-GRM-05	CP	3	Retain 3 years after completion then destroy	No
<i>Superseded Schedules</i>					
21-001	<i>Grant Files - Federal</i>				

Fire

Administration and Business Support (ADM)

Buildings, Facilities and Infrastructure Management (BFI)

Maintenance and Repairs/Space Records	ADM-BFI-05	LOA	10	Retain for the Life of the Asset then destroy.	No
<i>Superseded Schedules</i>					
17557	<i>Hydrant Record (Maintenance and inspection report)</i>				
8608	<i>Repair Shop Order</i>				

Community and Public Relations (COM)

Complaints	ADM-COM-02	CP	1	Retain 1 year after completion then destroy	No
<i>Superseded Schedules</i>					
17555	<i>Complaints File</i>				

Equipment and Vehicle Management (EVM)

Maintenance and Repairs	ADM-EVM-02	CP	5	Retain 5 years after completion then destroy	No
<i>Superseded Schedules</i>					
8603	<i>Equipment Maintenance Monthly Report</i>				
8602	<i>Equipment Maintenance</i>				

Fire

Administration and Business Support (ADM)

Equipment and Vehicle Management (EVM)

Vehicle Files	ADM-EVM-04	LOA	5	Retain 5 years after the Life of the Asset then destroy	No
<i>Superseded Schedules</i>					

8614 *Vehicle Mileage Report and Fuel Report*

General Management (GMT)

Logs	ADM-GMT-11	CR	3	Retain 3 years after create date, then destroy	No
<i>Superseded Schedules</i>					

17556 *Daily Roster Sheets/Shift Log*

Reports - Annual	ADM-GMT-21	CR	7	Retain 7 years after create date, then destroy	Yes
<i>Superseded Schedules</i>					

17553 *Annual Report*

Reports - General	ADM-GMT-22	CR	5	Retain 5 years after create date, then destroy	Yes
<i>Superseded Schedules</i>					

8610 *State Fire Marshal Report File (Confidential fire report, monthly fire report)*

17554 *Company's Monthly Report*

Transitory Records	ADM-GMT-26	OBS/SUP 3		Retain 3 years after obsolete or superseded, then destroy.	No
<i>Superseded Schedules</i>					

8595 *Battalion Chief's Car Check List*

8600 *Daily Vehicle Inspections*

8601 *Emergency Worksheet*

8606 *Monthly Child care Facility and Patient Report*

8611 *State Supplies Order/Inventory Form*

8616 *Work Roster/Manning Report*

Governance and Compliance (GAC)

Inspections and Monitoring (ISP)

Fire and Electrical	GAC-ISP-07	CP	5	Retain 5 years after completion then destroy	No
<i>Superseded Schedules</i>					

8593 *Address File (Inspections, complaints, fire safety survey, sprinkler or any other plans, correspondence, fire alarm system inspection report-only on hospitals and nursing homes, permits, structural report, certificate of occupancy)*

Municipalities

Fire

Governance and Compliance (GAC)

Inspections and Monitoring (ISP)

General	GAC-ISP-08	CP	5	Retain 5 years after completion then destroy	No
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*Superseded Schedules***8615** *Weekly Vehicle Inspections*

Investigations	GAC-ISP-12	CP	5	Retain 5 years after completion then destroy	No
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*Superseded Schedules***8596** *Company Incident Report*

Public Safety Services (PSS)

Law Enforcement (LAE)

Accidents and Incidents	PSS-LAE-02	CP	10	Retain 10 years after completion then destroy	Yes
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*Superseded Schedules***8613** *Uniform Fire and Incident File (Basic incident, basic casualty, alarm report)***8612** *Structural Fire Report***8605** *Loss File Card (Alpha index card)*

Citation Management - Violations	PSS-LAE-09	CP	5	Retain 5 years after completion then destroy	No
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*Superseded Schedules***17558** *Official Notice of Violation*

General Government

Administration and Business Support (ADM)

Community and Public Relations (COM)

Complaints	ADM-COM-02	CP	1	Retain 1 year after completion then destroy	No
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*Superseded Schedules***17583** *Nuisance and Complaints Files*

Equipment and Vehicle Management (EVM)

Maintenance and Repairs	ADM-EVM-02	CP	5	Retain 5 years after completion then destroy	No
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*Superseded Schedules***94-306** *Equipment Service Manuals***15617** *Motor Vehicle Records*

General Government

Administration and Business Support (ADM)

General Management (GMT)

Affidavits of Publication	ADM-GMT-29	CP	5	Retain 5 years after completion then destroy	No
<i>Superseded Schedules</i>					
17559	<i>Affidavits of Publication and Legal Notices from Newspapers</i>				
Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
<i>Superseded Schedules</i>					
17569	<i>Correspondence and memorandums (Incoming outgoing and internal)</i>				
Event Management	ADM-GMT-07	CP	3	Retain 3 years after completion then destroy	Yes
<i>Superseded Schedules</i>					
95-332	<i>Video Tapes of Meetings</i>				
Historical	ADM-GMT-08	PERM		Retain permanently	No
<i>Superseded Schedules</i>					
17563	<i>Bicentennial and Centennial Records Relate to activities/functions fo various celebrations)</i>				
Planning and Development	ADM-GMT-17	CR	5	Retain 5 years after create date, then destroy	Yes
<i>Superseded Schedules</i>					
8623	<i>Council and City Manager Plan (How it works)</i>				
Transitory Records	ADM-GMT-26	OBS/SUP 3		Retain 3 years after obsolete or superseded, then destroy.	No
<i>Superseded Schedules</i>					
94-300	<i>Boards, Committees, and Staff Meeting Records</i>				
92-31	<i>Charge Card Receipts</i>				
92-28	<i>Deadwood Tickets</i>				
92-29	<i>Drop Tickets</i>				
94-307	<i>Petty Cash/Special Deposit Records</i>				
8620	<i>Business Development Records</i>				
8573	<i>Liquor License Applications and Renewals Not Approved by Municipality</i>				
8553	<i>Election Ballots</i>				
17582	<i>Newspaper Articles and Clippings</i>				
8549	<i>Certificate of Nomination</i>				
17573	<i>Election Records (Application for nomination --Primary election, list of filings for councilmen, abstract of elections by voting precincts, write-in tally sheets</i>				

General Government

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
<i>Superseded Schedules</i>				

17577 *Legal Notices Pertaining to Liquor Licenses (Includes renewals)*

17586 *Sound Recordings of Meetings and City Council Sessions (See Handbook for Municipal Clerks and Treasurers for information which is to be recorded in the Journal)*

17585 *Public Hearing Files (Includes tapes and exhibits)*

Employee Services (EMP)

Benefits Management (BEN)

Plans	EMP-BEN-04	SUP 5	Retain 5 years after superseded then destroy	No
<i>Superseded Schedules</i>				
94-308	<i>Wellness Program Records</i>			

Personnel Management (PER)

Employee Bonds	EMP-PER-24	EXP 10	Retain 10 years after expiration then destroy	No
<i>Superseded Schedules</i>				
8554	<i>Employee Bonds (Includes blanket and continuation performance bonds)</i>			

Personnel Files - Long Term	EMP-PER-22	CP 10	Retain 10 years after separation then destroy	No
<i>Superseded Schedules</i>				
17574	<i>Employee Accident and Other Labor- Related Statistical or Information Reports (Includes Workers' Compensation reports, log and summary of occupational injuries and illnesses survey)</i>			

Financial and Accounting (FIN)

Accounting Management (ACC)

Accounts Receivable and Revenue	FIN-ACC-12	FYE 7	Retain 7 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>				

92-30 *Cash Register Tapes*

Municipalities

General Government

Financial and Accounting (FIN)

Asset Management (ASM)

Surplus and Disposal	FIN-ASM-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					

17578 *Lien Sale Records (Bills of sale, affidavits of publication, notice of sales and duplicate receipts relating to vehicles, bikes, furniture and other goods which are sold or auctioned)*

Bank Administration (BNK)

Statements and Reports	FIN-BNK-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					

92-27 *Bank Deposit Records*

Investment Management (INV)

Bond Issues	FIN-INV-09	CP	3	Retain 3 years after completion then destroy	No
<i>Superseded Schedules</i>					

14586 *Industrial development and Revenue Bond Proceedings (Separate summary information, such as the resolution authorizing the issuance of the Industrial Reserve Bond and the ordinance approving the bond, will be maintained permanently. This information include*

Procurement (PRO)

Bids, Proposals and Quotes	FIN-PRO-01	CP	4	Retain 4 years after completion then destroy	No
<i>Superseded Schedules</i>					

94-304 *Bids and Specifications for Minor/Other Projects, Goods, and Services (Includes any agreement, contracts, bid and maintenance/performance bonds, etc.)*

17564 *Bids and Specifications for major Utilities/Public Works Projects, buildings, and Major Improvement Projects (Includes any agreement, contracts, bid and maintenance/performance bonds, etc.)*

17566 *Bids and Specifications - Not Accepted (Includes all related records including bid bonds)*

Governance and Compliance (GAC)

Election Management (ELM)

Appointments	GAC-ELM-04	OBS	5	Retain 5 years after obsolete then destroy	No
<i>Superseded Schedules</i>					

17562 *Appointment Records*

General Government

Governance and Compliance (GAC)

Environment Management (ENV)

Storage Tank - Remediation	GAC-ENV-10	CYE	75	Retain 75 years after calendar year end then destroy	No
<i>Superseded Schedules</i>					

17588 *Underground Storage Tank(UST) Records - Permanently Closed Tank*

Storage Tanks	GAC-ENV-11	CP	5	Retain 5 years after completion then destroy	No
<i>Superseded Schedules</i>					

17587 *Underground Storage Tank Installation, Maintenance and Monitoring Records*

Governance (GOV)

Bylaws	GAC-GOV-01	PERM		Retain permanently	No
<i>Superseded Schedules</i>					

17576 *Incorporation Records of Municipality*

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM		Retain permanently	No
<i>Superseded Schedules</i>					

17570 *Council Minutes, Ordinances and Resolutions, Books of --Original Attested Records/Journal*

17560 *Agenda of Boards and Commissions and Council*

17571 *Council Minutes, Ordinances, Resolutions (Duplicates)*

17581 *Minutes, Rules and Regulations, and Related Records of Commissions, Committees and Boards*

Oaths of Office - Local Government	GAC-GOV-07	CR	3	Retain 3 years after create date, then destroy	No
<i>Superseded Schedules</i>					

NEW *Oaths of Office - Local Government*

8631 *Oaths of Office*

Inspections and Monitoring (ISP)

Herbicide, Pesticide and Chemicals	GAC-ISP-11	CP	5	Retain 5 years after completion then destroy	No
<i>Superseded Schedules</i>					

17575 *Environmental Protection Agency (EPA) Project Assistance Records*

17589 *Weed and Pest Control Files*

Legislation and Regulation Management (LRM)

Proclamations	GAC-LRM-23	CR	2	Retain 2 years after create date.	No
<i>Superseded Schedules</i>					

05-438 *Proclamations*

Municipalities

General Government

Governance and Compliance (GAC)

Permit Management (PMT)

Special or Temporary	GAC-PMT-06	EXP	5	Retain 5 years after expiration then destroy	No
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*Superseded Schedules***17584** *Permits (Includes, but not limited to, incineration, special, cab drivers, parades*

Policy and Standards Management (PSM)

Policies, Procedures and Manuals	GAC-PSM-02	SUP	5	Retain 5 years after superseded then destroy	Yes
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*Superseded Schedules***8632** *Policies and Procedures of the City - All Departments*

Standards	GAC-PSM-03	SUP	3	Retain 3 years after superseded, then destroy	Yes
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*Superseded Schedules***17568** *City/Town Code Books*

Records Management (RCM)

Retention Schedules	GAC-RCM-09	PERM		Retain permanently	No
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*Superseded Schedules***94-305** *Records Retention/Destruction Schedules and Related Records*

Legal and Judiciary (LGL)

Contract Management (CTR)

General	LGL-CTR-04	EXP	10	Retain 10 years after expiration then destroy	No
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*Superseded Schedules***17561** *Agreements and Contracts (Includes correspondence and attached records)*

Leases	LGL-CTR-08	EXP	10	Retain 10 years after expiration then destroy	No
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*Superseded Schedules***8566** *Lease Agreements (Land and buildings)*

Legal Matter Management (LMM)

Advice and Opinions	LGL-LMM-03	PERM		Retain permanently	No
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*Superseded Schedules***8628** *Legal Opinions and letters of Advice (City Attorney and State Attorney General)*

Licensing and Registration (LAR)

General	LGL-LAR-22	EXP	5	Retain 5 years after expiration then destroy	No
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*Superseded Schedules***8569** *Licenses (Includes, but not limited to, health, business including solicitor's, dog)*

Municipalities

General Government

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

General	LGL-LAR-22	EXP	5	Retain 5 years after expiration then destroy	No
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*Superseded Schedules***17567** *Bond for Business Licenses and Permits (Messenger, taxi cab, private investigators and detectives, special park usage permit - all types)***06-115** *Liquor License File***17580** *Liquor Permit, Special, and Malt Beverage Permits*

Litigation Management (LIT)

Case Files	LGL-LIT-01	CP	5	Retain 5 years after completion then destroy	Yes
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*Superseded Schedules***03-152** *Litigation Files*

Real Property (RPR)

Land and Easements	LGL-RPR-03	PERM		Retain permanently	No
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*Superseded Schedules***8580** *Subdivision Agreements*

Intra-Governmental Services

Administration and Business Support (ADM)

General Management (GMT)

Historical	ADM-GMT-08	PERM		Retain permanently	No
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*Superseded Schedules***8641** *Historical Files*

Reports - General	ADM-GMT-22	CR	5	Retain 5 years after create date, then destroy	Yes
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*Superseded Schedules***8636** *Abstract of Title*

Legal and Judiciary (LGL)

Real Property (RPR)

Appraisals - Valuations	LGL-RPR-08	OBS/SUP 3		Retain 3 years obsolete or superseded, then destroy.	No
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*Superseded Schedules***8637** *Appraisals*

Municipalities

Intra-Governmental Services

Legal and Judiciary (LGL)

Real Property (RPR)

Land and Easements	LGL-RPR-03	PERM	Retain permanently	No
<i>Superseded Schedules</i>				
8638 <i>Conveyances</i>				
8640 <i>Easements</i>				
8639 <i>Deeds</i>				
Reports - Property	LGL-RPR-05	PERM	Retain permanently	Yes
<i>Superseded Schedules</i>				
8642 <i>Judgements (Acquistion of Land)</i>				

Municipal Court

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
<i>Superseded Schedules</i>					
05-229 <i>General Correspondence</i>					
Transitory Records	ADM-GMT-26	OBS/SUP 3		Retain 3 years after obsolete or superseded, then destroy.	No
<i>Superseded Schedules</i>					
05-233 <i>Witness, Interpreter, Juror's Fee Records</i>					
13129 <i>Local/Area Arrest Warrant Listing</i>					
13128 <i>Juror Summons</i>					
13126 <i>Juror Form</i>					
05-238 <i>Juror Questionnaire</i>					
05-244 <i>Sound Recordings/Electronic Records</i>					
05-247 <i>Reports to the Supreme Court, City, County or other agencies.</i>					
05-237 <i>Jail Roster Lists/Reports</i>					

Municipalities

Municipal Court

Employee Services (EMP)

Personnel Management (PER)

Personnel Files - Long Term	EMP-PER-22	CP	10	Retain 10 years after separation then destroy	No
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*Superseded Schedules***13120** *Personnel Records*

Financial and Accounting (FIN)

Accounting Management (ACC)

Accounts Payables	FIN-ACC-09	FYE	7	Retain 7 years after the fiscal year end then destroy	No
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*Superseded Schedules***05-245** *Vouchers/Purchase Orders-City (Duplicates)*

Accounts Receivable and Revenue	FIN-ACC-12	FYE	7	Retain 7 years after the fiscal year end then destroy	No
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*Superseded Schedules***05-228** *Cash Books and Bond Ledgers***05-248** *Receipts from City Treasurer for fees collected.***05-249** *Receipt Books or Duplicate Receipts*

Input/Output Financial	FIN-ACC-99	VER	1	Retain 1 year after verification then destroy	No
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*Superseded Schedules***05-232** *Payroll Data Input Records and Output Reports - Originals and Duplicates. (Includes time sheets, annual or sick leave records, tax forms, etc.)*

Asset Management (ASM)

Inventories	FIN-ASM-03	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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*Superseded Schedules***05-230** *Inventory Records***05-231** *Inventory Reports*

Bank Administration (BNK)

Statements and Reports	FIN-BNK-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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*Superseded Schedules***05-227** *Bank Records for Ordinance, Criminal, and Bond Accounts (Includes bank statements, deposit slips, cancelled checks and book stubs, registers)*

Municipalities

Municipal Court

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

General	GAC-AOC-05	CP	5	Retain 5 years after completion then destroy	Yes
<i>Superseded Schedules</i>					
05-246	<i>Reports of Examination or Audit</i>				

Legal and Judiciary (LGL)

Court Administration (COU)

Calendars	LGL-COU-01	CR	1	Retain 1 year after create date, then destroy	No
<i>Superseded Schedules</i>					
05-234	<i>Court Calendar</i>				
Case Files and Dockets	LGL-COU-04	PERM		Retain permanently	No
<i>Superseded Schedules</i>					
05-242	<i>Court Dockets (The following is docket information that the State Archives recommends be kept permanent: Name of Defendant; Defendant's address, date of birth, Charge indicating a felony or misdemeanor; Date of violation; dates and types of court actions;</i>				
Criminal	LGL-COU-06	PERM		Retain permanently	No
<i>Superseded Schedules</i>					
8649	<i>Court Order and Expungement Record</i>				
05-241	<i>Criminal Case Files - Jailable Offenses - Adult and Juvenile (Includes cases relating to drug possession and driving while under the influence. Various records including warrants, complaints, subpoenas, summons, jail authorizations, defendant rights, jud</i>				
Indexes	LGL-COU-07	PERM		Retain permanently	No
<i>Superseded Schedules</i>					
05-243	<i>Index to Cases</i>				
Jury Management	LGL-COU-08	CP	4	Retain 4 years after completion then destroy	No
<i>Superseded Schedules</i>					
05-236	<i>Jury Lists</i>				
Warrants - Unexecuted	LGL-COU-11	EXP	4	Retain 4 years until expiration then destroy	No
<i>Superseded Schedules</i>					
05-239	<i>Arrest Warrants, Unexecuted</i>				

Municipalities

Municipal Court

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

Case Files - Domestic Violence Assault	LGL-LMM-46	CP	20	Retain 20 years after completion, then destroy	No
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*Superseded Schedules**New Case Files - Domestic Violence Assault*

Litigation Management (LIT)

Case Files	LGL-LIT-01	CP	5	Retain 5 years after completion then destroy	Yes
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*Superseded Schedules**18-004 Case Files*

Public Safety Services (PSS)

Law Enforcement (LAE)

Citation Management - Alcohol	PSS-LAE-06	CP	55	Retain 55 years after completion then destroy	No
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*Superseded Schedules**18-006 Citation Management - Alcohol*

Citation Management - Parking	PSS-LAE-07	CP	2	Retain 2 years after completion then destroy	No
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*Superseded Schedules**05-235 Parking Ticket Envelope (Noncitation parking ticket)*

Citation Management - Traffic/Violations	PSS-LAE-08	CP	10	Retain 10 years after completion then destroy	Yes
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*Superseded Schedules**05-240 Traffic Citations, Ordinance Violations, and other Minor Offenses which are non-jailable case files, and Dockets/Abstracts*

Citation Management - Violations	PSS-LAE-09	CP	5	Retain 5 years after completion then destroy	No
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*Superseded Schedules**18-003 Citation Management Traffic/Violations*

Municipalities

Financial and Accounting (FIN)

Grant and Scholarship Management (GRM)

Grant Files	FIN-GRM-01	CP	10	Retain 10 years after completion then destroy	No
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*Superseded Schedules**92-1 Finance Records on Wyoming Farm Loan Board and Grants and Loans*

Parks and Recreation

Municipalities

Parks and Recreation

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
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*Superseded Schedules***17590** *Activity Reports and Project Information Files*

Financial and Accounting (FIN)

Grant and Scholarship Management (GRM)

Grant Files	FIN-GRM-01	CP	10	Retain 10 years after completion then destroy	No
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*Superseded Schedules***17593** *Loan/Grant Assistance Files (Includes Land and Water Conservation Fund records)*

Governance and Compliance (GAC)

Governance (GOV)

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM	Retain permanently	No
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*Superseded Schedules***8672** *Golf Course Clubhouse Board Minutes*

Permit Management (PMT)

Special or Temporary	GAC-PMT-06	EXP	5	Retain 5 years after expiration then destroy	No
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*Superseded Schedules***17592** *Forestry License and Permit Records*

Natural Resource Management (NRM)

Land and Water Resource Management (LWR)

Land Management	NRM-LWR-06	PERM	Retain permanently	No
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*Superseded Schedules***17591** *Boundary Board Maps of Recreation Areas and related records, including legal description of land.*

Personnel

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
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*Superseded Schedules***8687** *Personnel Status Report—Sick, Vacation*

Personnel

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
<i>Superseded Schedules</i>				

8682 *Employee Record (Information worksheet)*

Risk Management (RSK)

Accidents and Property Damage	ADM-RSK-01	CP	5	Retain 5 years after completion then destroy	No
<i>Superseded Schedules</i>					

17594 *Accident Reports*

Incident Management	ADM-RSK-03	CP	10	Retain 10 years after completion then destroy	No
<i>Superseded Schedules</i>					

20-001 *Incident Management*

Employee Services (EMP)

Employer and Labor Services (ELS)

Labor Negotiations	EMP-ELS-05	PERM		Retain permanently	No
<i>Superseded Schedules</i>					

8685 *Negotiations Relating to Fire and Police Personnel-Records*

Personnel Management (PER)

Evaluations - Performance	EMP-PER-04	CP	10	Retain 10 years after separation then destroy	No
<i>Superseded Schedules</i>					

8686 *Performance Appraisal*

I-9s	EMP-PER-08	TE	3	Retain 3 years after separation then destroy	No
<i>Superseded Schedules</i>					

17601 *Immigration and Naturalization Records (Includes I-9 forms)*

Medical Records	EMP-PER-11	TE	30	Retain 30 years after separation then destroy	No
<i>Superseded Schedules</i>					

17598 *Employee Medical Records and Exposure Records (Relates to employees who are or have been exposed to toxic substances or harmful physical agents)*

Personnel Files - Long Term	EMP-PER-22	CP	10	Retain 10 years after separation then destroy	No
<i>Superseded Schedules</i>					

17595 *Application for Employment (Records of hired persons)*

Personnel

Employee Services (EMP)

Personnel Management (PER)

Personnel Files - Long Term	EMP-PER-22	CP	10	Retain 10 years after separation then destroy	No
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*Superseded Schedules***17602** *Personnel Status Reports–Status Change of Job***09-141** *Employee Personnel Records & Medical Records*

Time and Attendance	EMP-PER-18	CYE	5	Retain 5 years after calendar year end then destroy	No
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*Superseded Schedules***17600** *Employee Time Cards*

Retirement and Pension Administration (RPA)

Member Files	EMP-RPA-02	TE	60	Retain 60 years after separation then destroy	No
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*Superseded Schedules***8690** *Retirement Records*

Staffing and Recruiting (SAR)

Applicants - Not Hired	EMP-SAR-01	CYE	3	Retain 3 year after calendar year end then destroy	No
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*Superseded Schedules***8676** *Applications for Employment (Not Hired) (Includes test papers, resumés, etc.)*

Background Checks - Not Hired	EMP-SAR-02	CYE	3	Retain 3 year after calendar year end then destroy	No
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*Superseded Schedules***17603** *Reference Check*

Positions and Classifications	EMP-SAR-04	SUP	5	Retain 5 years after superseded then destroy	No
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*Superseded Schedules***17596** *Civil Service Records(Eligibility list, exams, rating form,procedures and results, regulations)***8679** *Classification Plan (Job description, position audit form, job questionnaire)*

Vacancy Announcements	EMP-SAR-06	CP	2	Retain 2 years after completion then destroy	No
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*Superseded Schedules***8684** *Job Opening Announcements*

Municipalities

Personnel

Employee Services (EMP)

Workers Compensation and Unemployment (WCU)

Claims	EMP-WCU-01	CP	5	Retain 5 years after completion then destroy	No
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*Superseded Schedules***10938** *Workers' Compensation Records*

Governance and Compliance (GAC)

Human Rights Management (HRM)

Affirmative Action/EEOC	GAC-HRM-03	CR	5	Retain 5 years after create date, then destroy	No
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*Superseded Schedules***17604** *State and Local Government Information Report EEO-4 and Supporting Documentation*

Legal and Judiciary (LGL)

Contract Management (CTR)

General	LGL-CTR-04	EXP	10	Retain 10 years after expiration then destroy	No
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*Superseded Schedules***17597** *Employee Agreement/Contract*

Planning

Administration and Business Support (ADM)

General Management (GMT)

Planning and Development	ADM-GMT-17	CR	5	Retain 5 years after create date, then destroy	Yes
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*Superseded Schedules***8696** *Studies and Plans (Land use, population, consultants economic, projections, etc.)***8693** *Census Tract (Census tract plan, census of agriculture, census data-general, census tract boundaries)*

Governance and Compliance (GAC)

Election Management (ELM)

Annexations	GAC-ELM-02	PERM		Retain permanently	No
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*Superseded Schedules***8698** *Annexations*

Planning

Natural Resource Management (NRM)

Land and Water Resource Management (LWR)

Aerial Maps and Photos	NRM-LWR-01	PERM	Retain permanently	No
<i>Superseded Schedules</i>				
8692 <i>Aerial Photographs</i>				
Land Management	NRM-LWR-06	PERM	Retain permanently	No
<i>Superseded Schedules</i>				
8694 <i>Planned Unit Developments and Amendments Thereto</i>				
8697 <i>Subdivision (Additions) Records</i>				
Plats and Maps	NRM-LWR-07	PERM	Retain permanently	No
<i>Superseded Schedules</i>				
17605 <i>Plat Book</i>				

Police

Administration and Business Support (ADM)

Equipment and Vehicle Management (EVM)

Equipment Files	ADM-EVM-01	LOA	5	Retain 5 years after the Life of the Asset then destroy	No
<i>Superseded Schedules</i>					
05-389 <i>Equipment Repair Orders (A Warning Citation issued to an individual..) (Douglas P.D.)</i>					

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
<i>Superseded Schedules</i>					
05-403 <i>Police Chief's General Correspondence</i>					
05-365 <i>Archives and Records Management Unit correspondence</i>					
Logs	ADM-GMT-11	CR	3	Retain 3 years after create date, then destroy	No
<i>Superseded Schedules</i>					
05-311 <i>Weapons Room Inventory</i>					
05-303 <i>Certified Mail Card</i>					
05-302 <i>Towed Vehicle Log</i>					
05-299 <i>Radio Log / Daily Activity Report</i>					
05-371 <i>Log Books</i>					

Police

Administration and Business Support (ADM)

General Management (GMT)

Reports - Annual Agency	ADM-GMT-28	PERM	Retain permanently	Yes
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*Superseded Schedules***05-386** *Police Department Annual Report*

Reports - General	ADM-GMT-22	CR	5	Retain 5 years after create date, then destroy	Yes
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*Superseded Schedules***05-394** *Memoranda - External***05-395** *Memoranda - Internal***05-374** *Officer Activity Cards*

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
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*Superseded Schedules***05-373** *News Release Book***05-372** *Monthly Reports (Includes Uniform Crime Report)***05-314** *Daily Jail Activity Report***05-301** *Teletype System Records (Includes N.C.I.C. Records)***05-300** *Sound Recordings of Radio and Telephone Traffic***05-293** *Detective Month End Report***05-298** *Criminal History Records Information (CHRI); Request Sheet*

Risk Management (RSK)

Accidents and Property Damage	ADM-RSK-01	CP	5	Retain 5 years after completion then destroy	No
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*Superseded Schedules***05-362** *Accident Report*

Employee Services (EMP)

Payroll Management (PRL)

Reports - Payroll	EMP-PRL-03	CYE	7	Retain 7 years after calendar year end then destroy	No
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*Superseded Schedules***05-401** *Record of Overtime / Overtime earned*

Police

Employee Services (EMP)

Personnel Management (PER)

Grievances and Investigations	EMP-PER-07	CP	7	Retain 7 years after completion then destroy	No
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*Superseded Schedules***05-397** *Personnel Grievance Records*

Leave Records/UW Tenure & Promotions	EMP-PER-10	CP	3	Retain 3 years after completion then destroy	No
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*Superseded Schedules***05-391** *Leave Request / Report (Douglas P.D.)***05-402** *Vacation Request Sheet*

Organizational Charts	EMP-PER-13	SUP	3	Retain for 3 years superseded, then destroy	No
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*Superseded Schedules***05-399** *Police Department Organization Chart*

Personnel Files - Long Term	EMP-PER-22	CP	10	Retain 10 years after separation then destroy	No
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*Superseded Schedules***05-309** *Officer's Training File***05-396** *Personnel File*

Time and Attendance	EMP-PER-18	CYE	5	Retain 5 years after calendar year end then	No
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*Superseded Schedules***destroy****05-385** *Absence Report - Duplicate***05-387** *Compensatory Time File*

Staffing and Recruiting (SAR)

Applicants - Not Hired	EMP-SAR-01	CYE	3	Retain 3 year after calendar year end then	No
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*Superseded Schedules***destroy****05-398** *Personnel Hiring Records*

Financial and Accounting (FIN)

Accounting Management (ACC)

Accounts Receivable and Revenue	FIN-ACC-12	FYE	7	Retain 7 years after the fiscal year end then	No
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*Superseded Schedules***destroy****05-393** *Medical Bill, Contested*

Police

Financial and Accounting (FIN)

Accounting Management (ACC)

Funds - Inmate	FIN-ACC-03	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					

05-400 *Prisoner Billing File*

Ledgers - Subsidiary	FIN-ACC-08	FYE	6	Retain 6 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					

05-370 *Ledger (a.k.a. Cash Book)*

Grant and Scholarship Management (GRM)

Grant Files	FIN-GRM-01	CP	10	Retain 10 years after completion then destroy	No
<i>Superseded Schedules</i>					

05-390 *Grant File*

Governance and Compliance (GAC)

Policy and Standards Management (PSM)

Policies, Procedures and Manuals	GAC-PSM-02	SUP	5	Retain 5 years after superseded then destroy	Yes
<i>Superseded Schedules</i>					

05-308 *Officer's Manual a/k/a Operations Manual*

05-388 *Department Order - Internal*

05-310 *Records Department's Policies and Procedures Manual*

05-307 *Dispatcher's Manual a/k/a Dispatcher's Policies and Procedures Manual*

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

Case Files	LGL-LMM-06	CP	10	Retain 10 years after completion then destroy	No
<i>Superseded Schedules</i>					

New *Domestic Violence Assaults*

Case Files - Adult Felony	LGL-LMM-08	CP	25	Retain 25 years after completion then destroy	No
<i>Superseded Schedules</i>					

05-366 *Arrest or Booking files/Records*

05-367 *Case Files*

05-312 *Booking Form (Includes, but not limited to: Suspect Page, Charge information, and Court Assignment documents)*

Police

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

Case Files - Homicides	LGL-LMM-43	PERM		Retain permanently	No
<i>Superseded Schedules</i>					
New <i>Death/Homicide Report</i>					
New <i>Arrest or Booking Files - Homicides</i>					
Court Orders	LGL-LMM-14	CP	5	Retain 5 years after completion then destroy	No
<i>Superseded Schedules</i>					
05-369 <i>Court Order to Expunge Records</i>					
05-377 <i>Subpoena for Records</i>					
Evidence - Homicides	LGL-LMM-16	PERM		Retain permanently	No
<i>Superseded Schedules</i>					
05-306 <i>Property/Evidence Control and Disposition Records</i>					
General	LGL-LMM-19	CYE	4	Retain 4 years after calendar year end then destroy	Yes
<i>Superseded Schedules</i>					
New <i>Non-Criminal</i>					
New <i>Misdemeanors</i>					
New <i>Arrest or Booking Files - Deceased</i>					
New <i>Arrest or Booking Files - Misdemeanor</i>					
New <i>Booking Form - Misdemeanors</i>					
05-368 <i>Complaint & Summons</i>					
Investigations	LGL-LMM-22	CP	5	Retain 5 years after completion then destroy	Yes
<i>Superseded Schedules</i>					
05-294 <i>Field Interview Report a/k/a "FI" Card</i>					
05-295 <i>Motorcycle Gang Member Index File</i>					
05-360 <i>Internal Affairs Investigation Files</i>					
05-297 <i>TRAC (Target Repeat Active Criminals) File</i>					
Waivers and Releases	LGL-LMM-32	EXP	6	Retain 6 years after expiration then destroy	No
<i>Superseded Schedules</i>					
05-361 <i>Waiver of Liability</i>					

Police

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

General	LGL-LAR-22	EXP	5	Retain 5 years after expiration then destroy	No
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*Superseded Schedules***05-376** *Registration and Licensing Records*

Litigation Management (LIT)

Case Files	LGL-LIT-01	CP	5	Retain 5 years after completion then destroy	Yes
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*Superseded Schedules***05-392** *Litigation File*

Public Safety Services (PSS)

Correctional Institutions (CIM)

Fingerprint Card - Criminal/Criminal Justice Applicants	PSS-CIM-06	CR	99	Retain 99 years after create date, then destroy	No
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*Superseded Schedules***05-304** *Fingerprint Cards - Master File*

Inmate Base Files	PSS-CIM-09	PERM		Retain permanently	Yes
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*Superseded Schedules***05-313** *Custodial Ledger Adult/Juvenile*

Inmate Maintenance	PSS-CIM-11	CP	5	Retain 5 years after discharge then destroy	No
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*Superseded Schedules***05-319** *Prisoners Telephone Log***05-318** *Prisoner Property/Release Form***05-320** *Request for Visitation Record*

Programs - Medical	PSS-CIM-22	EXP	5	Retain 5 years after expiration then destroy	Yes
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*Superseded Schedules***05-316** *Jail Medication Log/Screening (Restricted Records)*

Law Enforcement (LAE)

Arrest and Detainment	PSS-LAE-19	CP	5	Retain 5 years after completion then destroy	No
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*Superseded Schedules***05-317** *JUVENILE DETAINMENT TALLY*

Police

Public Safety Services (PSS)

Law Enforcement (LAE)

Citation Management - Parking	PSS-LAE-07	CP	2	Retain 2 years after completion then destroy	No
<i>Superseded Schedules</i>					
05-375 <i>Parking Tickets</i>					
Citation Management - Traffic/Violations	PSS-LAE-08	CP	10	Retain 10 years after completion then destroy	Yes
<i>Superseded Schedules</i>					
05-378 <i>Traffic Citations/Moving Violations</i>					
Citation Management - Violations	PSS-LAE-09	CP	5	Retain 5 years after completion then destroy	No
<i>Superseded Schedules</i>					
05-364 <i>Animal Control Records</i>					
General	PSS-LAE-20	CR	5	Retain 5 years after create date then destroy	No
<i>Superseded Schedules</i>					
05-296 <i>Pawn Slip</i>					
Photographic Identification File	PSS-LAE-18	CR	20	Retain 20 years after create date then destroy	No
<i>Superseded Schedules</i>					
05-305 <i>Photographic Identification File a/k/a Mug File</i>					
Surveillance	PSS-LAE-11	CR	2	Retain 2 years after create date then destroy	No
<i>Superseded Schedules</i>					
05-444 <i>In-car Video Recording</i>					
Surveillance - Video Recording Devices	PSS-LAE-21	CP	.25/5	Routine footage may be destroyed or recycled 90 days after create date. Retain footage documenting injuries, "offenses against the person," or detentions for 5 years after the completion of the incident/investigation or court case, whichever is later.	No
<i>Superseded Schedules</i>					
18-001 <i>Surveillance - Video Recording Devices</i>					
Vehicular Homicide Crash Reports	PSS-LAE-16	PERM		Retain permanently	No
<i>Superseded Schedules</i>					
05-363 <i>Accident Report - Vehicular Homicide</i>					

Municipalities

Police

Public Safety Services (PSS)

Law Enforcement (LAE)

Video Records	PSS-LAE-15	CP	5	Retain 5 years after completion then destroy	No
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*Superseded Schedules***05-315** *In-jail Video Recordings*

Public Utilities

Administration and Business Support (ADM)

Buildings, Facilities and Infrastructure Management (BFI)

Maps, Drawings and Plans	ADM-BFI-06	LOA	10	Retain for 10 years after the Life of the Asset then destroy	Yes
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*Superseded Schedules***17610** *Utility Construction and "As Built" Plans, Specifications, and Related Records (Also includes location plans, permits, and permit index sheets)*

Work Orders	ADM-BFI-08	CP	1	Retain 1 year after completion then destroy	No
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*Superseded Schedules***2810** *Work Orders*

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3		Retain 3 years after obsolete or superseded, then destroy.	No
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*Superseded Schedules***94-309** *Customer Service Management Reports***2809** *Sanitation Department Memorandums*

Financial and Accounting (FIN)

Accounting Management (ACC)

Accounts Receivable and Revenue	FIN-ACC-12	FYE	7	Retain 7 years after the fiscal year end then destroy	No
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*Superseded Schedules***2666** *Cashier's Reports***17606** *Billing Records*

Ledgers - Subsidiary	FIN-ACC-08	FYE	6	Retain 6 years after the fiscal year end then destroy	No
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*Superseded Schedules***17609** *Customer's Ledger Sheets*

Municipalities

Public Utilities

Financial and Accounting (FIN)

Customer Service (CUS)

Customer Files	FIN-CUS-01	CP	5	Retain 5 years after completion then destroy	No
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*Superseded Schedules***17608** *Customer's Applications for Utilities***17607** *Customer Information/History Files*

Governance and Compliance (GAC)

Environment Management (ENV)

Water Facilities	GAC-ENV-13	CP	5	Retain 5 years after completion then destroy	No
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*Superseded Schedules***17614** *Water System Sanitary Surveys Records (Includes all reports, summaries or communications relating to surveys of the system conducted by the system itself, or by any private or governmental agency)***17612** *Water System Bacteriological Analyses Records***17611** *Wastewater Treatment Facility Records (Includes discharge permit, funding and personnel/operator records, and monitoring records)***17613** *Water System Chemical Analyses Records***17615** *Water System Variance or Exemption Records***17616** *Water System Violation and Correction Records***94-310** *Water Order Records (Includes meter readings and charges)*

Permit Management (PMT)

Special or Temporary	GAC-PMT-06	EXP	5	Retain 5 years after expiration then destroy	No
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*Superseded Schedules***12743** *Indoor Water Meter Permit Cards*

Public Works

Administration and Business Support (ADM)

Equipment and Vehicle Management (EVM)

Maintenance and Repairs	ADM-EVM-02	CP	5	Retain 5 years after completion then destroy	No
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*Superseded Schedules***17617** *Vehicle Registration Folder*

Municipalities

Archival Review by Agency

Public Works**Administration and Business Support (ADM)****General Management (GMT)**

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
<i>Superseded Schedules</i>				

8714 Streets Monthly Reports**8712** Sanitation Order**8710** Garage Monthly Reports**Governance and Compliance (GAC)****Permit Management (PMT)**

Landfill and Sanitation	GAC-PMT-11	CR	1	Retain 1 year after create date, then destroy	Yes
<i>Superseded Schedules</i>					
8713 Special Service Permit					
8707 Dump Permit					
8711 Sanitation Card					
8708 Dump Ticket					

Rescue**Administration and Business Support (ADM)****General Management (GMT)**

Logs	ADM-GMT-11	CR	3	Retain 3 years after create date, then destroy	No
<i>Superseded Schedules</i>					
01-252 Daily Call Log					
Transitory Records	ADM-GMT-26	OBS/SUP 3		Retain 3 years after obsolete or superseded, then destroy.	No
<i>Superseded Schedules</i>					
01-251 Charge Sheet Form					

Public Health Services (PHS)**Hospital and Medical (HAM)**

Patient Records - Adults	PHS-HAM-18	CP	7	Retain 7 years after completion then destroy	No
<i>Superseded Schedules</i>					
01-253 Patient Report Form					

Special Districts

Adminstration

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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*Superseded Schedules***10-047** *Correspondence and Memoranda*

Transitory Records	ADM-GMT-26	OBS/SUP 3		Retain 3 years after obsolete or superseded, then destroy.	No
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*Superseded Schedules***10-045** *Administrative Records*

Financial and Accounting (FIN)

Accounting Management (ACC)

Reports - Accounting	FIN-ACC-10	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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*Superseded Schedules***10-048** *Financial Records*

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

Maps	GAC-AOC-11	OBS	3	Retain for 3 years after obsolete, then destroy	Yes
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*Superseded Schedules***10-049** *Maps, Plans, Specifications, Engineering Drawings, Plats and Survey notes*

Governance (GOV)

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM		Retain permanently	No
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*Superseded Schedules***10-050** *Minutes*

Legal and Judiciary (LGL)

Contract Management (CTR)

General	LGL-CTR-04	EXP	10	Retain 10 years after expiration then destroy	No
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*Superseded Schedules***10-046** *Contracts and Agreements*

Public Health Services (PHS)						
Hospital and Medical (HAM)						
Patient Records - Children	PHS-HAM-19	CP	25	Retain 25 years after completion then destroy	No	
<i>Superseded Schedules</i>						
<i>98-038</i>	<i>Fetal Monitor Strips</i>					

Administrative and Financial Recors

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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*Superseded Schedules***05-414** *General Correspondence*

Transitory Records	ADM-GMT-26	OBS/SUP 3		Retain 3 years after obsolete or superseded, then destroy.	No
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*Superseded Schedules***14824** *Reports to the Supreme Court, County, or other agencies (Statistical/financial)***05-421** *Research Request Correspondence.*

Employee Services (EMP)

Personnel Management (PER)

Personnel Files - Long Term	EMP-PER-22	CP	10	Retain 10 years after separation then destroy	No
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*Superseded Schedules***14835** *Personnel Files*

Staffing and Recruiting (SAR)

Applicants - Not Hired	EMP-SAR-01	CYE	3	Retain 3 year after calendar year end then destroy	No
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*Superseded Schedules***05-422** *Resumes' and Employment Interest Files (From people inquiring about jobs)***05-429** *Unsuccessful Applications for Employment*

Financial and Accounting (FIN)

Accounting Management (ACC)

Accounts Payables	FIN-ACC-09	FYE	7	Retain 7 years after the fiscal year end then destroy	No
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*Superseded Schedules***14831** *Vouchers/Purchase Orders - County (Duplicates)*

Accounts Receivable and Revenue	FIN-ACC-12	FYE	7	Retain 7 years after the fiscal year end then destroy	No
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*Superseded Schedules***14826** *Cash Books and Bond Ledgers***05-405** *Cash Receipts*

Administrative and Financial Records

Financial and Accounting (FIN)

Accounting Management (ACC)

Accounts Receivable and Revenue	FIN-ACC-12	FYE	7	Retain 7 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					

14828 *Receipts from State or County Treasurer for Fees Collected*

Input/Output Financial	FIN-ACC-99	VER	1	Retain 1 year after verification then destroy	No
<i>Superseded Schedules</i>					

05-431 *WOLF/Wyoming Uniform Accounting System Input Records - Originals and Duplicates - Not Listed Separately (Includes activity forms, receipts and transmittal forms, travel vouchers, vouchers, etc.)*

05-430 *WOLF/Wyoming Uniform Accounting System Output Reports - Originals and Duplicates (Includes Sub-budget Detail, Budget Distribution, Daily Activity, etc.)*

05-418 *Payroll Data Input Records and Output Reports - Originals and Duplicates (Includes time sheets, annual or sick leave records, tax forms, etc.)*

Reports - Accounting	FIN-ACC-10	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					

14832 *Witness, Interpreter, Jurors Fee Books*

Asset Management (ASM)

Inventories	FIN-ASM-03	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					

14833 *Inventory Records and Reports - Originals and Duplicates*

Bank Administration (BNK)

Statements and Reports	FIN-BNK-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					

14825 *Bank Records for Civil, Criminal, and Bond Accounts (Includes bank statements, deposit slips, cancelled checks, checkbook stubs, check registers)*

Administrative and Financial Records

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

General	GAC-AOC-05	CP	5	Retain 5 years after completion then destroy	Yes
<i>Superseded Schedules</i>					
05-420	<i>Reports of Examination or Audit</i>				

Court Records

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records		ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
Superseded Schedules					
05-415	Jail Roster Lists/Reports				
90-70	Civil Judgment Journal				
05-426	Sound Recordings/Electronic Records				

Governance and Compliance (GAC)

Legislation and Regulation Management (LRM)

Orders	GAC-LRM-10	SUP	3	Retain 3 years superseded, then destroy	Yes
<i>Superseded Schedules</i>					
05-404	<i>Administrative Orders from the Supreme Court, Oaths of Office, Orders of Appointment of Magistrates, Administrative Orders of Circuit Court Judges</i>				

Legal and Judiciary (LGL)

Court Administration (COU)

Calendars	LGL-COU-01	CR	1	Retain 1 year after create date, then destroy	No
Superseded Schedules					
05-406	Court Calendar				
Case Files	LGL-COU-02	CP	7	Retain 7 years after completion then destroy	Yes
Superseded Schedules					
05-428	Unexecuted Arrest Warrants				
17-001	Civil Court Docket Books or Docket Sheets, 1979 and later				
Civil	LGL-COU-05	PERM		Retain permanently	No
Superseded Schedules					
05-408	Civil Court Docket Books or Docket Sheets, 1978 and earlier				

Court Records

Legal and Judiciary (LGL)

Court Administration (COU)

Civil/Small Claims/Family Violence/Stalking/Sexual Assault PO Case Files	LGL-COU-09	CP	10	Retain 10 years after completion or last activity date then destroy	No
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05-407 Civil Case Files

14816 Transcriptions

Court Dockets - County/Municipality	LGL-COU-13	CP	3	Retain 3 years after completion then destroy	Yes
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Superseded Schedules

05-419 Records of Official Actions of Magistrates (WS 5-9-2-4)

Criminal	LGL-COU-06	PERM		Retain permanently	No
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Superseded Schedules

05-412 Family Violence/Stalking Docket Books or Docket Sheets (A docket is considered to be “complete or completed” when it contains the names of the parties; the relationship of the victim to the defendant; the addresses and dates of birth; the date of the abuse and information about the act; the dates of court actions; the name of the attorney(s), if any; information about the court order(s); and the date and description of the remedy.)

05-410 Criminal Court Docket Books or Docket Sheets (A docket is considered to be “complete or completed” when it contains the name of the defendant; the defendant’s address and date of birth; the date of the violation; the dates and types of court actions; name of the attorney(s), if the defendant is represented; the plea; the finding, indicating felony or misdemeanor; sentencing; fine/jail time; and the date satisfied or dismissed.)

05-409 Criminal Case Files (Includes cases relating to family violence, drug possession, driving while under the influence, and all felonies) (A docket is considered to be “complete or completed” when it contains the name of the defendant; the defendant’s address and date of birth; the date of the violation; the dates and types of court actions; the name of the attorney(s), if the defendant is represented; the plea; the finding, indicating felony or misdemeanor; sentencing; fine/jail time; and the date satisfied or dismissed.)

05-511 Family Violence/Stalking Case File

Indexes	LGL-COU-07	PERM		Retain permanently	No
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Superseded Schedules

14817 Indexes to Civil, Family Violence, Criminal, and Small Claims Cases

Jury Management	LGL-COU-08	CP	4	Retain 4 years after completion then destroy	No
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Superseded Schedules

05-417 Jury Questionnaires

05-416 Jury List

Court Records

Legal and Judiciary (LGL)

Court Administration (COU)

Warrants	LGL-COU-10	CP	2	Retain 2 years after completion then destroy	No
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*Superseded Schedules***05-423** *Search Warrants*

Legal Matter Management (LMM)

Small Claims	LGL-LMM-30	CP	7	Retain 7 years after completion then destroy	No
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*Superseded Schedules***05-424** *Small Claims Case Files***05-425** *Small Claims Court Docket Books or Docket Sheets*

Public Safety Services (PSS)

Law Enforcement (LAE)

Citation Management - Traffic/Violations	PSS-LAE-08	CP	10	Retain 10 years after completion then destroy	Yes
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*Superseded Schedules***05-427** *Traffic Citations and Dockets/Abstracts of Cases (Relating to or containing ONLY Traffic Citations)*

Citation Management - Violations	PSS-LAE-09	CP	5	Retain 5 years after completion then destroy	No
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*Superseded Schedules***05-413** *Game & Fish Violations and similar minor offense citations if these records are filed with traffic citations, and Docket Books, Docket Sheets, or Abstracts of Cases relating to these cases.*

Administration

Administration and Business Support (ADM)

General Management (GMT)

Affidavits of Publication	ADM-GMT-29	CP	5	Retain 5 years after completion then destroy	No
<i>Superseded Schedules</i>					
10473	<i>Legal Notices (Published in newspapers, etc.)</i>				
Correspondence - Directors	ADM-GMT-03	PERM		Retain permanently	No
<i>Superseded Schedules</i>					
10452	<i>Board of Trustees - Correspondence</i>				
10454	<i>President - Correspondence</i>				
Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
<i>Superseded Schedules</i>					
10464	<i>Departments & Divisions - Correspondence</i>				
Publications	ADM-GMT-19	CR	5	Retain 5 years after create date, then destroy	Yes
<i>Superseded Schedules</i>					
10466	<i>Catalogs, Directories & other Publications (e.g. Yearbooks) paid for in whole or in part with state funds</i>				
Reference Material	ADM-GMT-20	OBS	3	Retain 3 years after obsolete, then destroy	Yes
<i>Superseded Schedules</i>					
10467	<i>Reports, Publications & Memoranda of Other State Agencies & Institutions</i>				
Reports - General	ADM-GMT-22	CR	5	Retain 5 years after create date, then destroy	Yes
<i>Superseded Schedules</i>					
10465	<i>Archives & Records Management File (Record of transfer of records to State Archives, Approved Retention Schedules, etc.) - AR-1 & AR-9</i>				

Employee Services (EMP)

Personnel Management (PER)

Organizational Charts	EMP-PER-13	SUP	3	Retain for 3 years superseded, then destroy	No
<i>Superseded Schedules</i>					
10457	<i>Organizational Charts</i>				

Financial and Accounting (FIN)

Accounting Management (ACC)

Input/Output Financial	FIN-ACC-99	VER	1	Retain 1 year after verification then destroy	No
<i>Superseded Schedules</i>					
10461	<i>Administration - Financial Records & Reports (Duplicates copies for Administrative use)</i>				

Administration

Financial and Accounting (FIN)

Accounting Management (ACC)

Input/Output Financial	FIN-ACC-99	VER	1	Retain 1 year after verification then destroy	No
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*Superseded Schedules***10460** Administration Operations Fiscal Files (Input & Output Documents for operation of Administration Office only)

Bank Administration (BNK)

Statements and Reports	FIN-BNK-04	FYE	5	Retain 5 years after the fiscal year end then	No
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Superseded Schedules

destroy

10472 Cancelled Bonds & Coupons

Budget Management (BUD)

Workpapers	FIN-BUD-04	FYE	5	Retain 5 years after the fiscal year end then	No
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Superseded Schedules

destroy

10462 Budget Preparation Files**10463** Budget Files

Investment Management (INV)

Bond Register and Paid Off Bonds	FIN-INV-01	CP	6	Retain 6 years after completion then destroy	Yes
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*Superseded Schedules***10470** Bond Election & Bond Sale Records (After 1973 elections conducted by County Clerks)**10471** Bond Registers

Governance and Compliance (GAC)

Accreditation and Certification (AAC)

Colleges and Universities	GAC-AAC-01	CP	5	Retain 5 years after completion then destroy	Yes
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*Superseded Schedules***10459** Accreditation Records (Including Self-Study Records & Reports)

Election Management (ELM)

Abstracts	GAC-ELM-01	PERM		Retain permanently	Yes
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*Superseded Schedules***10469** Board & Annexation Elections-Final Results (Abstracts of Elections)

Administration

Governance and Compliance (GAC)

Election Management (ELM)

Ballots and Poll Books	GAC-ELM-12	CP	2	Retain 2 years after completion then destroy	No
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Superseded Schedules

10468 *Board & Annexation Elections - Ballots & Poll Books, Election Notices & Certificates of Election, etc. (After 1973 election conducted by County Clerks)*

Governance (GOV)

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM		Retain permanently	No
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Superseded Schedules

10450 *Community College Commission, Minutes of Meetings & Supporting Documents*

10453 *Executive Committee/Council - Minutes of Meetings and Supporting Documents*

10451 *Community College District Board a/k/a Board of Trustees, Minutes of Meetings & Supportive Documents*

Legislation and Regulation Management (LRM)

Standing and Interim/Select Committee Files	GAC-LRM-18	CP	75	Retain 75 years after completion then destroy	Yes
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Superseded Schedules

10456 *Standing Committees, Minutes of Meetings & Supporting Documents*

Policy and Standards Management (PSM)

Memorandums, Orders and Directives	GAC-PSM-01	PERM		Retain permanently	No
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Superseded Schedules

10455 *President - Memoranda*

Policies, Procedures and Manuals	GAC-PSM-02	SUP	5	Retain 5 years after superseded then destroy	Yes
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Superseded Schedules

10458 *Manuals, Handbooks & Bylaws (Community College only)*

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

General	LGL-LAR-22	EXP	5	Retain 5 years after expiration then destroy	No
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Superseded Schedules

10474 *Licenses & Permits (Food, Sales, etc.)*

Real Property (RPR)

Land and Easements	LGL-RPR-03	PERM		Retain permanently	No
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Superseded Schedules

10475 *Deeds & Abstracts of Title*

Administration (Wyoming Community Colleges)

Administration and Business Support (ADM)

General Management (GMT)

Affidavits of Publication	ADM-GMT-29	CP	5	Retain 5 years after completion then destroy	No
<i>Superseded Schedules</i>					
10473	<i>Legal Notices (Published in newspapers, etc.)</i>				
Correspondence - Directors	ADM-GMT-03	PERM		Retain permanently	No
<i>Superseded Schedules</i>					
10452	<i>Board of Trustees - Correspondence</i>				
10454	<i>President - Correspondence</i>				
Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
<i>Superseded Schedules</i>					
10464	<i>Departments & Divisions - Correspondence</i>				
Publications	ADM-GMT-19	CR	5	Retain 5 years after create date, then destroy	Yes
<i>Superseded Schedules</i>					
10466	<i>Catalogs, Directories & other Publications (e.g. Yearbooks) paid for in whole or in part with state funds</i>				
Reference Material	ADM-GMT-20	OBS	3	Retain 3 years after obsolete, then destroy	Yes
<i>Superseded Schedules</i>					
10467	<i>Reports, Publications & Memoranda of Other State Agencies & Institutions</i>				
Reports - General	ADM-GMT-22	CR	5	Retain 5 years after create date, then destroy	Yes
<i>Superseded Schedules</i>					
10465	<i>Archives & Records Management File (Record of transfer of records to State Archives, Approved Retention Schedules, etc.) - AR-1 & AR-9</i>				

Employee Services (EMP)

Personnel Management (PER)

Organizational Charts	EMP-PER-13	SUP	3	Retain for 3 years superseded, then destroy	No
<i>Superseded Schedules</i>					
10457	<i>Organizational Charts</i>				

Financial and Accounting (FIN)

Accounting Management (ACC)

Input/Output Financial	FIN-ACC-99	VER	1	Retain 1 year after verification then destroy	No
<i>Superseded Schedules</i>					
10460	<i>Administration Operations Fiscal Files (Input & Output Documents for operation of Administration Office only)</i>				

Administration (Wyoming Community Colleges)

Financial and Accounting (FIN)

Accounting Management (ACC)

Input/Output Financial	FIN-ACC-99	VER	1	Retain 1 year after verification then destroy	No
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*Superseded Schedules***10461** Administration - Financial Records & Reports (Duplicates copies for Administrative use)

Bank Administration (BNK)

Statements and Reports	FIN-BNK-04	FYE	5	Retain 5 years after the fiscal year end then	No
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Superseded Schedules

destroy

10472 Cancelled Bonds & Coupons

Budget Management (BUD)

Workpapers	FIN-BUD-04	FYE	5	Retain 5 years after the fiscal year end then	No
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Superseded Schedules

destroy

10463 Budget Files**10462** Budget Preparation Files

Investment Management (INV)

Bond Register and Paid Off Bonds	FIN-INV-01	CP	6	Retain 6 years after completion then destroy	Yes
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*Superseded Schedules***10471** Bond Registers**10470** Bond Election & Bond Sale Records (After 1973 elections conducted by County Clerks)

Governance and Compliance (GAC)

Accreditation and Certification (AAC)

Colleges and Universities	GAC-AAC-01	CP	5	Retain 5 years after completion then destroy	Yes
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*Superseded Schedules***10459** Accreditation Records (Including Self-Study Records & Reports)

Election Management (ELM)

Abstracts	GAC-ELM-01	PERM		Retain permanently	Yes
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*Superseded Schedules***10469** Board & Annexation Elections-Final Results (Abstracts of Elections)

Administration (Wyoming Community Colleges)

Governance and Compliance (GAC)

Election Management (ELM)

Ballots and Poll Books	GAC-ELM-12	CP	2	Retain 2 years after completion then destroy	No
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Superseded Schedules

10468 Board & Annexation Elections - Ballots & Poll Books, Election Notices & Certificates of Election, etc. (After 1973 election conducted by County Clerks)

Governance (GOV)

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM		Retain permanently	No
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Superseded Schedules

10450 Community College Commission, Minutes of Meetings & Supporting Documents

10453 Executive Committee/Council - Minutes of Meetings and Supporting Documents

10451 Community College District Board a/k/a Board of Trustees, Minutes of Meetings & Supportive Documents

Legislation and Regulation Management (LRM)

Standing and Interim/Select Committee Files	GAC-LRM-18	CP	75	Retain 75 years after completion then destroy	Yes
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Superseded Schedules

10456 Standing Committees, Minutes of Meetings & Supporting Documents

Policy and Standards Management (PSM)

Memorandums, Orders and Directives	GAC-PSM-01	PERM		Retain permanently	No
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Superseded Schedules

10455 President - Memoranda

Policies, Procedures and Manuals	GAC-PSM-02	SUP	5	Retain 5 years after superseded then destroy	Yes
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Superseded Schedules

10458 Manuals, Handbooks & Bylaws (Community College only)

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

General	LGL-LAR-22	EXP	5	Retain 5 years after expiration then destroy	No
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Superseded Schedules

10474 Licenses & Permits (Food, Sales, etc.)

Real Property (RPR)

Land and Easements	LGL-RPR-03	PERM		Retain permanently	No
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Superseded Schedules

10475 Deeds & Abstracts of Title

Business Office

Administration and Business Support (ADM)

Buildings, Facilities and Infrastructure Management (BFI)

Construction Project Files	ADM-BFI-03	LOA	10	Retain for the Life of the Asset then destroy 10 years after that date.	Yes
<i>Superseded Schedules</i>					

10486 *Capital Construction & Improvements Records*

Maps, Drawings and Plans	ADM-BFI-06	LOA	10	Retain for 10 years after the Life of the Asset then destroy	Yes
<i>Superseded Schedules</i>					

10487 *Buildings - Blueprints, Plumbing & Wiring Diagrams & Specifications*

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3		Retain 3 years after obsolete or superseded, then destroy.	No
<i>Superseded Schedules</i>					

10482 *Charge-out Tickets (Office Supplies)*

Risk Management (RSK)

Insurance Policies	ADM-RSK-05	EXP	10	Retain 10 years after expiration then destroy	No
<i>Superseded Schedules</i>					

10484 *Insurance Records (Policies & Premiums, etc.)*

Financial and Accounting (FIN)

Accounting Management (ACC)

Accounts Payables	FIN-ACC-09	FYE	7	Retain 7 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					

10476 *Vouchers (Includes bills, statements, credit memos & relevant correspondence)*

Accounts Receivable and Revenue	FIN-ACC-12	FYE	7	Retain 7 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					

10481 *Cash Receipts (Tuition, Housing, Books & Activities)*

Collections and Bankruptcy	FIN-ACC-01	CP	7	Retain 7 years after completion then destroy	No
<i>Superseded Schedules</i>					

10493 *Accounts Due/Uncollectible Accounts Receivable*

Financial and Accounting (FIN)

Accounting Management (ACC)

Ledgers - General	FIN-ACC-07	PERM	Retain permanently	Yes
<i>Superseded Schedules</i>				
10479	<i>Funds - Ledger & Journal Sheets (Bound together by fund, year)</i>			

Asset Management (ASM)

Inventories	FIN-ASM-03	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					
10485	<i>Inventory Records</i>				

Bank Administration (BNK)

Statements and Reports	FIN-BNK-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					
10477	<i>Copies of Checks or Stubs (Check Register-Bound by fund, year, numerical order)</i>				
10478	<i>Funds - Bank Statements, Cancelled Checks & Receipt Books (Separate account for each fund) - By fund, year, numerical order</i>				

Grant and Scholarship Management (GRM)

Grant Files	FIN-GRM-01	CP	10	Retain 10 years after completion then destroy	No
<i>Superseded Schedules</i>					
10480	<i>Federal Funds - Grants Records</i>				

Procurement (PRO)

Bids, Proposals and Quotes	FIN-PRO-01	CP	4	Retain 4 years after completion then destroy	No
<i>Superseded Schedules</i>					
10489	<i>Bids</i>				
10490	<i>Bids - Unsuccessful</i>				
Purchase Orders and Requisitions	FIN-PRO-02	CP	5	Retain 5 years after completion then destroy	No
<i>Superseded Schedules</i>					
10483	<i>Purchase Requisitions & Purchase Orders</i>				

Business Office

Legal and Judiciary (LGL)

Contract Management (CTR)

General	LGL-CTR-04	EXP	10	Retain 10 years after expiration then destroy	No
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*Superseded Schedules***10491** *Contracts & Agreements*

Leases	LGL-CTR-08	EXP	10	Retain 10 years after expiration then destroy	No
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*Superseded Schedules***10492** *Leases*

Real Property (RPR)

Reports - Property	LGL-RPR-05	PERM		Retain permanently	Yes
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*Superseded Schedules***10488** *Grounds - Plats, Maps, Plans & Charts of Grounds, Water, Sewage & Utility Lines*

Business Office (Financial Records) (Wyoming Community Colleges)

Administration and Business Support (ADM)

Buildings, Facilities and Infrastructure Management (BFI)

Construction Project Files	ADM-BFI-03	LOA	10	Retain for the Life of the Asset then destroy 10 years after that date.	Yes
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*Superseded Schedules***10486** *Capital Construction & Improvements Records*

Maps, Drawings and Plans	ADM-BFI-06	LOA	10	Retain for 10 years after the Life of the Asset then destroy	Yes
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*Superseded Schedules***10487** *Buildings - Blueprints, Plumbing & Wiring Diagrams & Specifications*

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3		Retain 3 years after obsolete or superseded, then destroy.	No
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*Superseded Schedules***10482** *Charge-out Tickets (Office Supplies)*

Risk Management (RSK)

Insurance Policies	ADM-RSK-05	EXP	10	Retain 10 years after expiration then destroy	No
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*Superseded Schedules***10484** *Insurance Records (Policies & Premiums, etc.)*

Business Office (Financial Records) (Wyoming Community Colleges)

Financial and Accounting (FIN)

Accounting Management (ACC)

Accounts Payables	FIN-ACC-09	FYE	7	Retain 7 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					

10476 *Vouchers (Includes bills, statements, credit memos & relevant correspondence)*

Accounts Receivable and Revenue	FIN-ACC-12	FYE	7	Retain 7 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					

10481 *Cash Receipts (Tuition, Housing, Books & Activities)*

Collections and Bankruptcy	FIN-ACC-01	CP	7	Retain 7 years after completion then destroy	No
<i>Superseded Schedules</i>					

10493 *Accounts Due/Uncollectible Accounts Receivable*

Ledgers - General	FIN-ACC-07	PERM		Retain permanently	Yes
<i>Superseded Schedules</i>					

10479 *Funds - Ledger & Journal Sheets (Bound together by fund, year)*

Asset Management (ASM)

Inventories	FIN-ASM-03	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					

10485 *Inventory Records*

Bank Administration (BNK)

Statements and Reports	FIN-BNK-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					

10477 *Copies of Checks or Stubs (Check Register-Bound by fund, year, numerical order)*

10478 *Funds - Bank Statements, Cancelled Checks & Receipt Books (Separate account for each fund) - By fund, year, numerical order*

Grant and Scholarship Management (GRM)

Grant Files	FIN-GRM-01	CP	10	Retain 10 years after completion then destroy	No
<i>Superseded Schedules</i>					

10480 *Federal Funds - Grants Records*

Business Office (Financial Records) (Wyoming Community Colleges)

Financial and Accounting (FIN)

Procurement (PRO)

Bids, Proposals and Quotes	FIN-PRO-01	CP	4	Retain 4 years after completion then destroy	No
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*Superseded Schedules***10489** *Bids***10490** *Bids - Unsuccessful*

Purchase Orders and Requisitions	FIN-PRO-02	CP	5	Retain 5 years after completion then destroy	No
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*Superseded Schedules***10483** *Purchase Requisitions & Purchase Orders*

Legal and Judiciary (LGL)

Contract Management (CTR)

General	LGL-CTR-04	EXP	10	Retain 10 years after expiration then destroy	No
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*Superseded Schedules***10491** *Contracts & Agreements*

Leases	LGL-CTR-08	EXP	10	Retain 10 years after expiration then destroy	No
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*Superseded Schedules***10492** *Leases*

Natural Resource Management (NRM)

Land and Water Resource Management (LWR)

Plats and Maps	NRM-LWR-07	PERM		Retain permanently	No
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*Superseded Schedules***10488** *Grounds - Plats, Maps, Plans & Charts of Grounds, Water, Sewage & Utility Lines*

College Foundation

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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*Superseded Schedules***10540** *Foundation Correspondence*

College Foundation

Financial and Accounting (FIN)

Accounting Management (ACC)

Journal Entries	FIN-ACC-06	FYE	3	Retain 3 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					

10544 *Journal or Journal Sheets*

Ledgers - General	FIN-ACC-07	PERM		Retain permanently	Yes
<i>Superseded Schedules</i>					

10545 *General Ledger or Ledger Sheets*

Reports - Accounting	FIN-ACC-10	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					

10546 *Financial Records - May include but not limited to: Cancelled Checks Check Register or Check Copies Cash Receipts Bills Paid Bank Statements*

Investment Management (INV)

Endowments and Funds	FIN-INV-02	PERM		Retain permanently	Yes
<i>Superseded Schedules</i>					

10541 *Foundation Donors Files*

Statements and Reports	FIN-INV-07	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					

10547 *Investment Records*

Tax Management (TAX)

Exemptions	FIN-TAX-05	EXP	3	Retain 3 years after expiration then destroy	Yes
<i>Superseded Schedules</i>					

10542 *Return of Organization Exempt from Income Tax (IRS)*

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

Corporations	GAC-AOC-01	CP	75	Retain 75 years after completion	Yes
<i>Superseded Schedules</i>					

10539 *Annual Corporation Report to Wyoming Secretary of State*

College Foundation

Governance and Compliance (GAC)

Governance (GOV)

Bylaws	GAC-GOV-01	PERM	Retain permanently	No
<i>Superseded Schedules</i>				
10538	<i>Incorporation Documents (Articles of Incorporation, Bylaws, Officers, etc.)</i>			
Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM	Retain permanently	No
<i>Superseded Schedules</i>				
10537	<i>Foundation Board Minutes & Supporting Documents</i>			

College Foundation (Wyoming Community Colleges)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
<i>Superseded Schedules</i>					
10540	<i>Foundation Correspondence</i>				

Financial and Accounting (FIN)

Accounting Management (ACC)

Journal Entries	FIN-ACC-06	FYE	3	Retain 3 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					
10544	<i>Journal or Journal Sheets</i>				
Ledgers - General	FIN-ACC-07	PERM		Retain permanently	Yes
<i>Superseded Schedules</i>					
10545	<i>General Ledger or Ledger Sheets</i>				
Reports - Accounting	FIN-ACC-10	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					
10546	<i>Financial Records - May include but not limited to: Cancelled Checks Check Register or Check Copies Cash Receipts Bills Paid Bank Statements</i>				

Investment Management (INV)

Endowments and Funds	FIN-INV-02	PERM		Retain permanently	Yes
<i>Superseded Schedules</i>					
10541	<i>Foundation Donors Files</i>				

College Foundation (Wyoming Community Colleges)

Financial and Accounting (FIN)

Investment Management (INV)

Statements and Reports	FIN-INV-07	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					

10547 *Investment Records*

Tax Management (TAX)

Exemptions	FIN-TAX-05	EXP	3	Retain 3 years after expiration then destroy	Yes
<i>Superseded Schedules</i>					

10542 *Return of Organization Exempt from Income Tax (IRS)*

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

Corporations	GAC-AOC-01	CP	75	Retain 75 years after completion	Yes
<i>Superseded Schedules</i>					

10539 *Annual Corporation Report to Wyoming Secretary of State*

Governance (GOV)

Bylaws	GAC-GOV-01	PERM		Retain permanently	No
<i>Superseded Schedules</i>					

10538 *Incorporation Documents (Articles of Incorporation, Bylaws, Officers, etc.)*

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM		Retain permanently	No
<i>Superseded Schedules</i>					

10537 *Foundation Board Minutes & Supporting Documents*

Financial Aid

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
<i>Superseded Schedules</i>					

04-205 *Work Study Records*

Financial Aid

Financial and Accounting (FIN)

Financial Statements and Reports (FSR)

Reconciliations and Balancing	FIN-FSR-03	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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*Superseded Schedules***04-202** *Financial Aid Recap***04-203** *Financial Aid Records (May include but not limited to: Correspondence, Notices of Awards, Letters of Intent, Guaranteed Student Loan Applications)***04-204** *Fiscal Operations Report and Application to Participate (FISAP) (May include but not limited to, worksheets and instructions.)*

Grant and Scholarship Management (GRM)

Grant Files	FIN-GRM-01	CP	10	Retain 10 years after completion then destroy	No
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*Superseded Schedules***04-201** *Basic Grants Records & Federal Supplemental Educational Opportunity Grant Records, including Federal Pell Grant Program Records. (May include but not limited to: Correspondence, Progress Reports, Student Eligibility Reports, Worksheets, Instructions and Payment Schedules.)*

Financial Aid (Wyoming Community Colleges)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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*Superseded Schedules***04-205** *Work Study Records*

Financial and Accounting (FIN)

Financial Statements and Reports (FSR)

Reconciliations and Balancing	FIN-FSR-03	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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*Superseded Schedules***04-203** *Financial Aid Records (May include but not limited to: Correspondence, Notices of Awards, Letters of Intent, Guaranteed Student Loan Applications)***04-204** *Fiscal Operations Report and Application to Participate (FISAP) (May include but not limited to, worksheets and instructions.)***04-202** *Financial Aid Recap*

Financial Aid (Wyoming Community Colleges)

Financial and Accounting (FIN)

Grant and Scholarship Management (GRM)

Grant Files	FIN-GRM-01	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

04-201 Basic Grants Records & Federal Supplemental Educational Opportunity Grant Records, including Federal Pell Grant Program Records. (May include but not limited to: Correspondence, Progress Reports, Student Eligibility Reports, Worksheets, Instructions and Payment Schedules.

Joint Housing Board

Administration and Business Support (ADM)

Buildings, Facilities and Infrastructure Management (BFI)

Construction Project Files	ADM-BFI-03	LOA	10	Retain for the Life of the Asset then destroy 10 years after that date.	Yes
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Superseded Schedules

12002 Capital Construction & Improvements Records (SEE ALSO BIDS & BLUEPRINTS)

Maps, Drawings and Plans	ADM-BFI-06	LOA	10	Retain for 10 years after the Life of the Asset then destroy	Yes
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Superseded Schedules

12001 Blueprints, Plats, Plans & Specifications

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

12003 Correspondence

Risk Management (RSK)

Insurance Policies	ADM-RSK-05	EXP	10	Retain 10 years after expiration then destroy	No
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Superseded Schedules

12006 Official Bond & Oath (Bonds offered by Insurance Company for performance of duties by officers on the Joint Housing Board. Includes Performance Bonds).

Financial and Accounting (FIN)

Bank Administration (BNK)

Bank Relationship	FIN-BNK-01	CP	2	Retain 2 years after completion then destroy	No
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Superseded Schedules

11998 Application for Deposit of Public Funds (includes correspondence)

Joint Housing Board

Financial and Accounting (FIN)

Procurement (PRO)

Bids, Proposals and Quotes	FIN-PRO-01	CP	4	Retain 4 years after completion then destroy	No
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*Superseded Schedules***12000** *Bids and Specifications (other than capital construction and improvements)*

Governance and Compliance (GAC)

Governance (GOV)

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM		Retain permanently	No
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*Superseded Schedules***12005** *Minutes of Meetings*

Legal and Judiciary (LGL)

Contract Management (CTR)

General	LGL-CTR-04	EXP	10	Retain 10 years after expiration then destroy	No
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*Superseded Schedules***11997** *Agreements (Various folders labeled: Joint Powers Agreement, Assignment of Loan Proceeds, Re-purchase Agreement, Rescission documents, Consulting Agreement, Interior Design Agreement, etc.)*

Joint Housing Board (Wyoming Community Colleges)

Administration and Business Support (ADM)

Buildings, Facilities and Infrastructure Management (BFI)

Construction Project Files	ADM-BFI-03	LOA	10	Retain for the Life of the Asset then destroy 10 years after that date.	Yes
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*Superseded Schedules***12002** *Capital Construction & Improvements Records (SEE ALSO BIDS & BLUEPRINTS)*

Maps, Drawings and Plans	ADM-BFI-06	LOA	10	Retain for 10 years after the Life of the Asset then destroy	Yes
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*Superseded Schedules***12001** *Blueprints, Plats, Plans & Specifications*

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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*Superseded Schedules***12003** *Correspondence*

Joint Housing Board (Wyoming Community Colleges)

Administration and Business Support (ADM)

Risk Management (RSK)

Insurance Policies	ADM-RSK-05	EXP	10	Retain 10 years after expiration then destroy	No
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Superseded Schedules

12006 *Official Bond & Oath (Bonds offered by Insurance Company for performance of duties by officers on the Joint Housing Board. Includes Performance Bonds).*

Financial and Accounting (FIN)

Bank Administration (BNK)

Bank Relationship	FIN-BNK-01	CP	2	Retain 2 years after completion then destroy	No
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Superseded Schedules

11998 *Application for Deposit of Public Funds (includes correspondence)*

Procurement (PRO)

Bids, Proposals and Quotes	FIN-PRO-01	CP	4	Retain 4 years after completion then destroy	No
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Superseded Schedules

12000 *Bids and Specifications (other than capital construction and improvements)*

Governance and Compliance (GAC)

Governance (GOV)

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM		Retain permanently	No
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Superseded Schedules

12005 *Minutes of Meetings*

Legal and Judiciary (LGL)

Contract Management (CTR)

General	LGL-CTR-04	EXP	10	Retain 10 years after expiration then destroy	No
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Superseded Schedules

11997 *Agreements (Various folders labeled: Joint Powers Agreement, Assignment of Loan Proceeds, Re-purchase Agreement, Rescission documents, Consulting Agreement, Interior Design Agreement, etc.)*

Payroll & Personnel

Payroll & Personnel

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

- 10517** Payroll Signature Sheets (Sign for check when picked up)
- 10509** Health Insurance Deductions Report (State Group Policy only)
- 10508** Life Insurance Deductions Report (State Group Policy only)
- 10507** Retirement Deductions Records (Wyoming Retirement System only)

Risk Management (RSK)

Accidents and Property Damage	ADM-RSK-01	CP	5	Retain 5 years after completion then destroy	No
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*Superseded Schedules***10497** Accident Reports

Employee Services (EMP)

Benefits Management (BEN)

Claims	EMP-BEN-01	CP	10	Retain 10 years after completion then destroy	No
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*Superseded Schedules***10496** Health Insurance Claims (should be maintained in separate file from Personnel Records)

Payroll Management (PRL)

Deductions and Garnishments	EMP-PRL-01	EXP	5	Retain 5 years after expiration then destroy	No
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*Superseded Schedules***10505** Automatic Payroll Deposit Authorization (Deposit paycheck in bank or credit union)

Employee Data Master	EMP-PRL-02	SUP	5	Retain 5 years after superseded then destroy	No
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*Superseded Schedules***10515** Payroll Ledger Sheets or Payroll Register (Employee, Gross, Deductions, Net, etc. for Monthly Payroll)

Reports - Payroll	EMP-PRL-03	CYE	7	Retain 7 years after calendar year end then destroy	No
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Superseded Schedules

- 10512** W-2 Audit Report
- 10511** Wage & Tax Statements a/k/a W-2 Forms - Employees' Year-End Statement
- 10510** Wage & Tax Statements a/k/a W-2 Forms - Termination Statement
- 10502** Payroll Deductions - Authorization Cards (Credit Unions, United Fund, Unions, etc.)

Payroll & Personnel

Employee Services (EMP)

Personnel Management (PER)

Drug and Alcohol Testing	EMP-PER-03	CP	3	Retain 3 years after completion then destroy	No
<i>Superseded Schedules</i>					
10500	<i>Employee Payroll Cards (Summary of Employee Earnings & Annual & Sick Leave)</i>				
Leave Records/UW Tenure & Promotions	EMP-PER-10	CP	3	Retain 3 years after completion then destroy	No
<i>Superseded Schedules</i>					
10498	<i>Annual, Sick & Compensatory Leave Records</i>				
Personnel Files - Long Term	EMP-PER-22	CP	10	Retain 10 years after separation then destroy	No
<i>Superseded Schedules</i>					
10499	<i>Health Insurance Log (Summary of Coverage, Claims & Settlements)</i>				
10494	<i>Personnel File</i>				
10503	<i>U.S. Savings Bonds - Deduction Authorization Cards</i>				
10504	<i>U.S. Savings Bonds - History of Purchases</i>				
Time and Attendance	EMP-PER-18	CYE	5	Retain 5 years after calendar year end then destroy	No
<i>Superseded Schedules</i>					
10514	<i>Time Sheets or Time Cards (Weekly or Monthly)</i>				

Staffing and Recruiting (SAR)

Applicants - Not Hired	EMP-SAR-01	CYE	3	Retain 3 year after calendar year end then destroy	No
<i>Superseded Schedules</i>					
10495	<i>Applications for Employment - Persons Not Hired</i>				

Financial and Accounting (FIN)

Bank Administration (BNK)

Statements and Reports	FIN-BNK-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					
10516	<i>Check Register, Carbons of Checks or Check Stubs - Payroll</i>				
10520	<i>Bank Reconciliations</i>				
10519	<i>Bank Statements - Payroll Account (Used to reconcile records. Zero out every month.)</i>				
10506	<i>Payroll Bank Deposit Records</i>				

Payroll & Personnel

Financial and Accounting (FIN)

Bank Administration (BNK)

Statements and Reports	FIN-BNK-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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*Superseded Schedules***10518** *Cancelled Checks - Payroll*

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

General	GAC-AOC-05	CP	5	Retain 5 years after completion then destroy	Yes
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*Superseded Schedules***10513** *Quarterly & Monthly Social Security Report*

Payroll & Personnel (Wyoming Community Colleges)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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*Superseded Schedules***10509** *Health Insurance Deductions Report (State Group Policy only)***10517** *Payroll Signature Sheets (Sign for check when picked up)***10507** *Retirement Deductions Records (Wyoming Retirement System only)***10508** *Life Insurance Deductions Report (State Group Policy only)*

Risk Management (RSK)

Accidents and Property Damage	ADM-RSK-01	CP	5	Retain 5 years after completion then destroy	No
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*Superseded Schedules***10497** *Accident Reports*

Employee Services (EMP)

Benefits Management (BEN)

Claims	EMP-BEN-01	CP	10	Retain 10 years after completion then destroy	No
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*Superseded Schedules***10496** *Health Insurance Claims (should be maintained in separate file from Personnel Records)*

Payroll & Personnel (Wyoming Community Colleges)

Employee Services (EMP)

Payroll Management (PRL)

Deductions and Garnishments	EMP-PRL-01	EXP	5	Retain 5 years after expiration then destroy	No
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*Superseded Schedules***10505** Automatic Payroll Deposit Authorization (Deposit paycheck in bank or credit union)

Employee Data Master	EMP-PRL-02	SUP	5	Retain 5 years after superseded then destroy	No
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*Superseded Schedules***10515** Payroll Ledger Sheets or Payroll Register (Employee, Gross, Deductions, Net, etc. for Monthly Payroll)

Reports - Payroll	EMP-PRL-03	CYE	7	Retain 7 years after calendar year end then destroy	No
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*Superseded Schedules***10511** Wage & Tax Statements a/k/a W-2 Forms - Employees Year-End Statement**10512** W-2 Audit Report**10502** Payroll Deductions - Authorization Cards (Credit Unions, United Fund, Unions, etc.)**10510** Wage & Tax Statements a/k/a W-2 Forms - Termination Statement

Personnel Management (PER)

Drug and Alcohol Testing	EMP-PER-03	CP	3	Retain 3 years after completion then destroy	No
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*Superseded Schedules***10500** Employee Payroll Cards (Summary of Employee Earnings & Annual & Sick Leave)

Leave Records/UW Tenure & Promotions	EMP-PER-10	CP	3	Retain 3 years after completion then destroy	No
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*Superseded Schedules***10498** Annual, Sick & Compensatory Leave Records

Personnel Files - Long Term	EMP-PER-22	CP	10	Retain 10 years after separation then destroy	No
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*Superseded Schedules***10494** Personnel File**10503** U.S. Savings Bonds - Deduction Authorization Cards**10504** U.S. Savings Bonds - History of Purchases**10499** Health Insurance Log (Summary of Coverage, Claims & Settlements)

Time and Attendance	EMP-PER-18	CYE	5	Retain 5 years after calendar year end then destroy	No
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*Superseded Schedules***10514** Time Sheets or Time Cards (Weekly or Monthly)

Payroll & Personnel (Wyoming Community Colleges)

Employee Services (EMP)

Staffing and Recruiting (SAR)

Applicants - Not Hired	EMP-SAR-01	CYE	3	Retain 3 year after calendar year end then destroy	No
<i>Superseded Schedules</i>					

10495 *Applications for Employment - Persons Not Hired*

Financial and Accounting (FIN)

Bank Administration (BNK)

Statements and Reports	FIN-BNK-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					

10506 *Payroll Bank Deposit Records*

10516 *Check Register, Carbons of Checks or Check Stubs - Payroll*

10520 *Bank Reconciliations*

10519 *Bank Statements - Payroll Account (Used to reconcile records. Zero out every month.)*

10518 *Cancelled Checks - Payroll*

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

General	GAC-AOC-05	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

10513 *Quarterly & Monthly Social Security Report*

Reports & Audits

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

Financial	GAC-AOC-04	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

10522 *Apportionment of College Funds*

General	GAC-AOC-05	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

10521 *Annual College Status Report*

10523 *Audit Report*

10524 *Quarterly Reports to State Examiner*

Reports & Audits

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

General	GAC-AOC-05	CP	5	Retain 5 years after completion then destroy	Yes
<i>Superseded Schedules</i>					
10525	<i>Higher Education Staff Information Report (EEO-6) & State and Local Government Information Report (EEO-4)</i>				
10526	<i>State Examiner Reports</i>				

Reports & Audits (Wyoming Community Colleges)

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

Financial	GAC-AOC-04	CP	5	Retain 5 years after completion then destroy	Yes
<i>Superseded Schedules</i>					
10522	<i>Apportionment of College Funds</i>				
General	GAC-AOC-05	CP	5	Retain 5 years after completion then destroy	Yes
<i>Superseded Schedules</i>					
10524	<i>Quarterly Reports to State Examiner</i>				
10521	<i>Annual College Status Report</i>				
10523	<i>Audit Report</i>				
10525	<i>Higher Education Staff Information Report (EEO-6) & State and Local Government Information Report (EEO-4)</i>				
10526	<i>State Examiner Reports</i>				

Statistical Documents

Administration and Business Support (ADM)

Education (EDU)

Enrollment	ADM-EDU-04	CP	5	Retain 5 years after withdrawal or graduation then destroy	No
<i>Superseded Schedules</i>					
10530	<i>Enrollment Verifications</i>				

General Management (GMT)

Historical	ADM-GMT-08	PERM	Retain permanently	No
<i>Superseded Schedules</i>				
10529	<i>Enrollment Statistics</i>			
10528	<i>Grade Statistics</i>			

Administration and Business Support (ADM)

General Management (GMT)

Historical	ADM-GMT-08	PERM		Retain permanently	No
<i>Superseded Schedules</i>					
10527	<i>Degree Statistics</i>				
10532	<i>Racial/Ethnic Statistics (Enrollment & Employment)</i>				
Reports - General	ADM-GMT-22	CR	5	Retain 5 years after create date, then destroy	Yes
<i>Superseded Schedules</i>					
10533	<i>Social Security Certifications</i>				
Research	ADM-GMT-23	CP	5	Retain 5 years after completion then destroy	Yes
<i>Superseded Schedules</i>					
10536	<i>Post-Graduate Employment Statistics</i>				
Transitory Records	ADM-GMT-26	OBS/SUP 3		Retain 3 years after obsolete or superseded, then destroy.	No
<i>Superseded Schedules</i>					
10535	<i>Veterans Administration Certifications</i>				

Employee Services (EMP)

Personnel Management (PER)

Personnel Files - Short Term	EMP-PER-14	TE	5	Retain 5 years after separation then destroy	No
<i>Superseded Schedules</i>					
10534	<i>Teacher Certifications</i>				

Financial and Accounting (FIN)

Financial Statements and Reports (FSR)

Annual	FIN-FSR-01	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					
10531	<i>Financial Aid Statistics</i>				

Statistical Documents (Wyoming Community Colleges)

Administration and Business Support (ADM)

Education (EDU)

Enrollment	ADM-EDU-04	CP	5	Retain 5 years after withdrawal or graduation then destroy	No
<i>Superseded Schedules</i>					

10530 *Enrollment Verifications*

General Management (GMT)

Historical	ADM-GMT-08	PERM		Retain permanently	No
<i>Superseded Schedules</i>					

10529 *Enrollment Statistics*

10527 *Degree Statistics*

10532 *Racial/Ethnic Statistics (Enrollment & Employment)*

10528 *Grade Statistics*

Reports - General	ADM-GMT-22	CR	5	Retain 5 years after create date, then destroy	Yes
<i>Superseded Schedules</i>					

10533 *Social Security Certifications*

Research	ADM-GMT-23	CP	5	Retain 5 years after completion then destroy	Yes
<i>Superseded Schedules</i>					

10536 *Post-Graduate Employment Statistics*

Transitory Records	ADM-GMT-26	OBS/SUP 3		Retain 3 years after obsolete or superseded, then destroy.	No
<i>Superseded Schedules</i>					

10535 *Veterans Administration Certifications*

Employee Services (EMP)

Personnel Management (PER)

Personnel Files - Short Term	EMP-PER-14	TE	5	Retain 5 years after separation then destroy	No
<i>Superseded Schedules</i>					

10534 *Teacher Certifications*

Statistical Documents (Wyoming Community Colleges)

Financial and Accounting (FIN)

Financial Statements and Reports (FSR)

Annual	FIN-FSR-01	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					

10531 *Financial Aid Statistics*

Student Records

Administration and Business Support (ADM)

Education (EDU)

Course Development and Administration	ADM-EDU-02	CR	5	Retain 5 years after create date then destroy	No
<i>Superseded Schedules</i>					

04-197 *Schedules of Classes - Institution (Final Copy) (Including Final Exam Schedules)*

Discipline	ADM-EDU-03	CP	7	Retain 7 years after completion then destroy	No
<i>Superseded Schedules</i>					

04-189 *Disciplinary Records*

Enrollment	ADM-EDU-04	CP	5	Retain 5 years after withdrawal or graduation then destroy	No
<i>Superseded Schedules</i>					

10563 *Registration Forms, Community Education*

04-196 *Registration Forms, Non-Credit*

04-192 *Grade Sheets, Original Final*

04-187 *Changes of Course (Add/Drops)*

10548 *Student Files - Admissions Documents (Applicants who fail to matriculate) May include but not limited to: Acceptance Letters Placement Records(e.g COMPASS, Asset, Accuplacer) Applications for Admission or Petitions for Admission Correspondence Entrance Examination Report (ACT, SAT) Letters of Recommendation Re-admissions Forms Recruitment Materials Test Scores Transcripts - Other Colleges Transcripts - High School.*

04-188 *Class Roster/Student List, Non-Credit & Community Services*

04-195 *Registration Forms*

04-186 *Admission Records - (People who do not enroll)*

Grade Results	ADM-EDU-06	CR	1	Retain 1 year after create date then destroy	No
<i>Superseded Schedules</i>					

04-191 *Grade Reports - Notifications to Students*

Student Records

Administration and Business Support (ADM)

Education (EDU)

Student Records	ADM-EDU-12	CP	5	Retain 5 years after completion then destroy	No
<i>Superseded Schedules</i>					
10551	<i>Student Files - Academic Records & Registration Documents (Credit Programs) May include but not limited to: Academic Action Authorizations (Dismissals, etc.) Placement Records (e.g. COMPASS, Asset, Accuplacer) Applications for Re-admission Correspondence Credit by Exam Score Reports (e.g. AP, CLEP, Dantes, Departmental) International Student Forms (I-20, etc.) Graduation Authorization/Degree Audit Graduation Application Name Change Authorizations Transfer Credit Evaluations.</i>				
04-194	<i>Job/Career Placement Files</i>				
04-199	<i>Summary Report - Non-Credit & Community Services (Classes, concerts, workshops, lectures),</i>				
1553	<i>Student Files - Medical Records</i>				
10574	<i>Student's Written Consent for Records Disclosure, Waivers for Right of Access, & Student Requests for Non-Disclosure of Directory Information.</i>				
04-190	<i>Change of Grade Forms</i>				
10567	<i>Counseling Files</i>				
04-198	<i>Student Record Index Log a/k/a Numbers File</i>				
10549	<i>Student Files - Admissions Documents (Applicants who enter) May include but not limited to: Acceptance Letters Placement Records (e.g. COMPASS, Asset, Accuplacer) Applications for Admission or Petitions for Admission Correspondence Entrance Examination Report (ACT, SAT) Re-admissions Forms Residency Classification Forms Test Scores Transcripts - Other Colleges Transcripts - High School High School Permission Letters - High School Credit</i>				
10552	<i>Student Files - Financial Records May include but not limited to: Fee Assessment Forms Tuition & Fee Charges Housing & Food Charges (See also Financial Aid)</i>				

Student Transcripts - Colleges	ADM-EDU-13	PERM	Retain permanently	No
<i>Superseded Schedules</i>				
10570	<i>Transcripts - Official record of students educational record. (Should be maintained separate from rest of Student File)</i>			

General Management (GMT)

Historical	ADM-GMT-08	PERM	Retain permanently	No
<i>Superseded Schedules</i>				
04-193	<i>Graduation Lists</i>			

Student Records

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
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*Superseded Schedules***10550** Admissions Documents - Letters of Recommendations & Student Waivers of Rights of Access (to see Recommendations)**10568** Notification of Change of Advisor**04-200** Transcript Requests/Transcript Log**10560** Personal Data Information Forms

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

Hearings and Appeals	LGL-LMM-21	CP	5	Retain 5 years after completion then destroy	Yes
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*Superseded Schedules***10575** Formal hearings on Student Records (Disclosure, Non-Disclosure or Content of Records) May include but not limited to: Requests for Formal Hearings Written Decisions of Hearing Panels Student Statements on Content of Records Regarding Hearing Panel Disclosure.

Student Records (Wyoming Community Colleges)

Administration and Business Support (ADM)

Education (EDU)

Course Development and Administration	ADM-EDU-02	CR	5	Retain 5 years after create date then destroy	No
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*Superseded Schedules***04-197** Schedules of Classes - Institution (Final Copy) (Including Final Exam Schedules)

Discipline	ADM-EDU-03	CP	7	Retain 7 years after completion then destroy	No
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*Superseded Schedules***04-189** Disciplinary Records

Enrollment	ADM-EDU-04	CP	5	Retain 5 years after withdrawal or graduation then destroy	No
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*Superseded Schedules***04-186** Admission Records - (People who do not enroll)**10548** Student Files - Admissions Documents (Applicants who fail to matriculate) May include but not limited to: Acceptance Letters Placement Records(e.g COMPASS, Asset, Accuplacer) Applications for Admission or Petitions for Admission Correspondence Entrance Examination Report (ACT, SAT) Letters of Recommendation Re-admissions Forms Recruitment Materials Test Scores Transcripts - Other Colleges Transcripts - High School.

Student Records (Wyoming Community Colleges)

Administration and Business Support (ADM)

Education (EDU)

Enrollment	ADM-EDU-04	CP	5	Retain 5 years after withdrawal or graduation then destroy	No
<i>Superseded Schedules</i>					
04-188	Class Roster/Student List, Non-Credit & Community Services				
04-196	Registration Forms, Non-Credit				
04-192	Grade Sheets, Original Final				
04-187	Changes of Course (Add/Drops)				
04-195	Registration Forms				
10563	Registration Forms, Community Education				
Grade Results	ADM-EDU-06	CR	1	Retain 1 year after create date then destroy	No
<i>Superseded Schedules</i>					
04-191	Grade Reports - Notifications to Students				
Student Records	ADM-EDU-12	CP	5	Retain 5 years after completion then destroy	No
<i>Superseded Schedules</i>					
04-194	Job/Career Placement Files				
04-199	Summary Report - Non-Credit & Community Services (Classes, concerts, workshops, lectures),				
10552	Student Files - Financial Records May include but not limited to: Fee Assessment Forms Tuition & Fee Charges Housing & Food Charges (See also Financial Aid)				
10553	Student Files - Medical Records				
10567	Counseling Files				
10574	Students Written Consent for Records Disclosure, Waivers for Right of Access, & Student Requests for Non-Disclosure of Directory Information.				
04-198	Student Record Index Log a/k/a Numbers File				
10549	Student Files - Admissions Documents (Applicants who enter) May include but not limited to: Acceptance Letters Placement Records (e.g.COMPASS, Asset, Accuplacer) Applications for Admission or Petitions for Admission Correspondence Entrance Examination Report (ACT, SAT) Re-admissions Forms Residency Classification Forms Test Scores Transcripts - Other Colleges Transcripts - High School High School Permission Letters - High School Credit - Other Colleges Transcripts - High School High School Permission Letters - High School Credit.				
04-190	Change of Grade Forms				

Student Records (Wyoming Community Colleges)

Administration and Business Support (ADM)

Education (EDU)

Student Records	ADM-EDU-12	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

10551 Student Files - Academic Records & Registration Documents (Credit Programs) May include but not limited to: Academic Action Authorizations (Dismissals, etc.) Placement Records (e.g. COMPASS, Asset, Accuplacer) Applications for Re-admission Correspondence Credit by Exam Score Reports (e.g. AP, CLEP, Dantes, Departmental) International Student Forms (I-20, etc.) Graduation Authorization/Degree Audit Graduation Application Name Change Authorizations Transfer Credit Evaluations.

Student Transcripts - Colleges	ADM-EDU-13	PERM		Retain permanently	No
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Superseded Schedules

10570 Transcripts - Official record of students educational record. (Should be maintained separate from rest of Student File)

General Management (GMT)

Historical	ADM-GMT-08	PERM		Retain permanently	No
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Superseded Schedules

04-193 Graduation Lists

Transitory Records	ADM-GMT-26	OBS/SUP 3		Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

10560 Personal Data Information Forms

10550 Admissions Documents - Letters of Recommendations & Student Waivers of Rights of Access (to see Recommendations)

04-200 Transcript Requests/Transcript Log

10568 Notification of Change of Advisor

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

Hearings and Appeals	LGL-LMM-21	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

10575 Formal hearings on Student Records (Disclosure, Non-Disclosure or Content of Records) May include but not limited to: Requests for Formal Hearings, Written Decisions of Hearing Panels, Student Statements on Content of Records Regarding Hearing Panel Disclosure.

Administration and Business Support (ADM)**Community and Public Relations (COM)**

Publicity and Promotion	ADM-COM-07	CR	5	Retain 5 years after create date, then destroy	Yes
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*Superseded Schedules***04-143** *Public Relations Files***Equipment and Vehicle Management (EVM)**

Vehicle Files	ADM-EVM-04	LOA	5	Retain 5 years after the Life of the Asset then destroy	No
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*Superseded Schedules***12711** *Vehicle Files: Gallonage sheet (monthly odometer reading, maintenance, Purchase information, Registration, Yearly average of cost)***General Management (GMT)**

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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*Superseded Schedules***04-144** *Sheriff's General Correspondence***04-119** *General Office Correspondence***04-111** *Correspondence with Wyoming State Records Management: Retention Schedules; Records Transfer Forms*

Event Management	ADM-GMT-07	CP	3	Retain 3 years after completion then destroy	Yes
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*Superseded Schedules***08-081** *Video Recordings*

Historical	ADM-GMT-08	PERM		Retain permanently	No
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*Superseded Schedules***12676** *Executions (Before 1905 executions of criminals took place in county seat)*

Logs	ADM-GMT-11	CR	3	Retain 3 years after create date, then destroy	No
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*Superseded Schedules***12665** *Certified Mail Cards (Cards returned on certified mail) SEE ALSO MAIL CONTROL LOG***12713** *Weapons Room Inventory*

Organization	ADM-GMT-15	PERM		Retain permanently	No
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*Superseded Schedules***12700** *Sheriff's Office Organization Chart(s): Civilians and Officers*

Administration and Business Support (ADM)**General Management (GMT)**

Reports - Annual	ADM-GMT-21	CR	7	Retain 7 years after create date, then destroy	Yes
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*Superseded Schedules***12657** *Annual Reports – Sheriff's Office*

Reports - General	ADM-GMT-22	CR	5	Retain 5 years after create date, then destroy	Yes
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*Superseded Schedules***04-129** *Memoranda – Other Agencies***04-130** *Memoranda - Sheriff***04-145** *Studies and Summaries Files – includes but not limited to: Burglary and Theft, Crime and Attempts, Homicide, Periodic Crime and Arrest Summaries, Rape, Traffic Accidents and Enforcement*

Transitory Records	ADM-GMT-26	OBS/SUP 3		Retain 3 years after obsolete or superseded, then destroy.	No
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*Superseded Schedules***12682** *Mail Control Log (Certified and registered mail, receipt, and delivery)***99-170** *Pawn Tickets***10-004** *Audio Recordings***04-132** *Notice to Quit***12652** *Abandoned Vehicles File***12687** *Officer's Equipment Inventory (Check sheet on key, uniforms, coats, manuals, I.D.'s, badges, batons, weapons, etc. issued to officer) SEE ALSO OFFICER'S VEHICLE INVENTORY***12690** *Officer's Vehicle Inventory (Officer's vehicle and all contents issued to vehicle) SEE ALSO OFFICER'S EQUIPMENT INVENTORY***12699** *Resignation Files (kept by Sheriff)***Information Technology and Services (ITS)**

Access and Control	ADM-ITS-01	EXP	7	Retain 7 years after expiration then destroy	No
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*Superseded Schedules***12653** *Access Authorization Files a.k.a. Users Agreements (Lists of persons or agencies eligible to obtain information)*

Employee Services (EMP)**Personnel Management (PER)**

Leave Records/UW Tenure & Promotions	EMP-PER-10	CP	3	Retain 3 years after completion then destroy	No
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*Superseded Schedules***04-104** *Accumulation of Vacation and Sick Days Sheet (Description, vacation, and sick leave accumulated or used and dates)*

Personnel Files - Long Term	EMP-PER-22	CP	10	Retain 10 years after separation then destroy	No
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*Superseded Schedules***04-138** *Personnel Master Cards Binder or Database***04-137** *Personnel Files: Applications (successful) for each new position, Letters of resignation, termination records, photos and other identification, salary history (salary increases), training, commendations, etc***04-136** *Personnel Evaluation Forms or Reports*

Time and Attendance	EMP-PER-18	CYE	5	Retain 5 years after calendar year end then destroy	No
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*Superseded Schedules***04-146** *Time Sheets***Staffing and Recruiting (SAR)**

Applicants - Not Hired	EMP-SAR-01	CYE	3	Retain 3 year after calendar year end then destroy	No
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*Superseded Schedules***99-171** *Personnel Hiring Records*

Exams and Tests	EMP-SAR-03	SUP	3	Retain 3 years after superseded then destroy	No
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*Superseded Schedules***99-172** *Promotional Testing Files***Workers Compensation and Unemployment (WCU)**

Claims	EMP-WCU-01	CP	5	Retain 5 years after completion then destroy	No
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*Superseded Schedules***04-150** *Workers' Compensation Records*

Financial and Accounting (FIN)

Accounting Management (ACC)

Accounts Payables	FIN-ACC-09	FYE	7	Retain 7 years after the fiscal year end then	No
<i>Superseded Schedules</i>				destroy	

08-058 *Warrant Work-Up Packets/Files*

04-147 *Travel Expense Voucher and Report*

Accounts Receivable and Revenue	FIN-ACC-12	FYE	7	Retain 7 years after the fiscal year end then	No
<i>Superseded Schedules</i>				destroy	

12662 *Billing Statements – Fees (Fees for serving civil papers, etc)*

Input/Output Financial	FIN-ACC-99	VER	1	Retain 1 year after verification then destroy	No
<i>Superseded Schedules</i>					

04-135 *Payroll Input Records*

Ledgers - Subsidiary	FIN-ACC-08	FYE	6	Retain 6 years after the fiscal year end then	No
<i>Superseded Schedules</i>				destroy	

04-106 *Cash Receipts Ledger a.k.a. Cash Books (Deposits to sheriff's account)*

Reports - Accounting	FIN-ACC-10	FYE	5	Retain 5 years after the fiscal year end then	No
<i>Superseded Schedules</i>				destroy	

04-131 *Monthly Reports – Sheriff's Office (Expenses for meals in jail, medical expenses, etc)*

Asset Management (ASM)

Surplus and Disposal	FIN-ASM-04	FYE	5	Retain 5 years after the fiscal year end then	No
<i>Superseded Schedules</i>				destroy	

12-009 *Foreclosure Sale Documents*

12702 *Sheriff's Sales Records – includes but not limited to: Affidavits of Publication, Bills of Sale, Duplicate receipts of Goods or Property which is sold or auctioned, Executions, Notice of Sales*

12681 *Inventory – Sheriff's Office (All items \$250 value or more; cost, depreciation, date of purchase)*

Financial and Accounting (FIN)**Bank Administration (BNK)**

Statements and Reports	FIN-BNK-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					

12666 *Check Stubs***12659** *Bank Deposit Slips***12660** *Bank Statements and Cancelled Checks***Grant and Scholarship Management (GRM)**

Grant Files	FIN-GRM-01	CP	10	Retain 10 years after completion then destroy	No
<i>Superseded Schedules</i>					

04-120 *Grants Records***Procurement (PRO)**

Bids, Proposals and Quotes	FIN-PRO-01	CP	4	Retain 4 years after completion then destroy	No
<i>Superseded Schedules</i>					

12661 *Bids and Proposals for Purchases and Expenditures a.k.a. Bids Records (Bids for vehicles and other major purchases): Awards, Bids, Proposals, and Specifications*

Vendor Management	FIN-PRO-03	EXP	5	Retain 5 years after expiration then destroy	No
<i>Superseded Schedules</i>					

04-148 *Vendor File: Invoices (duplicates, original to County Clerk), Purchase order (over \$100), Vouchers (less than \$100)***Unclaimed Property (UNC)**

Property Lists	FIN-UNC-03	PERM		Retain permanently	Yes
<i>Superseded Schedules</i>					

12709 *Unclaimed Stolen Property Records (Sold 3 months after trial after public notice or 1 year if not trial)***Governance and Compliance (GAC)****Policy and Standards Management (PSM)**

Policies, Procedures and Manuals	GAC-PSM-02	SUP	5	Retain 5 years after superseded then destroy	Yes
<i>Superseded Schedules</i>					

04-133 *Officer's Manual a.k.a. Operations Manual*

Legal and Judiciary (LGL)

Contract Management (CTR)

General	LGL-CTR-04	EXP	10	Retain 10 years after expiration then destroy	No
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*Superseded Schedules***04-109** *Contracts*

Legal Matter Management (LMM)

Case Files	LGL-LMM-06	CP	10	Retain 10 years after completion then destroy	No
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*Superseded Schedules***12664** *Case Files and Master Index*

Case Files - Adult Felony	LGL-LMM-08	CP	25	Retain 25 years after completion then destroy	No
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*Superseded Schedules***04-105** *Arrest or Booking Files/Records***04-115** *Criminal Reports (or Case Files)***04-113** *Criminal Book or Criminal Log Book (All criminal papers served – summons, complaints, juvenile, warrants, etc.)***04-112** *Court Orders to Expunge or Seal records: Filed in place of records expunged (by shredding or burning) or sealed records; Other types of court orders filed with appropriate records (sentencing, etc.)*

Case Files - Homicides	LGL-LMM-43	PERM		Retain permanently	No
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*Superseded Schedules***New** *Criminal Reports (or Case Files) - Homicides***New** *Court Orders to Expunge or Seal Records - Homicides***New** *Arrest or Booking Files/Records - Homicides*

Concealed Firearms	LGL-LMM-13	EXP	5	Retain 5 years until expiration then destroy	No
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*Superseded Schedules***05-253** *Concealed Firearm Permit File*

Evidence	LGL-LMM-44	CP	4	Retain 4 years after completion then destroy	No
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*Superseded Schedules***New** *Evidence logs/disposition of evidence - misdemeanors/non-criminal complaints*

Evidence - Felonies	LGL-LMM-42	CP	25	Retain 25 years after completion, then destroy	No
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*Superseded Schedules***04-118** *Evidence Receipts (Evidence Disposition File)***04-117** *Evidence Ledger (Log of evidence/evidence locker)*

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

Evidence - Homicides	LGL-LMM-16	PERM		Retain permanently	No
<i>Superseded Schedules</i>					
New	<i>Evidence logs/disposition of evidence - Homicides</i>				
General	LGL-LMM-19	CYE	4	Retain 4 years after calendar year end then destroy	Yes
<i>Superseded Schedules</i>					
New	<i>Court Orders to Expunge or Seal Records - Misdemeanors</i>				
New	<i>Criminal Book or Criminal Log Book (All criminal papers served) - misdemeanors</i>				
New	<i>Criminal Reports (or Case Files) - Misdemeanors/Non-Criminal Complaints</i>				
06-042	<i>Order for Protection (OFP)</i>				
04-122	<i>Index to Non-Criminal Cases</i>				
04-108	<i>Civil Process Files a.k.a. Civil Papers (Log on defendants, plaintiffs civil papers, times received and served, fees charged)</i>				
New	<i>Arrest/Booking Files for Misdemeanors/Deceased</i>				
Investigations	LGL-LMM-22	CP	5	Retain 5 years after completion then destroy	Yes
<i>Superseded Schedules</i>					
12680	<i>Internal Affairs Investigations – Unfounded or Not Substantiated by Fact</i>				
04-123	<i>Internal Affairs Investigations - Founded</i>				
04-134	<i>Officer Report File (or Field Activity Report)</i>				
Waivers and Releases	LGL-LMM-32	EXP	6	Retain 6 years after expiration then destroy	No
<i>Superseded Schedules</i>					
04-149	<i>Waiver of Liability</i>				

Public Safety Services (PSS)

Correctional Institutions (CIM)

Fingerprint Card - Criminal/Criminal Justice Applicants	PSS-CIM-06	CR	99	Retain 99 years after create date, then destroy	No
<i>Superseded Schedules</i>					
12677	<i>Fingerprint Cards – Master File SEE ALSO ARREST OR B.I. FILE</i>				

Public Safety Services (PSS)**Law Enforcement (LAE)**

Accidents and Incidents	PSS-LAE-02	CP	10	Retain 10 years after completion then destroy	Yes
<i>Superseded Schedules</i>					
12655	<i>Accident Reports – Vehicular Homicide</i>				
04-103	<i>Accident Reports - Other</i>				
Citation Management - Traffic/Violations	PSS-LAE-08	CP	10	Retain 10 years after completion then destroy	Yes
<i>Superseded Schedules</i>					
12707	<i>Traffic Citations – Officer's Copy SEE ALSO ACCIDENT REPORTS</i>				
Dispatch and 911 Information	PSS-LAE-17	CP	2	Retain 2 years after create date then destroy	No
<i>Superseded Schedules</i>					
12703	<i>Stolen Motor Vehicle Sheet a.k.a. Hot Sheet: Current stolen vehicles, Lost or stolen license plates</i>				
Photographic Identification File	PSS-LAE-18	CR	20	Retain 20 years after create date then destroy	No
<i>Superseded Schedules</i>					
04-139	<i>Photographic Identification Files a.k.a. Mug Files</i>				
Surveillance - Video Recording Devices	PSS-LAE-21	CP	.25/5	Routine footage may be destroyed or recycled 90 days after create date. Retain footage documenting injuries, "offenses against the person," or detentions for 5 years after the completion of the incident/investigation or court case, whichever is later.	No
<i>Superseded Schedules</i>					
18-002	<i>Surveillance - Video Recording Devices</i>				

Dispatchers**Administration and Business Support (ADM)****Community and Public Relations (COM)**

Complaints	ADM-COM-02	CP	1	Retain 1 year after completion then destroy	No
<i>Superseded Schedules</i>					
12716	<i>Complaint Dispatch Card a.k.a. "C" Card</i>				
12717	<i>Complaint Log</i>				

Dispatchers

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
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*Superseded Schedules***12726** *Teletype System Records*

Governance and Compliance (GAC)

Policy and Standards Management (PSM)

Policies, Procedures and Manuals	GAC-PSM-02	SUP 5	Retain 5 years after superseded then destroy	Yes
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*Superseded Schedules***12720** *Dispatchers Manual a.k.a. Dispatchers Policies and Procedures Manual*

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

Missing Persons File	LGL-LMM-24	CP 1	Retain 1 years after completion then destroy	No
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*Superseded Schedules***12722** *F.B.I. Wanted Fliers (Missing persons, wanted fingerprints, etc)*

Public Safety Services (PSS)

Correctional Institutions (CIM)

Inmate Base Files	PSS-CIM-09	PERM	Retain permanently	Yes
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*Superseded Schedules***13306** *Inmate Visitation Log - Professional*

Investigations	PSS-CIM-15	CP 5	Retain 5 years after completion then destroy	No
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*Superseded Schedules***04-121** *Incident Cards or Reports SEE ALSO JAIL INCIDENT REPORTS*

Law Enforcement (LAE)

Dispatch and 911 Information	PSS-LAE-17	CP 2	Retain 2 years after create date then destroy	No
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*Superseded Schedules***04-116** *Dispatchers Radio Log***12704** *Stolen Property Cards***08-082** *National Crime Information Center (NCIC) Log and Files***12725** *Request Files: Entry Request to NCIC Wanted Persons Files, Police Bulletin Requests/Cancellations, Request to Conduct Investigation, Request for Psychoanalytic Examination*

Dispatchers

Public Safety Services (PSS)

Law Enforcement (LAE)

Dispatch and 911 Information	PSS-LAE-17	CP	2	Retain 2 years after create date then destroy	No
<i>Superseded Schedules</i>					
13303 <i>F.C.C. Radio Logs SEE ALSO DISPATCHER'S RADIO LOGS</i>					

Jail

Administration and Business Support (ADM)

Buildings, Facilities and Infrastructure Management (BFI)

Maintenance and Repairs/Space Records	ADM-BFI-05	LOA	10	Retain for the Life of the Asset then destroy.	No
<i>Superseded Schedules</i>					
04-127 <i>Jail Sanitation and Maintenance Records</i>					

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3		Retain 3 years after obsolete or superseded, then destroy.	No
<i>Superseded Schedules</i>					
96-35 <i>Jail Population Reports</i>					
13269 <i>Bail Bonds Receipt and Transmittal Sheet</i>					

Financial and Accounting (FIN)

Accounting Management (ACC)

Reports - Accounting	FIN-ACC-10	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					
96-34 <i>Commissary Records (Relates to items such as gum, cigarettes, stamps, NOT drugs)</i>					

Asset Management (ASM)

Inventories	FIN-ASM-03	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					
12731 <i>Jail Inventory (Equipment and Furnishings)</i>					

Jail

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

Case Files - Adult Felony	LGL-LMM-08	CP	25	Retain 25 years after completion then destroy	No
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Superseded Schedules

04-105 Arrest or Booking and Investigation (B.I.) Files – includes but not limited to: Arrest Records, Arrest Warrants, Disposition, Fingerprint Cards, Identification Information, Offense Reports and Complaints

Public Safety Services (PSS)

Correctional Institutions (CIM)

Client Files	PSS-CIM-03	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

04-128 Jail Transfer Records (if maintained separately)

13298 Federal Board Bills (Includes vouchers, invoices, correspondence, etc for housing and feeding federal prisoners)

Inmate Maintenance	PSS-CIM-11	CP	5	Retain 5 years after discharge then destroy	No
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Superseded Schedules

12737 Prisoners' Clothing Records

04-142 Prisoners' Property Log and Records

04-140 Prisoners' Meals Records

99-173 Split Sentence Prisoner Files (Contract and Fiscal File)

Investigations	PSS-CIM-15	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

04-124 Jail Incident Reports (Rules Violations)

Medical File - Inmate	PSS-CIM-18	TE	10	Retain 10 years after separation then destroy	No
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Superseded Schedules

04-141 Prisoners' Medical and Dental Care Records

Roster	PSS-CIM-23	SUP	3	Retain 3 years after superseded then destroy	No
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Superseded Schedules

96-36 Jail Inmate Rosters

Law Enforcement (LAE)

Arrest and Detainment	PSS-LAE-19	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

04-125 Jail Log or Blotter (or Arrest Log Book)

Accounting

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records		ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
<i>Superseded Schedules</i>					
12296	Monthly Telephone Bills				
12293	Financial Reports - Daily and Monthly				
02-109	Direct Distance Dialed Telephone Calls - Log (If Maintained)				
12301	Receiving Report (Vendor, purchase order no., unit, quantity, description, remarks, received by, date received)				
12304	Returned Goods Memorandum (Vendor name, purchase order no., unit quantity description, reason for return, returned by, date returned)				
12305	Stop Payment Order (Check no., net amount, date issued, payee, explanation, authorization)				

Financial and Accounting (FIN)

Accounting Management (ACC)

Accounts Payables		FIN-ACC-09	FYE 7	Retain 7 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					
12309	Vendor's Files a/k/a Voucher Files (Invoices, vouchers, requisitions, purchase orders and related correspondence)				
12298	Petty Cash Reconciliation and Request for Reimbursement (Date, cash count, disbursements by voucher no. and payee, account and amount approvals, date, check no.)				
12297	Personal Auto Mileage for Hospital Business by Driver/by Month (for Reimbursement)				
12306	Travel Expense Voucher				
Accounts Receivable and Revenue		FIN-ACC-12	FYE 7	Retain 7 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					
12284	Accounts Receivable Adjustments (Code, Patient #, date, amount, credit adjustment or debit adjustment)				
02-108	Accounts Receivable Payments (A/R Payments) (Includes patient, date, code and amount)				
12308	Uniform Billing Form (Billing, information on patient, PIP per diem amount)				
12300	Receipts and Transmittals Records (Patients, etc. – Forms, Input)				
Collections and Bankruptcy		FIN-ACC-01	CP 7	Retain 7 years after completion then destroy	No
<i>Superseded Schedules</i>					
17862	Uncollectible Debt Records and Certification Statements				

Accounting

Financial and Accounting (FIN)

Accounting Management (ACC)

Ledgers - Subsidiary	FIN-ACC-08	FYE	6	Retain 6 years after the fiscal year end then	No
<i>Superseded Schedules</i>				destroy	

00-203 *Ledger Sheets (Expenditures and Receipts) (Obsolete)*

Reports - Accounting	FIN-ACC-10	FYE	5	Retain 5 years after the fiscal year end then	No
<i>Superseded Schedules</i>				destroy	

12289 *Cash Flow Report (Month of, description, receipts, disburse, balance, balance variance)*

12294 *Financial Reports - Year End*

Reports - Annual	FIN-ACC-11	FYE	10	Retain 10 years after the fiscal year end then	No
<i>Superseded Schedules</i>				destroy	

12299 *Rates and Charges (Complete charge book for all department charges, including room rates)*

Bank Administration (BNK)

Statements and Reports	FIN-BNK-04	FYE	5	Retain 5 years after the fiscal year end then	No
<i>Superseded Schedules</i>				destroy	

12290 *Checkbook Stubs and Check Copies*

12287 *Bank Reconciliation Statement (Month, balance per bank statement, deposits in transit, checks outstanding, adjusted bank balance, balance per general ledger)*

12291 *Deposit Slips*

12288 *Bank Statements and Cancelled Checks*

Financial Statements and Reports (FSR)

Reconciliations and Balancing	FIN-FSR-03	FYE	5	Retain 5 years after the fiscal year end then	No
<i>Superseded Schedules</i>				destroy	

12302 *Reconciling Items a/k/a Reconciliation Worksheet (Month, date of deposit, deposit in transit amount, checks outstanding, check no., amount)*

Accounting

Financial and Accounting (FIN)

Financial Statements and Reports (FSR)

Reports - Annual	FIN-FSR-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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*Superseded Schedules***00-204** *Trial Balance Reports*

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

Financial	GAC-AOC-04	CP	5	Retain 5 years after completion then destroy	Yes
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*Superseded Schedules***00-202** *Audits*

Public Health Services (PHS)

Hospital and Medical (HAM)

Patient Management	PHS-HAM-17	CP	10	Retain 10 years after completion then destroy	No
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*Superseded Schedules***02-110** *Requisition and Charges - Patient Services (Patients, etc. – lab work, equipment, pharmacy)*

Administration

Administration and Business Support (ADM)

Buildings, Facilities and Infrastructure Management (BFI)

Construction Project Files	ADM-BFI-03	LOA	10	Retain for the Life of the Asset then destroy 10 years after that date.	Yes
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*Superseded Schedules***02-092** *Capital Improvement Projects Records (Capital expenditures for construction or major improvements) Includes: minutes from construction meetings where changes in orders and decisions on specifications have been made.*

Equipment and Vehicle Management (EVM)

Equipment Files	ADM-EVM-01	LOA	5	Retain 5 years after the Life of the Asset then destroy	No
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*Superseded Schedules***02-095** *Equipment Records (Operation manuals, purchase records, warranties) SEE ALSO Maintenance Records*

Administration

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
<i>Superseded Schedules</i>					
02-093	<i>Correspondence - Administrator</i>				
02-094	<i>Correspondence - departments, divisions, sections, and units</i>				
Meeting Management	ADM-GMT-12	CR	3	Retain 3 years after create date, then destroy	Yes
<i>Superseded Schedules</i>					
02-107	<i>Minutes of Meetings (Project Specific, Temporary Committees, UBE meetings, Staff meeting minutes, Leadership Committees, Subcommittees, Utilization Review. Performance Improvement)</i>				
02-106	<i>Minutes of Meetings - Committees and Joint Conferences (Medical Executive Committee, Board of Trustees, Safety, Physician Peer Review, Section of Surgery, Section of Medicine)</i>				
Organization	ADM-GMT-15	PERM		Retain permanently	No
<i>Superseded Schedules</i>					
02-101	<i>Master Organizational Chart - Non-Joint Commission Hospitals (If Joint Commission hospital, this is included in Policies and Procedures Manuals and not required for separate retention)</i>				
Program and Project Files	ADM-GMT-18	CP	5	Retain 5 years after completion then destroy	Yes
<i>Superseded Schedules</i>					
12280	<i>Special Studies and Projects Records (Planning for construction, program changes, etc.)</i>				
Reference Material	ADM-GMT-20	OBS	3	Retain 3 years after obsolete, then destroy	Yes
<i>Superseded Schedules</i>					
12278	<i>Publications of Hospital (Brochures, pamphlets and books - includes patient's Bill of Rights and handbooks)</i>				
Reports - General	ADM-GMT-22	CR	5	Retain 5 years after create date, then destroy	Yes
<i>Superseded Schedules</i>					
12257	<i>Analysis of Daily Census or Midnight Census (Department, actual days, total available days, % occupancy, average patients per day, etc.) Analysis of Daily Census or Midnight Census (Department, actual days, total available days, % occupancy, average patie</i>				
02-103	<i>Memoranda - Outgoing</i>				
02-102	<i>Memoranda - Incoming/Other Agencies</i>				
Transitory Records	ADM-GMT-26	OBS/SUP 3		Retain 3 years after obsolete or superseded, then destroy.	No
<i>Superseded Schedules</i>					
02-105	<i>Patient Registration Forms - Duplicate</i>				

Administration

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
<i>Superseded Schedules</i>				

02-104 *Scrap Books, Clippings and News Releases (Publicity, news stories, etc. regarding hospital and staff)*

Employee Services (EMP)

Personnel Management (PER)

Volunteer Files	EMP-PER-20	TE 5	Retain 5 years after separation then destroy	No
<i>Superseded Schedules</i>				

12282 *Volunteer Time and Minor Donation Records*

Financial and Accounting (FIN)

Accounting Management (ACC)

Reports - Accounting	FIN-ACC-10	FYE 5	Retain 5 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>				

12283 *Donation Records - Major Donations (Includes but not limited to: bequests, endowments, estates, trusts)*

Asset Management (ASM)

Inventories	FIN-ASM-03	FYE 5	Retain 5 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>				

12269 *Inventory Records (Equipment, fixed assets, furniture, supplies) SEE ALSO Maintenance Records*

Budget Management (BUD)

Workpapers	FIN-BUD-04	FYE 5	Retain 5 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>				

02-091 *Budget Preparation Files*

12259 *Budget Files (Budget, budget reports, supplemental budgets)*

Procurement (PRO)

Bids, Proposals and Quotes	FIN-PRO-01	CP 4	Retain 4 years after completion then destroy	No
<i>Superseded Schedules</i>				

02-090 *Bids Records (Except Capital Improvements) (Includes: Bids, requests for quotations, specifications, and any supporting documentation/ correspondence to the bids)*

Administration

Governance and Compliance (GAC)

Accreditation and Certification (AAC)

Hospitals/Medical Facilities	GAC-AAC-02	LOA	10	Retain for life of asset	Yes
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*Superseded Schedules***02-100** *Credentialing Records*

Human Rights Management (HRM)

Affirmative Action/EEOC	GAC-HRM-03	CR	5	Retain 5 years after create date, then destroy	No
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*Superseded Schedules***12281** *State and Local Government Information Report (EEO-4 Form) (If required to file with Equal Employment Opportunity Commission)*

Inspections and Monitoring (ISP)

General	GAC-ISP-08	CP	5	Retain 5 years after completion then destroy	No
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*Superseded Schedules***02-098** *Inspection Records (Includes but not limited to: elevators, fire marshal, health, building code) SEE ALSO Fire Drill Records and Maintenance Records*

Policy and Standards Management (PSM)

Policies, Procedures and Manuals	GAC-PSM-02	SUP	5	Retain 5 years after superseded then destroy	Yes
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*Superseded Schedules***12277** *Policies and Procedures Manuals - Originals and Revisions (Policies and procedures for all offices for their operation)*

Legal and Judiciary (LGL)

Contract Management (CTR)

General	LGL-CTR-04	EXP	10	Retain 10 years after expiration then destroy	No
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*Superseded Schedules***12262** *Contracts and agreements with Other Agencies - Originals and Revisions (Includes but not limited to: city, county, fire districts; emergency evacuations; mass casualty plan - fire; safety plan; policies and procedures)*

Leases	LGL-CTR-08	EXP	10	Retain 10 years after expiration then destroy	No
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*Superseded Schedules***12270** *Lease Agreements - Real Property (Original and revision)*

Licensing and Registration (LAR)

Facilities, Establishments and Products	LGL-LAR-18	EXP	5	Retain 5 years after expiration then destroy	Yes
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*Superseded Schedules***02-099** *Licenses and Permits - Permanent (Includes but not limited to: alcohol; blood bank; certificate of need; dispense narcotic drugs; federal, regional; food; heliport; institution; laboratory; pharmacy; radio (F.C.C.); radioactive materials; sales; X-ray)*

Administration

Legal and Judiciary (LGL)

Real Property (RPR)

Land and Easements	LGL-RPR-03	PERM	Retain permanently	No
<i>Superseded Schedules</i>				
12263	<i>Deeds, Abstracts of Title and Other Property Records</i>			

Public Health Services (PHS)

Hospital and Medical (HAM)

Administrator - Certificate	PHS-HAM-25	PERM	Retain permanently			No
Superseded Schedules						
12256	Administrator - Certificate					
Incidents	PHS-HAM-11	CP	10	Retain 10 years after completion then destroy		No
Superseded Schedules						
02-097	Incident Reports (Employees, patients, visitors)					

Public Safety Services (PSS)

Emergency and Disaster Management (EDM)

Emergency and Fire Drills	PSS-EDM-05	CP	2	Retain 2 years after completion then destroy	No
<i>Superseded Schedules</i>					
02-096	<i>Fire Drill Records</i>				

Blood Banks

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Professional Licenses	LGL-LAR-32	EXP	50	Retain 50 years after expiration then destroy	Yes
<i>Superseded Schedules</i>					
02-111	<i>Records of Employee Signatures, Initials, and Identification Codes</i>				

Public Health Services (PHS)

Hospital and Medical (HAM)

Blood Donor and Transfusion	PHS-HAM-24	CR	10	Retain 10 years after create date then destroy	No
<i>Superseded Schedules</i>					
12312	<i>Blood Transfusion Record Book</i>				
12311	<i>Blood Donor Records - Information and Release</i>				
02-113	<i>Donor and Recipient Records</i>				

Blood Banks

Public Health Services (PHS)

Hospital and Medical (HAM)

Lab Slips	PHS-HAM-12	CR	5	Retain 5 years after create date then destroy	No
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*Superseded Schedules***12310** *Blood Bank Laboratory Reports*

Laboratory Management (LAB)

Reports - Lab	PHS-LAB-04	CR	7	Retain 7 years after create date then destroy	No
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*Superseded Schedules***02-112** *Quality Control Records*

Central Supply

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3		Retain 3 years after obsolete or superseded, then destroy.	No
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*Superseded Schedules***02-114** *Product Evaluation Form***12313** *Equipment Distribution Record and Use Report*

Financial and Accounting (FIN)

Asset Management (ASM)

Inventories	FIN-ASM-03	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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*Superseded Schedules***12314** *Lot or Inventory Control Sheet or Record*

Continuing Education

Administration and Business Support (ADM)

Education (EDU)

Course Development and Administration	ADM-EDU-02	CR	5	Retain 5 years after create date then destroy	No
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*Superseded Schedules***02-115** *Course Outline with Class Objectives***02-118** *Course Evaluations*

Continuing Education

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
<i>Superseded Schedules</i>				

02-116 *Handouts*

02-117 *Attendance Rosters*

Employee Services (EMP)

Training Management (TRM)

Instructor Management	EMP-TRM-04	TE	1	Retain 1 year after termination then destroy	No
<i>Superseded Schedules</i>					

02-119 *Instructor's Credentials*

Department of Continuing Care

Public Health Services (PHS)

Hospital and Medical (HAM)

Patient Management	PHS-HAM-17	CP	10	Retain 10 years after completion then destroy	No
<i>Superseded Schedules</i>					

16698 *Patient's Continuing Care Records*

Dietary

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
<i>Superseded Schedules</i>				

02-120 *Dietary Requisitions and Orders (If requests for Dietary Department for nourishments, coffee, etc. maintained for billing)*

02-121 *Patient's Diet List (Room, patient's name, reg., light, surg., liquid, bland, special, special orders)*

12317 *Meal Counts (Summary information)*

12318 *Menus*

Dietary

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

Federal Programs and Reporting	GAC-AOC-03	CP	5	Retain 5 years after completion then destroy	Yes
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*Superseded Schedules***12320** *Federal Commodity Program Records (If participating in Federal food surplus programs)*

District

Administration and Business Support (ADM)

General Management (GMT)

Affidavits of Publication	ADM-GMT-29	CP	5	Retain 5 years after completion then destroy	No
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*Superseded Schedules***12255** *Legal Notices (Certified copies of legal notices published in newspaper, etc.)*

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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*Superseded Schedules***12250** *Board of Trustees - Correspondence*

Financial and Accounting (FIN)

Bank Administration (BNK)

Statements and Reports	FIN-BNK-04	FYE	5	Retain 5 years after the fiscal year end then	No
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*Superseded Schedules***destroy****12253** *Cancelled Bonds and Coupons*

Investment Management (INV)

Bond Register and Paid Off Bonds	FIN-INV-01	CP	6	Retain 6 years after completion then destroy	Yes
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*Superseded Schedules***12251** *Bond Election and Bond Sale Records (After 1973 Elections Conducted by County Clerks)***02-122** *Bond Registers*

Governance and Compliance (GAC)

Election Management (ELM)

Abstracts	GAC-ELM-01	PERM		Retain permanently	Yes
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*Superseded Schedules***12249** *Board and Annexation Elections - Final Results, Abstracts of Elections***12247** *Board and Annexation Elections (Certificates of election, election notices, poll books)*

District

Governance and Compliance (GAC)

Election Management (ELM)

Ballots and Poll Books	GAC-ELM-12	CP	2	Retain 2 years after completion then destroy	No
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*Superseded Schedules***12248** Board and Annexation Elections - Ballots

Governance (GOV)

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM		Retain permanently	No
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*Superseded Schedules***12254** Hospital District Board a/k/a Board of Trustees - Minutes of Meetings and Supportive Documents

Housekeeping

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3		Retain 3 years after obsolete or superseded, then destroy.	No
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*Superseded Schedules***12324** Project Slip (Non-routine housekeeping projects)**12326** Supplies Count, Use and Replacement Records (Summary information)**02-123** Supplies Count Records (Includes but not limited to: mop count, drapes sent to laundry/brought back, mops back from laundry/sent out)**12321** Housekeeping Check List (Periodic cleaning record) Room Dismissal Record SEE Quality Assurance**12325** Record of Delivery of Supplies**12323** Project Book - Yearly (Jobs to be done by housekeeping by area)

Insurance

Employee Services (EMP)

Benefits Management (BEN)

Claims	EMP-BEN-01	CP	10	Retain 10 years after completion then destroy	No
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*Superseded Schedules***02-125** Employee's Statement of Claim for Group Health Benefits/Employer's Statement (Equitable/State of Wyoming)**12339** Insurance Claims - Paid (Blue Cross, Medicare, Medicaid, Veteran's Administration, other miscellaneous, group health insurance)

Insurance

Financial and Accounting (FIN)

Accounting Management (ACC)

Accounts Receivable and Revenue	FIN-ACC-12	FYE	7	Retain 7 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					

02-128 Provider Billing for Patient Services by Physicians Medical Insurance Benefits - Social Security Act - Form #HCFA-1554.

02-127 Provider Billing for Medical and Other Health Services medical Insurance Benefits - Social Security Act - Form #HCFA-1483

Public Health Services (PHS)

Hospital and Medical (HAM)

Ledgers - Patient	PHS-HAM-13	CR	5	Retain 5 years after create date then destroy	No
<i>Superseded Schedules</i>					

02-126 Outpatient/Inpatient Insurance Information Forms (Patient information, responsible party information, insurance, attending physician, etc.)

02-129 Services and/or Supplies Provided by Civilian Hospitals TRI-CARE. (Patient and treatment data for military personnel)

02-124 Attending Doctor's Statement - Health Insurance Claim Hospital Plan - American Postal Workers Union, AFL-CIO - Form # IHF-1 (2 parts: member completes and doctor completes)

12338 Group Hospital Insurance Form - Form #273 (American Hospital Association; 2 parts: completed by policyholder and completed by hospital)

Laboratory

Administration and Business Support (ADM)

Buildings, Facilities and Infrastructure Management (BFI)

Maintenance and Repairs/Space Records	ADM-BFI-05	LOA	10	Retain for the Life of the Asset then destroy.	No
<i>Superseded Schedules</i>					

02-133 Maintenance Records

General Management (GMT)

Logs	ADM-GMT-11	CR	3	Retain 3 years after create date, then destroy	No
<i>Superseded Schedules</i>					

02-132 Log Books (Chemistry, hematology, bacteriology, immunology, surgical, pathology, cytology, and autopsy material)

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
<i>Superseded Schedules</i>					

02-135 Statistical Reports - Lab

Laboratory

Public Health Services (PHS)

Laboratory Management (LAB)

Reports - Lab	PHS-LAB-04	CR	7	Retain 7 years after create date then destroy	No
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Superseded Schedules

- 02-131** *Laboratory Reports and Worksheets (Chemistry, hematology, bacteriology, cytology, immunology, serum and cell samples, and surgical pathology)*
- 02-134** *Specimens: Surgical, Pathology, Cytology, Autopsy and hematology (Wet tissue, paraffin blocks, slides, bone marrow slides, blood smears, serum and cell samples)*
- 12344** *Autopsy Reports and Worksheets (Inpatients and outpatients reports)*
- 02-130** *Laboratory Quality Control Records and Worksheets (Chemistry, hematology, bacteriology and immunology)*
- 12345** *Cultures (Routine cultures, acid fast and fungi cultures)*

Linen

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

- 02-136** *Linen Count - Daily or Weekly*
- 12355** *Laundry Poundage Record*
- 12357** *Linen Inventory (Yearly summary by month by item)*
- 12359** *Monthly Laundry Report or Monthly Cost Analysis*
- 12358** *Linen Replacement Analysis (Yearly summary by month by item)*

Maintenance

Administration and Business Support (ADM)

Equipment and Vehicle Management (EVM)

Equipment Files	ADM-EVM-01	LOA	5	Retain 5 years after the Life of the Asset then destroy	No
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Superseded Schedules

- 02-138** *Preventative Maintenance Card*

Maintenance

Financial and Accounting (FIN)

Asset Management (ASM)

Inventories	FIN-ASM-03	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					

12353 *Inventory Control - Maintenance a/k/a Perpetual Inventory Card*

Governance and Compliance (GAC)

Environment Management (ENV)

Air Permitting and Pollution Control and Remediation	GAC-ENV-07	EXP	10	Retain 10 years until expiration then destroy	No
<i>Superseded Schedules</i>					

02-137 *Inspection Logs (Includes but not limited to: air handling equipment log, boiler log, emergency generator log, fire sprinkler log, water softener log)*

Medical Records

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
<i>Superseded Schedules</i>					

02-142 *Medical Care Evaluation Studies*

12361 *Birth Certificate Stub Books or Duplicate Certificate*

02-139 *Daily Discharge Analysis*

12374 *Utilization Reviews Plan (UR Plan)*

12373 *Utilization Reviews and Worksheets*

Employee Services (EMP)

Personnel Management (PER)

Medical Records	EMP-PER-11	TE	30	Retain 30 years after separation then destroy	No
<i>Superseded Schedules</i>					

02-146 *Employee Health Files (OSHA requirement includes records of toxic exposure) SEE ALSO: Patient Medical Records; X- Ray and Nuclear Medicine Exposure Records*

Medical Records

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

Docket Files	LGL-LMM-15	CP	15	Retain 15 years after completion then destroy	Yes
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*Superseded Schedules***12364** EEG's (Electroencephalograms) - Tracings**12365** EKG's (Electrocardiograms) - Tracings

Public Health Services (PHS)

Hospital and Medical (HAM)

Patient Management	PHS-HAM-17	CP	10	Retain 10 years after completion then destroy	No
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*Superseded Schedules***02-366** Out-Patient Records - Diagnostic Records (Includes: adults, minors, and patients with mental disabilities or incompetence)**12366** Master Patient Index (Index card on any in/out/emergency to find record chart no. for each admission no., unit no., patient no., serial unit no.)**02-367** Out-Patient Records - Surgical Records and Tissue Reports (Includes: adults, minors, and patients with mental disabilities or incompetence)**02-140** Patients' Register Books**12363** Emergency Room or Department Records (Personal information and treatment only)**02-141** Statistical Summaries and Abstract Information (Patient index, diagnosis index (disease index), physicians index, operations index, hospital statistical summary)

Patient Records - Children	PHS-HAM-19	CP	25	Retain 25 years after completion then destroy	No
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*Superseded Schedules***98-038** Fetal Monitor Strips

Public Safety Services (PSS)

Emergency and Disaster Management (EDM)

Ambulance	PSS-EDM-01	CR	8	Retain 8 years after create date, then destroy	No
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*Superseded Schedules***12360** Ambulance Reports

Nuclear Medicine

Nuclear Medicine

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
<i>Superseded Schedules</i>					
12377	<i>Correspondence - Nuclear Regulatory Commission</i>				
Indexes and Finding Aids	ADM-GMT-09	PERM		Retain permanently	No
<i>Superseded Schedules</i>					
12378	<i>Cross Reference File on Names (Index to exams/card file)</i>				
Logs	ADM-GMT-11	CR	3	Retain 3 years after create date, then destroy	No
<i>Superseded Schedules</i>					
12383	<i>Log Book - Shipments a/k/a Receipt Log</i>				
Reports - General	ADM-GMT-22	CR	5	Retain 5 years after create date, then destroy	Yes
<i>Superseded Schedules</i>					
12387	<i>Register (Quantity of work)</i>				

Financial and Accounting (FIN)

Asset Management (ASM)

Inventories	FIN-ASM-03	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					
12389	<i>Survey of Shipments and Packages (Supplies)</i>				

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Radioactive Materials	LGL-LAR-33	CP	5	Retain 5 years after completion then destroy	Yes
<i>Superseded Schedules</i>					
02-151	<i>Nuclear Regulatory Commission License</i>				
02-149	<i>Hand Survey (Records on dosages, ring metering)</i>				
02-148	<i>Dose Worksheet/Radiation Dose Worksheet (Patients)</i>				

Public Health Services (PHS)

Hazardous Material Management (HMM)

Radioactive Material	PHS-HMM-02	EXP	5	Retain 5 years after expiration then destroy	No
<i>Superseded Schedules</i>					
02-147	<i>Background and Survey Records (Radiation)</i>				

Nuclear Medicine

Public Health Services (PHS)

Hazardous Material Management (HMM)

Radioactive Material	PHS-HMM-02	EXP	5	Retain 5 years after expiration then destroy	No
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*Superseded Schedules***02-152** *Radioisotopes Records (Receipts, transfer, use, storage delivery and disposal)*

Hospital and Medical (HAM)

Patient Management	PHS-HAM-17	CP	10	Retain 10 years after completion then destroy	No
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*Superseded Schedules***02-153** *Requests for Tests***12385** *Patient Films*

Patient Records - Adults	PHS-HAM-18	CP	7	Retain 7 years after completion then destroy	No
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*Superseded Schedules***12380** *Examination Reports (Medical record)*

Nursing

Administration and Business Support (ADM)

General Management (GMT)

Distribution, Mailing and Contact Lists	ADM-GMT-06	SUP	3	Retain 3 years after superseded then destroy	Yes
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*Superseded Schedules***02-155** *Private Duty Nurse Records (Name file, schedules, etc.)*

Employee Services (EMP)

Personnel Management (PER)

Work Schedules	EMP-PER-21	CYE	1	Retain 1 year after calendar year end then destroy	No
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*Superseded Schedules***02-156** *Shift Schedules, a/k/a Employee Time Schedules***02-157** *Ward Personnel Assignment Slips Dismissal Notice*

Public Health Services (PHS)

Hospital and Medical (HAM)

Patient Records - Adults	PHS-HAM-18	CP	7	Retain 7 years after completion then destroy	No
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*Superseded Schedules***02-154** *Nursing History, Nursing Care Plan or Health Care Plan and Discharge Records*

PBX

PBX

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records		ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
<i>Superseded Schedules</i>					
12396	<i>Safekeeping Records (Patient valuables)</i>				
02-158	<i>Transfer Record</i>				
12395	<i>Long Distance Charge Slips</i>				
12394	<i>Dismissal Notice</i>				

Personnel and Payroll

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records		ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
<i>Superseded Schedules</i>					
12413	<i>Payroll Work Sheet a/k/a Worksheet - Payroll Proof</i>				
02-165	<i>Request for Check - Early Check (Date of request, date check needed, reason, employee's signature)</i>				

Employee Services (EMP)

Benefits Management (BEN)

Claims		EMP-BEN-01	CP	10	Retain 10 years after completion then destroy	No
<i>Superseded Schedules</i>						
12408	<i>Insurance Claims (Personnel only)</i>					
Enrollment		EMP-BEN-02	CP	5	Retain 5 years after completion then destroy	No
<i>Superseded Schedules</i>						
12407	<i>Group Enrollment Card - Insurance (Life) (New Insured or change in coverage)</i>					
12406	<i>Group Enrollment Card - Health, a/k/a Application for Health Insurance Coverage (Single or family coverage)</i>					

Payroll Management (PRL)

Deductions and Garnishments		EMP-PRL-01	EXP	5	Retain 5 years after expiration then destroy	No
<i>Superseded Schedules</i>						
12420	<i>Savings Bonds Records (Deduction authorizations, reports, listings, histories)</i>					
12425	<i>W-4 Form a/k/a Employees Withholding Exemption Certificate (Name, Social Security no., address, claimed exemptions, signature and date)</i>					

Personnel and Payroll

Employee Services (EMP)

Payroll Management (PRL)

Deductions and Garnishments	EMP-PRL-01	EXP	5	Retain 5 years after expiration then destroy	No
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*Superseded Schedules***12399** Automatic Payroll Deposit Cards a/k/a Bank Deposit Authorization Cards**12398** Authorization for Payroll Deductions - Supplies (Date, information, authorizations by persons issuing goods and employee)

Reports - Payroll	EMP-PRL-03	CYE	7	Retain 7 years after calendar year end then	No
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*Superseded Schedules***destroy****12411** Payroll Garnishment Records (If applicable)**12427** Social Security (F.I.C.A.) Report- Quarterly**12424** W-2 Wage and Tax Statement (IRS earnings and deductions statement)**12422** United Fund Records (Deduction authorizations, reports)**12412** Payroll Register**12401** Earning Record - Leave a/k/a Employee Record Card (Personal information, payroll information, and vacation, sick leave, etc. earned. Also contains daily record of hours worked for year)**12410** Payroll Deduction Authorization Card - Credit Unions

Personnel Management (PER)

Evaluations - Performance	EMP-PER-04	CP	10	Retain 10 years after separation then destroy	No
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*Superseded Schedules***02-161** Employee Performance Appraisal or Evaluation Records

Leave Records/UW Tenure & Promotions	EMP-PER-10	CP	3	Retain 3 years after completion then destroy	No
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*Superseded Schedules***12418** Request for Leave of Absence (Information, signature of employee, approvals)**02-167** Vacation Schedules - Departmental**02-166** Request for Vacation

Personnel Files - Long Term	EMP-PER-22	CP	10	Retain 10 years after separation then destroy	No
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*Superseded Schedules***02-163** Personnel File (Master file) (Employee physical examinations and medical history; employee termination records; employee's chronological record and salary history (salary increase, transfer and change of status records); employee's continuing education c

Personnel and Payroll

Employee Services (EMP)

Personnel Management (PER)

Time and Attendance	EMP-PER-18	CYE	5	Retain 5 years after calendar year end then destroy	No
<i>Superseded Schedules</i>					

12405 Employee Time Card or Time Sheets (Name, department, station, period ending, day of month, hours worked, code, department okay, totals, signatures - employee and department head)

Staffing and Recruiting (SAR)

Applicants - Not Hired	EMP-SAR-01	CYE	3	Retain 3 year after calendar year end then destroy	No
<i>Superseded Schedules</i>					

12416 Personnel Requisition a/k/a Request for Personnel a/k/a New Positions Request File

02-164 Personnel Hiring Records (All Employees) (Including but not limited to: interview records, letters of inquiry, records on publicity and publication of position, test records and scores, unsuccessful applications and supporting documents)
Personnel Medical

Exams and Tests	EMP-SAR-03	SUP	3	Retain 3 years after superseded then destroy	No
<i>Superseded Schedules</i>					

12421 Test and Test Score Cards (Typing, dictation, etc.)

Positions and Classifications	EMP-SAR-04	SUP	5	Retain 5 years after superseded then destroy	No
<i>Superseded Schedules</i>					

02-162 Job Descriptions (All Employees) - Non-Joint Commission Hospital (If Joint Commission Hospital, these are included in Policies and Procedures Manuals and not required for separate retention)

Workers Compensation and Unemployment (WCU)

Claims	EMP-WCU-01	CP	5	Retain 5 years after completion then destroy	No
<i>Superseded Schedules</i>					

02-169 Worker's Compensation Payment Records

02-168 Worker's Compensation Injury Records

Financial and Accounting (FIN)

Accounting Management (ACC)

Input/Output Financial	FIN-ACC-99	VER	1	Retain 1 year after verification then destroy	No
<i>Superseded Schedules</i>					

12404 Employee Status Worksheet (Input - D.P. information, coding)

Personnel and Payroll

Legal and Judiciary (LGL)

Contract Management (CTR)

Collective	LGL-CTR-11	EXP	10	Retain 10 years after expiration then destroy	No
<i>Superseded Schedules</i>					
02-159	<i>Collective Bargaining Agreements</i>				
General	LGL-CTR-04	EXP	10	Retain 10 years after expiration then destroy	No
<i>Superseded Schedules</i>					
02-160	<i>Employee Contracts</i>				

Pharmacy

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records		ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
Superseded Schedules					
12429	Charges Form - Pharmacy (Form for miscellaneous charges to patient's bill)				
02-175	Official Order Form for Schedule I and II Controlled Substances (DEA-222 C, Federal)				

Employee Services (EMP)

Staffing and Recruiting (SAR)

Applicants - Not Hired	EMP-SAR-01	CYE	3	Retain 3 year after calendar year end then destroy	No
<i>Superseded Schedules</i>					
12428	<i>Application and Withdrawal Permit to Procure Spirits Free of Tax (Permit information, estimated monthly requirement in proof gallons)</i>				

Financial and Accounting (FIN)

Procurement (PRO)

Purchase Orders and Requisitions	FIN-PRO-02	CP	5	Retain 5 years after completion then destroy	No
<i>Superseded Schedules</i>					
12442	<i>Shipment and Receipt Specially Denatured, Tax-Free, or Recovered Spirits – ATF 1473 (Shipped by; shipped to; purchase order no.; conveyance; description—kind, proof, containers, serial numbers, gallons; signatures)</i>				

Pharmacy

Governance and Compliance (GAC)

Inspections and Monitoring (ISP)

General	GAC-ISP-08	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

02-178 Pharmacy Inspection of Units Stocking Medications and/or I.V. Solutions (Unit, I.V. dating, I.V. quantity, refrigerator and crash carts pt. meds., floor stock)

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

Docket Files	LGL-LMM-15	CP	15	Retain 15 years after completion then destroy	Yes
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Superseded Schedules

12432 Eight-Hour Nurses Audit Record for Narcotics and Sedatives a/k/a Narcotics Shift Sheet (Date, time, signatures of oncoming and offgoing nurses – nurses count sedatives)

Licensing and Registration (LAR)

General	LGL-LAR-22	EXP	5	Retain 5 years after expiration then destroy	No
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Superseded Schedules

12441 Report of Tax-Free Alcohol User - Yearly (Permittee and address, permit no., month, on-hand beginning of month, received, recovered, used, on-hand end of month, gains, losses, recapitulation signatures – ATF 1451)

Professional Licenses	LGL-LAR-32	EXP	50	Retain 50 years after expiration then destroy	Yes
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Superseded Schedules

02-170 Controlled Substances - Purchase Orders (Quantity, stock no., description, code, price and receiving report)

Public Health Services (PHS)

Hospital and Medical (HAM)

Drugs and Controlled Substances	PHS-HAM-07	CR	5	Retain 5 years after create date, then destroy	No
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Superseded Schedules

02-179 Prescriptions (RX) (Name, date, address, age order, doctor's signature)

02-174 Narcotic Requisition (Narcotic and form, nursing unit, date, R.N. ordering, R.N. receiving)

02-171 Daily Record of Narcotics Administered

02-177 Perpetual Inventory of Controlled Substances (Drug, dosage form, strength, date, quantity, nursing unit or patient sheet returned, dispensed by, balance)

02-173 Narcotics Inventory Control Register a/k/a Master Narcotics Inventory

02-172 Narcotic Disposition Record (Form *PP-23) (Drug, strength, form, date issued, issued by, nursing unit, date, time, number, patient, room no., physician, dose, nurse, balance)

Physical Therapy

Physical Therapy

Public Health Services (PHS)

Hospital and Medical (HAM)

Patient Management	PHS-HAM-17	CP	10	Retain 10 years after completion then destroy	No
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*Superseded Schedules***02-180** *Patient Count Per Day Form - Physical Therapy (Monthly record)***02-182** *Physical Therapy Referral a/k/a Requests for Treatment (Physician's prescription or order for therapy treatment)***02-181** *Physical Therapy Treatment Plan and Physical Therapy Reports a/k/a Physical Therapy Chart (Used for both inpatient and outpatient. Attached to physical therapy reports are patient's lab reports, physical therapy discharge summary, etc.)*

Quality Assurance

Administration and Business Support (ADM)

General Management (GMT)

Reports - General	ADM-GMT-22	CR	5	Retain 5 years after create date, then destroy	Yes
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*Superseded Schedules***02-186** *Sterilization Monitors (Including but not limited to: bacteriologist report and sterilization report on envelope, "Check-A-Clave autoclave test record (card), E.T.O. "Loadacator" sterilization test (card), "Loadacator" autoclave record system, "Surgispore***12448** *Quality Control Forms (Air Quality, etc.; temperature graphs; X- ray)*

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
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*Superseded Schedules***02-185** *Quality Control Strips (Including but not limited to: quantitative gasstrip control (strip), unistrip (for use in steam autoclaves)***02-183** *Infection Control Worksheets*

Governance and Compliance (GAC)

Policy and Standards Management (PSM)

Policies, Procedures and Manuals	GAC-PSM-02	SUP	5	Retain 5 years after superseded then destroy	Yes
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*Superseded Schedules***02-184** *Quality Assurance Studies*

Quality Assurance

Public Health Services (PHS)

Hospital and Medical (HAM)

Patient Management	PHS-HAM-17	CP	10	Retain 10 years after completion then destroy	No
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*Superseded Schedules***12450** Room Dismissal Record (Including isolation room)

Respiratory Therapy

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3		Retain 3 years after obsolete or superseded, then destroy.	No
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*Superseded Schedules***05-443** Diagnostic Tracing and Graphs

Public Health Services (PHS)

Hospital and Medical (HAM)

Patient Management	PHS-HAM-17	CP	10	Retain 10 years after completion then destroy	No
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*Superseded Schedules***02-189** Patient Flow Sheets and Ventilator Flow Sheet**02-191** Respiratory Therapy Order Form a/k/a Requests for Treatment (Prescription or order for respiratory therapy)**02-190** Respiratory Therapy Chart (Doctors orders)**02-188** Patient Care Plan**02-187** Patient Card - Respiratory Therapy (PP-15)

Patient Records - Adults	PHS-HAM-18	CP	7	Retain 7 years after completion then destroy	No
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*Superseded Schedules***02-192** Treatment Sheets

Surgery

Public Health Services (PHS)

Hospital and Medical (HAM)

Patient Management	PHS-HAM-17	CP	10	Retain 10 years after completion then destroy	No
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*Superseded Schedules***02-193** Operating Room Register

X-Ray

X-Ray

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
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*Superseded Schedules***12464** *Request for X-Rays*

Employee Services (EMP)

Personnel Management (PER)

Medical Records	EMP-PER-11	TE 30	Retain 30 years after separation then destroy	No
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*Superseded Schedules***02-195** *Radiation Reports (Personnel radiation dose levels, etc.)*

Public Health Services (PHS)

Hospital and Medical (HAM)

Analysis - X-Ray and Chemical	PHS-HAM-02	PERM	Retain permanently	Yes
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*Superseded Schedules***12463** *Records of Radioisotopes - Receipts, Transfer, Use, Storage, Delivery and Disposal*

Ledgers - Patient	PHS-HAM-13	CR 5	Retain 5 years after create date then destroy	No
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*Superseded Schedules***13733** *Index File Card (Index to patient's X-rays—name, date no., doctor, remarks)*

Patient Records - Adults	PHS-HAM-18	CP 7	Retain 7 years after completion then destroy	No
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*Superseded Schedules***12460** *Diagnostic Ultrasound Report***12465** *X-Ray Register of Tests (Chronological)***12466** *X-Ray Report Forms***12467** *X-Rays (Film) - Original (Copy of X-ray report in film envelope, same retention schedule)***02-196** *Digital images - Original*

Laboratory Management (LAB)

Calibration	PHS-LAB-01	CP 10	Retain 10 years after completion then destroy	No
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*Superseded Schedules***02-194** *Calibration Reports - Equipment*

Wyoming Justice of the Peace Courts

Administrative Records (Wyoming Justice of the Peace Courts)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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*Superseded Schedules***11908** *General Correspondence*

Employee Services (EMP)

Personnel Management (PER)

Personnel Files - Long Term	EMP-PER-22	CP	10	Retain 10 years after separation then destroy	No
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*Superseded Schedules***11909** *Personnel Records*

Courts Records (Wyoming Justice of the Peace Courts)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3		Retain 3 years after obsolete or superseded, then destroy.	No
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*Superseded Schedules***93-184** *Sound Recordings/Electronic Records*

Legal and Judiciary (LGL)

Court Administration (COU)

Civil	LGL-COU-05	PERM		Retain permanently	No
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*Superseded Schedules***11903** *Civil Case Files and Small Claims Court Case Files***98-124** *Civil Court Docket*

Civil/Small Claims/Family Violence/Stalking/Sexual Assault PO Case Files	LGL-COU-09	CP	10	Retain 10 years after completion or last activity date then destroy	No
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98-125 *Small Claims Court Docket*

Court Dockets - County/Municipality	LGL-COU-13	CP	3	Retain 3 years after completion then destroy	Yes
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*Superseded Schedules***xxxxxx** *Please note:*

Courts Records (Wyoming Justice of the Peace Courts)

Legal and Judiciary (LGL)

Court Administration (COU)

Criminal	LGL-COU-06	PERM	Retain permanently	No
<i>Superseded Schedules</i>				
11904	<i>Criminal Case Files</i>			
11902	<i>Criminal Court Docket</i>			
Indexes	LGL-COU-07	PERM	Retain permanently	No
<i>Superseded Schedules</i>				
11899	<i>Indexes to Civil, Criminal, and Small Claims Cases</i>			
Warrants	LGL-COU-10	CP 2	Retain 2 years after completion then destroy	No
<i>Superseded Schedules</i>				
11906	<i>Search Warrants</i>			
Warrants - Unexecuted	LGL-COU-11	EXP 4	Retain 4 years until expiration then destroy	No
<i>Superseded Schedules</i>				
11907	<i>Unexecuted Warrants</i>			

Public Safety Services (PSS)

Law Enforcement (LAE)

Citation Management - Traffic/Violations	PSS-LAE-08	CP 10	Retain 10 years after completion then destroy	Yes
<i>Superseded Schedules</i>				
98-158	<i>Traffic Citations and Criminal Court Dockets (Relating to or containing ONLY Traffic Citations, Game and Fish Violations, and similar minor offenses).</i>			

Financial Records (Wyoming Justice of the Peace Courts)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
<i>Superseded Schedules</i>				
11914	<i>Monthly Financial Reports</i>			
11922	<i>Subpoena Fee Books</i>			
11921	<i>Witness, Interpreter, Jurors Fee Books</i>			
11915	<i>Monthly Summary Reports to the Supreme Court</i>			
11916	<i>Reports to the City or County (Statistical/Financial)</i>			

Financial Records (Wyoming Justice of the Peace Courts)

Financial and Accounting (FIN)

Accounting Management (ACC)

Accounts Payables	FIN-ACC-09	FYE	7	Retain 7 years after the fiscal year end then	No
<i>Superseded Schedules</i>				destroy	

11913 *Vouchers/Purchase Orders (Duplicates)*

Accounts Receivable and Revenue	FIN-ACC-12	FYE	7	Retain 7 years after the fiscal year end then	No
<i>Superseded Schedules</i>				destroy	

11912 *Cash Books*

11910 *Cash Receipts*

11911 *Receipts from County/City Treasurer for Fees Collected*

Bank Administration (BNK)

Statements and Reports	FIN-BNK-04	FYE	5	Retain 5 years after the fiscal year end then	No
<i>Superseded Schedules</i>				destroy	

11918 *Bond Account Bank Records (Includes bank statements, deposit slips, cancelled checks, checkbook stubs, check registers, cash receipts, etc.)*

11920 *Special Criminal Account Bank Records (Includes bank statements, deposit slips, cancelled checks, checkbook stubs, check registers, cash receipts, etc.)*

11919 *Special Civil Account Bank Records (Includes bank statements, deposit slips, cancelled checks, checkbook stubs, check registers, cash receipts, etc.)*

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

Financial	GAC-AOC-04	CP	5	Retain 5 years after completion then destroy	Yes
<i>Superseded Schedules</i>					

11917 *Reports of Examination by State Examiner, etc.*

Board of Education

Administration and Business Support (ADM)

Education (EDU)

Assessments	ADM-EDU-01	CP	5	Retain 5 years after completion then destroy	No
<i>Superseded Schedules</i>					
16198	<i>Minimum Competency Objectives and Tests</i>				
Enrollment	ADM-EDU-04	CP	5	Retain 5 years after withdrawal or graduation then destroy	No
<i>Superseded Schedules</i>					
16200	<i>Principals' Enrollment Reports</i>				
High School Student Records	ADM-EDU-17	PERM		Retain permanently	No
<i>Superseded Schedules</i>					
8808	<i>Pupil's Permanent Record Card (Includes pupil's cumulative record card)</i>				
Student Records	ADM-EDU-12	CP	5	Retain 5 years after completion then destroy	No
<i>Superseded Schedules</i>					
8801	<i>Pupil Retention and Acceleration Reports</i>				
8807	<i>Certificate of Transfer</i>				
16202	<i>Pupil's Attendance Record Card</i>				
16203	<i>Reports of Pupils Dropped and Entered</i>				
16204	<i>Reports of Students Received from Out of the School District</i>				
Training Materials	ADM-EDU-14	SUP	2	Retain 2 years after superseded then destroy	No
<i>Superseded Schedules</i>					
16189	<i>Curriculum Guides</i>				

General Management (GMT)

Calendars and Schedules	ADM-GMT-02	OBS	5	Retain 5 years after obsolete then destroy	No
<i>Superseded Schedules</i>					
8794	<i>Calendars, School District</i>				
Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
<i>Superseded Schedules</i>					
16188	<i>Correspondence, General</i>				
Historical	ADM-GMT-08	PERM		Retain permanently	No
<i>Superseded Schedules</i>					
8800	<i>School Report of Deaths</i>				

Board of Education

Administration and Business Support (ADM)

General Management (GMT)

Planning and Development	ADM-GMT-17	CR	5	Retain 5 years after create date, then destroy	Yes
<i>Superseded Schedules</i>					
16197	<i>Master Plan Document and Status Report</i>				
Publications	ADM-GMT-19	CR	5	Retain 5 years after create date, then destroy	Yes
<i>Superseded Schedules</i>					
16199	<i>Newspaper Announcements of Board Meeting</i>				
Reference Material	ADM-GMT-20	OBS	3	Retain 3 years after obsolete, then destroy	Yes
<i>Superseded Schedules</i>					
16201	<i>Publications, Reference</i>				
Reports - Annual	ADM-GMT-21	CR	7	Retain 7 years after create date, then destroy	Yes
<i>Superseded Schedules</i>					
8792	<i>Annual School District Report</i>				
Reports - General	ADM-GMT-22	CR	5	Retain 5 years after create date, then destroy	Yes
<i>Superseded Schedules</i>					
16192	<i>Fall Report of Staff and Certification Status Report</i>				
Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
<i>Superseded Schedules</i>					
16196	<i>Machine Readable Records/Data Files</i>				
8795	<i>Requisitions for Materials</i>				

Information Technology and Services (ITS)

Systems and Networks	ADM-ITS-07	SUP	5	Retain 5 years after superseded then destroy	No
<i>Superseded Schedules</i>					
16187	<i>Computer Operating System Data</i>				

Employee Services (EMP)

Benefits Management (BEN)

Enrollment	EMP-BEN-02	CP	5	Retain 5 years after completion then destroy	No
<i>Superseded Schedules</i>					
16191	<i>Enrollment Sheets</i>				

Board of Education

Employee Services (EMP)

Salary and Compensation Management (SCM)

Salary Surveys	EMP-SCM-02	CP	2	Retain 2 years after completion then destroy	No
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*Superseded Schedules***8793** *Salary Schedules*

Staffing and Recruiting (SAR)

Positions and Classifications	EMP-SAR-04	SUP	5	Retain 5 years after superseded then destroy	No
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*Superseded Schedules***16195** *Job Descriptions*

Financial and Accounting (FIN)

Asset Management (ASM)

Bus - School Districts	FIN-ASM-06	CYE	7	Retain 7 years after calendar year end	No
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*Superseded Schedules***16194** *Non-Expendable Property Records (Includes description, identification numbers, date of acquisition, source and percentage of funding, ownership, location, cost, and disposition data)*

Inventories	FIN-ASM-03	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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*Superseded Schedules***16193** *Inventory Records and Reports - Originals and Duplicates*

Procurement (PRO)

Bids, Proposals and Quotes	FIN-PRO-01	CP	4	Retain 4 years after completion then destroy	No
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*Superseded Schedules***16186** *Bid and Other Legal Notices*

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

Financial	GAC-AOC-04	CP	5	Retain 5 years after completion then destroy	Yes
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*Superseded Schedules***16185** *Audits/Reports of Examination by State Examiner or Independent Accounting Firm and Approval Statements*

Governance (GOV)

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM		Retain permanently	No
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*Superseded Schedules***8789** *Minutes of the Board of Education*

Board of Education

Governance and Compliance (GAC)

Governance (GOV)

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM		Retain permanently	No
Superseded Schedules					
8790	Agendas of Board Meetings				

Legislation and Regulation Management (LRM)

General	GAC-LRM-07	SUP	5	Retain 5 years after superseded then destroy	Yes
Superseded Schedules					
16205	Rules and Regulations				

Policy and Standards Management (PSM)

Policies, Procedures and Manuals	GAC-PSM-02	SUP	5	Retain 5 years after superseded then destroy	Yes
Superseded Schedules					
8788	Board of Education Policy Manual				

Legal and Judiciary (LGL)

Contract Management (CTR)

General	LGL-CTR-04	EXP	10	Retain 10 years after expiration then destroy	No
Superseded Schedules					
16184	Agreements Between School Board and Employee Units				

Legal Matter Management (LMM)

Docket Files	LGL-LMM-15	CP	15	Retain 15 years after completion then destroy	Yes
Superseded Schedules					
8791	Docket File				

Public Safety Services (PSS)

Emergency and Disaster Management (EDM)

Programs and Plans	PSS-EDM-06	SUP	5	Retain 5 years after superseded then destroy	Yes
Superseded Schedules					
16190	Emergency Operating Plan				

Business and Fiscal Records

Administration and Business Support (ADM)

Buildings, Facilities and Infrastructure Management (BFI)

Building Certification <i>Superseded Schedules</i> 16234 <i>Zoning Certificate</i>	ADM-BFI-01	CR	4	Retain 4 years after create date then destroy.	No
Building Files <i>Superseded Schedules</i> 8817 <i>Plans and Specifications for School Construction</i>	ADM-BFI-02	LOA	10	Retain for the Life of the Asset then destroy	Yes
Construction Project Files <i>Superseded Schedules</i> 8824 <i>Application for Permit to Construct Access Road</i>	ADM-BFI-03	LOA	10	Retain for the Life of the Asset then destroy 10 years after that date.	Yes

Education (EDU)

Course Development and Administration <i>Superseded Schedules</i> 16217 <i>Homebound Instruction Report</i>	ADM-EDU-02	CR	5	Retain 5 years after create date then destroy	No
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General Management (GMT)

Affidavits of Publication <i>Superseded Schedules</i> 16224 <i>Notice of Final Settlement - Legal Advertisement</i>	ADM-GMT-29	CP	5	Retain 5 years after completion then destroy	No
Transitory Records <i>Superseded Schedules</i> 8996 <i>Retirement Reports, Monthly</i> 16223 <i>Transportation/Maintenance of Isolated Pupils (WDE 108)</i>	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No

Risk Management (RSK)

Insurance Policies <i>Superseded Schedules</i> 90-73 <i>Insurance Policies</i>	ADM-RSK-05	EXP	10	Retain 10 years after expiration then destroy	No
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Business and Fiscal Records

Employee Services (EMP)

Payroll Management (PRL)

Employee Data Master	EMP-PRL-02	SUP	5	Retain 5 years after superseded then destroy	No
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*Superseded Schedules***16226** *Payroll Information Records*

Reports - Payroll	EMP-PRL-03	CYE	7	Retain 7 years after calendar year end then destroy	No
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*Superseded Schedules***16225** *Payroll Deduction Register*

Personnel Management (PER)

Time and Attendance	EMP-PER-18	CYE	5	Retain 5 years after calendar year end then destroy	No
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*Superseded Schedules***16216** *Employee Time Sheets*

Financial and Accounting (FIN)

Accounting Management (ACC)

Accounts Payables	FIN-ACC-09	FYE	7	Retain 7 years after the fiscal year end then destroy	No
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*Superseded Schedules***8816** *Debt Service Records*

Accounts Receivable and Revenue	FIN-ACC-12	FYE	7	Retain 7 years after the fiscal year end then destroy	No
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*Superseded Schedules***16230** *Receipt Books*

Reports - Accounting	FIN-ACC-10	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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*Superseded Schedules***8825** *School Foundation Program Report and Annual Pupil Transportation Expenditures Report***16222** *Junior and Senior High School Student Activity Fund Purchase Orders***16221** *Junior and Senior High School Student Activity Fund Deposit Slips***16220** *Junior and Senior High School Student Activity Fund Checks***16232** *School District Funds Accounting Records*

Business and Fiscal Records

Financial and Accounting (FIN)

Accounting Management (ACC)

Reports - Accounting	FIN-ACC-10	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					

16215 *Elementary Schools' Activities and Organizations' Financial Reports*

16223 *Junior and Senior High School Student Activity Fund Vouchers*

16231 *School Activity Fund Accounting Records*

Bank Administration (BNK)

Statements and Reports	FIN-BNK-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					

16207 *Bank Books*

16212 *Check Posting Ledger*

16208 *Bank Statements*

16213 *Check Register - General Expenditures and Payroll*

16214 *Checks and/or Warrants*

Budget Management (BUD)

Annual	FIN-BUD-01	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					

16210 *Budget Allocation Sequence Ledger*

Workpapers	FIN-BUD-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					

8827 *Budget, School District's Annual*

16211 *Budget List and Reports*

Investment Management (INV)

Statements and Reports	FIN-INV-07	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					

16219 *Investment Records, School District*

Financial and Accounting (FIN)

Investment Management (INV)

Statements and Reports	FIN-INV-07	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					

16218 *Investment Collateral Records, School District*

Procurement (PRO)

Bids, Proposals and Quotes	FIN-PRO-01	CP	4	Retain 4 years after completion then destroy	No
<i>Superseded Schedules</i>					

16209 *Bid Information and Requests for Proposals*

Purchase Orders and Requisitions	FIN-PRO-02	CP	5	Retain 5 years after completion then destroy	No
<i>Superseded Schedules</i>					

16229 *Purchase Orders/Vouchers, Duplicates*

16228 *Purchase Orders/Vouchers*

Governance and Compliance (GAC)

Election Management (ELM)

Petitions	GAC-ELM-07	CP	5	Retain 5 years after completion then destroy	No
<i>Superseded Schedules</i>					

16227 *Petition for Annexation*

Legal and Judiciary (LGL)

Contract Management (CTR)

Capital Improvement	LGL-CTR-01	LOA	10	Retain 10 years after the Life of the Asset then destroy	Yes
<i>Superseded Schedules</i>					

8819 *Construction Contract, School*

Real Property (RPR)

Land and Easements	LGL-RPR-03	PERM		Retain permanently	No
<i>Superseded Schedules</i>					

8822 *Utility Easement*

Business and Fiscal Records (Wyoming School Districts)

Business and Fiscal Records (Wyoming School Districts)

Administration and Business Support (ADM)

Buildings, Facilities and Infrastructure Management (BFI)

Building Certification	ADM-BFI-01	CR	4	Retain 4 years after create date then destroy.	No
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*Superseded Schedules***16234** *Zoning Certificate*

Building Files	ADM-BFI-02	LOA	10	Retain for the Life of the Asset then destroy	Yes
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*Superseded Schedules***8817** *Plans and Specifications for School Construction*

Construction Project Files	ADM-BFI-03	LOA	10	Retain for the Life of the Asset then destroy 10 years after that date.	Yes
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*Superseded Schedules***8824** *Application for Permit to Construct Access Road*

Education (EDU)

Course Development and Administration	ADM-EDU-02	CR	5	Retain 5 years after create date then destroy	No
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*Superseded Schedules***16217** *Homebound Instruction Report*

General Management (GMT)

Affidavits of Publication	ADM-GMT-29	CP	5	Retain 5 years after completion then destroy	No
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*Superseded Schedules***16224** *Notice of Final Settlement - Legal Advertisement*

Risk Management (RSK)

Insurance Policies	ADM-RSK-05	EXP	10	Retain 10 years after expiration then destroy	No
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*Superseded Schedules***90-073** *Insurance Policies*

Employee Services (EMP)

Payroll Management (PRL)

Employee Data Master	EMP-PRL-02	SUP	5	Retain 5 years after superseded then destroy	No
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*Superseded Schedules***16226** *Payroll Information Records*

Business and Fiscal Records (Wyoming School Districts)

Employee Services (EMP)

Payroll Management (PRL)

Reports - Payroll	EMP-PRL-03	CYE	7	Retain 7 years after calendar year end then destroy	No
<i>Superseded Schedules</i>					

16225 *Payroll Deduction Register*

Personnel Management (PER)

Time and Attendance	EMP-PER-18	CYE	5	Retain 5 years after calendar year end then destroy	No
<i>Superseded Schedules</i>					

16216 *Employee Time Sheets*

Financial and Accounting (FIN)

Accounting Management (ACC)

Accounts Payables	FIN-ACC-09	FYE	7	Retain 7 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					

8816 *Debt Service Records*

Accounts Receivable and Revenue	FIN-ACC-12	FYE	7	Retain 7 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					

16230 *Receipt Books*

Reports - Accounting	FIN-ACC-10	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					

16215 *Elementary Schools Activities and Organizations Financial Reports*

16231 *School Activity Fund Accounting Records*

16221 *Junior and Senior High School Student Activity Fund Deposit Slips*

16222 *Junior and Senior High School Student Activity Fund Purchase Orders*

16223 *Junior and Senior High School Student Activity Fund Vouchers*

16220 *Junior and Senior High School Student Activity Fund Checks*

8825 *School Foundation Program Report and Annual Pupil Transportation Expenditures Report*

16232 *School District Funds Accounting Records*

Business and Fiscal Records (Wyoming School Districts)

Financial and Accounting (FIN)

Bank Administration (BNK)

Statements and Reports	FIN-BNK-04	FYE	5	Retain 5 years after the fiscal year end then	No
<i>Superseded Schedules</i>				destroy	
16212	<i>Check Posting Ledger</i>				
16208	<i>Bank Statements</i>				
16213	<i>Check Register - General Expenditures and Payroll</i>				
16214	<i>Checks and/or Warrants</i>				
16207	<i>Bank Books</i>				

Budget Management (BUD)

Annual	FIN-BUD-01	FYE	5	Retain 5 years after the fiscal year end then	No
<i>Superseded Schedules</i>				destroy	
16210	<i>Budget Allocation Sequence Ledger</i>				
Workpapers	FIN-BUD-04	FYE	5	Retain 5 years after the fiscal year end then	No
<i>Superseded Schedules</i>				destroy	
16211	<i>Budget List and Reports</i>				
8827	<i>Budget, School Districts Annual</i>				

Investment Management (INV)

Statements and Reports	FIN-INV-07	FYE	5	Retain 5 years after the fiscal year end then	No
<i>Superseded Schedules</i>				destroy	
16219	<i>Investment Records, School District</i>				
16218	<i>Investment Collateral Records, School District</i>				

Procurement (PRO)

Bids, Proposals and Quotes	FIN-PRO-01	CP	4	Retain 4 years after completion then destroy	No
<i>Superseded Schedules</i>					
16209	<i>Bid Information and Requests for Proposals</i>				

Wyoming School Districts

Business and Fiscal Records (Wyoming School Districts)

Financial and Accounting (FIN)

Procurement (PRO)

Purchase Orders and Requisitions	FIN-PRO-02	CP	5	Retain 5 years after completion then destroy	No
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*Superseded Schedules***16229** *Purchase Orders/Vouchers, Duplicates***16228** *Purchase Orders/Vouchers*

Governance and Compliance (GAC)

Election Management (ELM)

Petitions	GAC-ELM-07	CP	5	Retain 5 years after completion then destroy	No
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*Superseded Schedules***16227** *Petition for Annexation*

Legal and Judiciary (LGL)

Contract Management (CTR)

Capital Improvement	LGL-CTR-01	LOA	10	Retain 10 years after the Life of the Asset then destroy	Yes
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*Superseded Schedules***8819** *Construction Contract, School*

Real Property (RPR)

Land and Easements	LGL-RPR-03	PERM		Retain permanently	No
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*Superseded Schedules***8822** *Utility Easement*

Central School District Administration (Wyoming School Districts)

Administration and Business Support (ADM)

Education (EDU)

Assessments	ADM-EDU-01	CP	5	Retain 5 years after completion then destroy	No
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*Superseded Schedules***16198** *Minimum Competency Objectives and Tests*

Enrollment	ADM-EDU-04	CP	5	Retain 5 years after withdrawal or graduation then destroy	No
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*Superseded Schedules***16200** *Principals Enrollment Reports*

Central School District Administration (Wyoming School Districts)

Administration and Business Support (ADM)

Education (EDU)

High School Student Records	ADM-EDU-17	PERM		Retain permanently	No
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*Superseded Schedules***8808** Pupils Permanent Record Card (Includes pupils cumulative record card)

Student Records	ADM-EDU-12	CP	5	Retain 5 years after completion then destroy	No
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*Superseded Schedules***8801** Pupil Retention and Acceleration Reports**8807** Certificate of Transfer**16202** Pupils Attendance Record Card**16204** Reports of Students Received from Out of the School District**16203** Reports of Pupils Dropped and Entered

Training Materials	ADM-EDU-14	SUP	2	Retain 2 years after superseded then destroy	No
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*Superseded Schedules***16189** Curriculum Guides

General Management (GMT)

Calendars and Schedules	ADM-GMT-02	OBS	5	Retain 5 years after obsolete then destroy	No
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*Superseded Schedules***8794** Calendars, School District

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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*Superseded Schedules***16188** Correspondence, General

Historical	ADM-GMT-08	PERM		Retain permanently	No
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*Superseded Schedules***8800** School Report of Deaths

Planning and Development	ADM-GMT-17	CR	5	Retain 5 years after create date, then destroy	Yes
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*Superseded Schedules***16197** Master Plan Document and Status Report

Publications	ADM-GMT-19	CR	5	Retain 5 years after create date, then destroy	Yes
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*Superseded Schedules***16199** Newspaper Announcements of Board Meeting

Central School District Administration (Wyoming School Districts)

Administration and Business Support (ADM)

General Management (GMT)

Reference Material	ADM-GMT-20	OBS	3	Retain 3 years after obsolete, then destroy	Yes
<i>Superseded Schedules</i>					
16201 <i>Publications, Reference</i>					
Reports - Annual	ADM-GMT-21	CR	7	Retain 7 years after create date, then destroy	Yes
<i>Superseded Schedules</i>					
8792 <i>Annual School District Report</i>					
Reports - General	ADM-GMT-22	CR	5	Retain 5 years after create date, then destroy	Yes
<i>Superseded Schedules</i>					
16192 <i>Fall Report of Staff and Certification Status Report</i>					
Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
<i>Superseded Schedules</i>					
8795 <i>Requisitions for Materials</i>					
16196 <i>Machine Readable Records/Data Files</i>					

Information Technology and Services (ITS)

Systems and Networks	ADM-ITS-07	SUP	5	Retain 5 years after superseded then destroy	No
<i>Superseded Schedules</i>					
16187 <i>Computer Operating System Data</i>					

Employee Services (EMP)

Benefits Management (BEN)

Enrollment	EMP-BEN-02	CP	5	Retain 5 years after completion then destroy	No
<i>Superseded Schedules</i>					
16191 <i>Enrollment Sheets</i>					

Salary and Compensation Management (SCM)

Salary Surveys	EMP-SCM-02	CP	2	Retain 2 years after completion then destroy	No
<i>Superseded Schedules</i>					
8793 <i>Salary Schedules</i>					

Central School District Administration (Wyoming School Districts)

Employee Services (EMP)

Staffing and Recruiting (SAR)

Positions and Classifications	EMP-SAR-04	SUP	5	Retain 5 years after superseded then destroy	No
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*Superseded Schedules***16195** *Job Descriptions*

Financial and Accounting (FIN)

Asset Management (ASM)

Bus - School Districts	FIN-ASM-06	CYE	7	Retain 7 years after calendar year end	No
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*Superseded Schedules***16194** *Non-Expendable Property Records (Includes description, identification numbers, date of acquisition, source and percentage of funding, ownership, location, cost, and disposition data)*

Inventories	FIN-ASM-03	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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*Superseded Schedules***16193** *Inventory Records and Reports - Originals and Duplicates*

Procurement (PRO)

Bids, Proposals and Quotes	FIN-PRO-01	CP	4	Retain 4 years after completion then destroy	No
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*Superseded Schedules***16186** *Bid and Other Legal Notices*

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

Financial	GAC-AOC-04	CP	5	Retain 5 years after completion then destroy	Yes
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*Superseded Schedules***16185** *Audits/Reports of Examination by State Examiner or Independent Accounting Firm and Approval Statements*

Governance (GOV)

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM		Retain permanently	No
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*Superseded Schedules***8790** *Agendas of Board Meetings***8789** *Minutes of the Board of Education*

Central School District Administration (Wyoming School Districts)

Governance and Compliance (GAC)

Legislation and Regulation Management (LRM)

General	GAC-LRM-07	SUP	5	Retain 5 years after superseded then destroy	Yes
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*Superseded Schedules***16205** *Rules and Regulations*

Policy and Standards Management (PSM)

Policies, Procedures and Manuals	GAC-PSM-02	SUP	5	Retain 5 years after superseded then destroy	Yes
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*Superseded Schedules***8788** *Board of Education Policy Manual*

Legal and Judiciary (LGL)

Contract Management (CTR)

General	LGL-CTR-04	EXP	10	Retain 10 years after expiration then destroy	No
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*Superseded Schedules***16184** *Agreements Between School Board and Employee Units*

Legal Matter Management (LMM)

Docket Files	LGL-LMM-15	CP	15	Retain 15 years after completion then destroy	Yes
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*Superseded Schedules***8791** *Docket File*

Public Safety Services (PSS)

Emergency and Disaster Management (EDM)

Programs and Plans	PSS-EDM-06	SUP	5	Retain 5 years after superseded then destroy	Yes
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*Superseded Schedules***16190** *Emergency Operating Plan*

Elementary, JH, and SH Schools

Administration and Business Support (ADM)

Buildings, Facilities and Infrastructure Management (BFI)

Building Files	ADM-BFI-02	LOA	10	Retain for the Life of the Asset then destroy	Yes
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*Superseded Schedules***16273** *Fire Marshal's Certificates of Occupancy/Compliance*

Administration and Business Support (ADM)

Education (EDU)

Course Development and Administration	ADM-EDU-02	CR	5	Retain 5 years after create date then destroy	No
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Superseded Schedules

8866 Teacher's Grade Book

16278 School (Class) Schedule

Student Records	ADM-EDU-12	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

16276 Record of Transfer

16277 Report of Students received from Outside the School District (School Copy)

General Management (GMT)

Reports - General	ADM-GMT-22	CR	5	Retain 5 years after create date, then destroy	Yes
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Superseded Schedules

8855 Principal's Attendance Report

Transitory Records	ADM-GMT-26	OBS/SUP 3		Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

8857 Request for Use of School Facility With Approval/Disapproval

8876 High School Application for Sanction of Non-Athletic Interstate Event

16274 Foreign Exchange Student Eligibility Request

16279 Swimming Meet Sheet and Qualifying Report

8853 Quarterly Attendance Report (School Copy)

8874 High School Application for Sanction of Multiple Interscholastic Activity

16275 Petition for Waiver of Semester and Transfer Rules

8859 Permission for Activity and Field Trips

8873 High School Application for Sanction of Interstate Athletic Event

8868 High School Wrestling Weight Certification and Eligibility

8870 High School Wrestling Weight Permit

8869 High School Master Eligibility Certificate

8871 High School Hotel-Motel Report

Administration and Business Support (ADM)

Risk Management (RSK)

Accidents and Property Damage	ADM-RSK-01	CP	5	Retain 5 years after completion then destroy	No
<i>Superseded Schedules</i>					
16266	Accident Report, Major				
16267	Accident Report, Minor				

Governance and Compliance (GAC)

Inspections and Monitoring (ISP)

Buildings and Construction	GAC-ISP-04	CP	5	Retain 5 years after completion then destroy	Yes
<i>Superseded Schedules</i>					
16270	Elevator Inspection Report				
Fire and Electrical	GAC-ISP-07	CP	5	Retain 5 years after completion then destroy	No
<i>Superseded Schedules</i>					
16272	Fire Inspection Report				

Legal and Judiciary (LGL)

Contract Management (CTR)

General	LGL-CTR-04	EXP	10	Retain 10 years after expiration then destroy	No
<i>Superseded Schedules</i>					
8872	High School Contract for Interscholastic Games and Events				
16269	Contract Between School and Registered Official				

Public Safety Services (PSS)

Emergency and Disaster Management (EDM)

Emergency and Fire Drills	PSS-EDM-05	CP	2	Retain 2 years after completion then destroy	No
<i>Superseded Schedules</i>					
16271	Fire Drill Records				
16268	Annual Evacuation Drill reports				

Law Enforcement (LAE)

Accidents and Incidents	PSS-LAE-02	CP	10	Retain 10 years after completion then destroy	Yes
<i>Superseded Schedules</i>					
16265	Accident Report, Fatalities				

Elementary, Junior High, and Senior High Schools (Wyoming School Districts)

Elementary, Junior High, and Senior High Schools (Wyoming School Districts)

Administration and Business Support (ADM)

Buildings, Facilities and Infrastructure Management (BFI)

Building Files	ADM-BFI-02	LOA	10	Retain for the Life of the Asset then destroy	Yes
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*Superseded Schedules***16273** *Fire Marshals Certificates of Occupancy/Compliance*

Education (EDU)

Course Development and Administration	ADM-EDU-02	CR	5	Retain 5 years after create date then destroy	No
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*Superseded Schedules***16278** *School (Class) Schedule***8866** *Teachers Grade Book*

Student Records	ADM-EDU-12	CP	5	Retain 5 years after completion then destroy	No
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*Superseded Schedules***16276** *Record of Transfer***16277** *Report of Students received from Outside the School District (School Copy)*

General Management (GMT)

Reports - General	ADM-GMT-22	CR	5	Retain 5 years after create date, then destroy	Yes
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*Superseded Schedules***8855** *Principals Attendance Report*

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
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*Superseded Schedules***8876** *High School Application for Sanction of Non-Athletic Interstate Event***8873** *High School Application for Sanction of Interstate Athletic Event***8874** *High School Application for Sanction of Multiple Interscholastic Activity***16274** *Foreign Exchange Student Eligibility Request***8871** *High School Hotel-Motel Report***8853** *Quarterly Attendance Report (School Copy)***16279** *Swimming Meet Sheet and Qualifying Report***8857** *Request for Use of School Facility With Approval/Disapproval***8859** *Permission for Activity and Field Trips***8868** *High School Wrestling Weight Certification and Eligibility*

Elementary, Junior High, and Senior High Schools (Wyoming School Districts)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
<i>Superseded Schedules</i>				

8870 *High School Wrestling Weight Permit*

8869 *High School Master Eligibility Certificate*

16275 *Petition for Waiver of Semester and Transfer Rules*

Risk Management (RSK)

Accidents and Property Damage	ADM-RSK-01	CP	5	Retain 5 years after completion then destroy	No
<i>Superseded Schedules</i>					

16267 *Accident Report, Minor*

16266 *Accident Report, Major*

Governance and Compliance (GAC)

Inspections and Monitoring (ISP)

Buildings and Construction	GAC-ISP-04	CP	5	Retain 5 years after completion then destroy	Yes
<i>Superseded Schedules</i>					

16270 *Elevator Inspection Report*

Fire and Electrical	GAC-ISP-07	CP	5	Retain 5 years after completion then destroy	No
<i>Superseded Schedules</i>					

16272 *Fire Inspection Report*

Legal and Judiciary (LGL)

Contract Management (CTR)

General	LGL-CTR-04	EXP	10	Retain 10 years after expiration then destroy	No
<i>Superseded Schedules</i>					

8872 *High School Contract for Interscholastic Games and Events*

16269 *Contract Between School and Registered Official*

Public Safety Services (PSS)

Emergency and Disaster Management (EDM)

Emergency and Fire Drills	PSS-EDM-05	CP	2	Retain 2 years after completion then destroy	No
<i>Superseded Schedules</i>					

16271 *Fire Drill Records*

Wyoming School Districts

Elementary, Junior High, and Senior High Schools (Wyoming School Districts)

Public Safety Services (PSS)

Emergency and Disaster Management (EDM)

Emergency and Fire Drills	PSS-EDM-05	CP	2	Retain 2 years after completion then destroy	No
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*Superseded Schedules***16268** Annual Evacuation Drill reports

Law Enforcement (LAE)

Accidents and Incidents	PSS-LAE-02	CP	10	Retain 10 years after completion then destroy	Yes
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*Superseded Schedules***16265** Accident Report, Fatalities

Federal, State, or Privately Funded Education Programs

Administration and Business Support (ADM)

Education (EDU)

Grade Results	ADM-EDU-06	CR	1	Retain 1 year after create date then destroy	No
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*Superseded Schedules***16282** Program Records This schedule applies to, but is not limited to, the following current and inactive programs and to programs that may be initiated in the future: Adult Education; Bilingual Education (Title VII); Chapter 1, and Title VI-B.

Federal, State, or Privately Funded Education Programs (Wyoming School Districts)

Administration and Business Support (ADM)

Education (EDU)

Programs	ADM-EDU-09	CP	5	Retain 5 years after completion then destroy	Yes
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*Superseded Schedules***16282** Program Records This schedule applies to, but is not limited to, the following current and inactive programs and to programs that may be initiated in the future: Adult Education; Bilingual Education (Title VII); Chapter 1, and Title VI-B.

Food Services

Financial and Accounting (FIN)

Accounting Management (ACC)

Accounts Receivable and Revenue	FIN-ACC-12	FYE	7	Retain 7 years after the fiscal year end then	No
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*Superseded Schedules***8880** Claims for Reimbursement**16244** Income Records - Non-Profit Food Service**8891** Cash Deposit Records

Food Services

Financial and Accounting (FIN)

Accounting Management (ACC)

Reports - Accounting	FIN-ACC-10	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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*Superseded Schedules***8886** *Lunch Count Control***8887** *Lunch Tickets and Register***16246** *Meal Production Records***8889** *Commodities Received Report***16242** *Expenditure Records Non-Profit Food Service***8882** *Monthly Report of Income from Lunches***8890** *USDA Commodity Inventory***16247** *Meal/Milk Count Control Sheets*

Asset Management (ASM)

Inventories	FIN-ASM-03	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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*Superseded Schedules***8885** *Food Inventory Sheets*

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

Federal Programs and Reporting	GAC-AOC-03	CP	5	Retain 5 years after completion then destroy	Yes
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*Superseded Schedules***16245** *Income Verification records*

Inspections and Monitoring (ISP)

Health	GAC-ISP-10	CP	5	Retain 5 years after completion then destroy	Yes
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*Superseded Schedules***16243** *Health Inspection Reports*

Legal and Judiciary (LGL)

Contract Management (CTR)

Goods and Services	LGL-CTR-05	EXP	10	Retain 10 years after expiration then destroy	No
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*Superseded Schedules***16241** *Annual Agreement/Policy Statement with Attachments*

Food Services

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

Hearings and Appeals	LGL-LMM-21	CP	5	Retain 5 years after completion then destroy	Yes
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*Superseded Schedules***16248** *Record of Appeal/Hearing*

Public Health Services (PHS)

Family and Aging Services (FAS)

Assistance - Financial	PHS-FAS-02	CP	5	Retain 5 years after completion then destroy	No
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*Superseded Schedules***8878** *Applications and Approval Records for Free and Reduced Price Meals*

Food Services (Wyoming School Districts)

Financial and Accounting (FIN)

Accounting Management (ACC)

Accounts Receivable and Revenue	FIN-ACC-12	FYE	7	Retain 7 years after the fiscal year end then destroy	No
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*Superseded Schedules***16244** *Income Records - Non-Profit Food Service***8891** *Cash Deposit Records***8880** *Claims for Reimbursement*

Reports - Accounting	FIN-ACC-10	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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*Superseded Schedules***16242** *Expenditure Records Non-Profit Food Service***8890** *USDA Commodity Inventory***16246** *Meal Production Records***8889** *Commodities Received Report***8887** *Lunch Tickets and Register***8882** *Monthly Report of Income from Lunches***16247** *Meal/Milk Count Control Sheets***8886** *Lunch Count Control*

Food Services (Wyoming School Districts)

Financial and Accounting (FIN)

Asset Management (ASM)

Inventories	FIN-ASM-03	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					

8885 *Food Inventory Sheets*

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

Federal Programs and Reporting	GAC-AOC-03	CP	5	Retain 5 years after completion then destroy	Yes
<i>Superseded Schedules</i>					

16245 *Income Verification records*

Inspections and Monitoring (ISP)

Health	GAC-ISP-10	CP	5	Retain 5 years after completion then destroy	Yes
<i>Superseded Schedules</i>					

16243 *Health Inspection Reports*

Legal and Judiciary (LGL)

Contract Management (CTR)

Goods and Services	LGL-CTR-05	EXP	10	Retain 10 years after expiration then destroy	No
<i>Superseded Schedules</i>					

16241 *Annual Agreement/Policy Statement with Attachments*

Legal Matter Management (LMM)

Hearings and Appeals	LGL-LMM-21	CP	5	Retain 5 years after completion then destroy	Yes
<i>Superseded Schedules</i>					

16248 *Record of Appeal/Hearing*

Public Health Services (PHS)

Family and Aging Services (FAS)

Assistance - Financial	PHS-FAS-02	CP	5	Retain 5 years after completion then destroy	No
<i>Superseded Schedules</i>					

8878 *Applications and Approval Records for Free and Reduced Price Meals*

Miscellaneous Records - Internal and Operational Records (Wyoming School Districts)

Miscellaneous Records - Internal and Operational Records (Wyoming School Districts)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records		ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
<i>Superseded Schedules</i>					
16281	<i>Administrative Staff Memorandums</i>				
16280	<i>Activity Report for Curriculum Materials</i>				
8996	<i>Miscellaneous Records See original AR-1 8996 for specific record series</i>				

Personnel

Employee Services (EMP)

Personnel Management (PER)

Evaluations - Performance		EMP-PER-04	CP	10	Retain 10 years after separation then destroy	No
<i>Superseded Schedules</i>						
05-439	<i>Employee Performance Evaluation/Appraisal Reports</i>					
Personnel Files - Short Term		EMP-PER-14	TE	5	Retain 5 years after separation then destroy	No
<i>Superseded Schedules</i>						
16240	<i>Teacher Contracts</i>					
16238	<i>Employee Personnel Files</i>					
Student Employment		EMP-PER-16	TE	5	Retain 5 years after separation then destroy	No
<i>Superseded Schedules</i>						
94-649	<i>Student Employee Personnel Files</i>					

Staffing and Recruiting (SAR)

Applicants - Not Hired		EMP-SAR-01	CYE	3	Retain 3 year after calendar year end then destroy	No
<i>Superseded Schedules</i>						
16236	<i>Applications for Employment and Attachments</i>					
16235	<i>Applicant's Interview Card</i>					

Governance and Compliance (GAC)

Human Rights Management (HRM)

Affirmative Action/EEOC		GAC-HRM-03	CR	5	Retain 5 years after create date, then destroy	No
<i>Superseded Schedules</i>						
16237	<i>Elementary-Secondary Staff Information Report (EEO-5) and Supporting Documentation</i>					

Personnel (Wyoming School Districts)

Employee Services (EMP)

Personnel Management (PER)

Evaluations - Performance	EMP-PER-04	CP	10	Retain 10 years after separation then destroy	No
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*Superseded Schedules***05-439** *Employee Performance Evaluation/Appraisal Reports*

Personnel Files - Long Term	EMP-PER-22	CP	10	Retain 10 years after separation then destroy	No
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*Superseded Schedules***16238** *Employee Personnel Files*

Personnel Files - Short Term	EMP-PER-14	TE	5	Retain 5 years after separation then destroy	No
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*Superseded Schedules***16240** *Teacher Contracts*

Student Employment	EMP-PER-16	TE	5	Retain 5 years after separation then destroy	No
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*Superseded Schedules***94-649** *Student Employee Personnel Files*

Staffing and Recruiting (SAR)

Applicants - Not Hired	EMP-SAR-01	CYE	3	Retain 3 year after calendar year end then	No
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*Superseded Schedules***16235** *Applicants Interview Card***16236** *Applications for Employment and Attachments*

Governance and Compliance (GAC)

Human Rights Management (HRM)

Affirmative Action/EEOC	GAC-HRM-03	CR	5	Retain 5 years after create date, then destroy	No
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*Superseded Schedules***16237** *Elementary-Secondary Staff Information Report (EEO-5) and Supporting Documentation*

Pupil Records

Administration and Business Support (ADM)

Education (EDU)

Course Development and Administration	ADM-EDU-02	CR	5	Retain 5 years after create date then destroy	No
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*Superseded Schedules***16257** *Home-Based Educational Program Curriculum***97-130** *Test Protocols*

Pupil Records

Administration and Business Support (ADM)

Education (EDU)

High School Student Records	ADM-EDU-17	PERM	Retain permanently	No
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Superseded Schedules

97-127 Student's Cumulative Folder (These files relate to high school graduates, when they have graduated or reached the age of 21).

97-129 Individual Educational Plan (IEP) (Front Page)

97-122 Pupils Permanent Record Card, Cumulative Record Card, and/or Superintendents Record Card (Includes, but not limited to, name, date, and place of birth; sex; student identification number; social security number; grade level; home address and telephone number; parent or guardian name, address, phone number, and business phone; date of graduation; marital status; health and immunization information, standardized achievement scores and any other test scores used to determine mastery of standards; attendance data; course enrollment; grades and credits earned; grade point average; and class ranking.

Student Records	ADM-EDU-12	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

97-125 Special Education Student Records - Inactive

97-128 Students Cumulative Folder - Dropped (Elementary and Secondary) NOTE: This retention schedule also pertains to students who transfer to another school. It has been recommended that copies of a students record should follow the student, as grade information is useful when placing students into math and English classes, and information may be needed for graduation purposes.

97-124 Special Education Student Records - Graduates or 21 years of age.

97-123 Special Education Students Records -(Dropped) (Relates to students who have moved or are no longer in district's school system).

11-001 Student Health Records

16259 Log of Homebound Students

General Management (GMT)

Logs	ADM-GMT-11	CR	3	Retain 3 years after create date, then destroy	No
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Superseded Schedules

16258 Log of Children Referred for Special Services

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

16260 Pre-school Testing/Readiness Tests

Pupil Records

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
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*Superseded Schedules***97-126** *Cumulative Records of Deceased Students***97-131** *Quarterly Membership reports***16264** *Personal Professional Files (Includes notes, clinical diagnoses or various memory aids kept by an individual professional to provide better, more accurate delivery of services to a student, and which is not disclosed or shown to anyone else)*

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

Investigations	LGL-LMM-22	CP	5	Retain 5 years after completion then destroy	Yes
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*Superseded Schedules***97-121** *Suspected Abuse Records (Unsubstantiated)*

Pupil Records (Wyoming School Districts)

Administration and Business Support (ADM)

Education (EDU)

Course Development and Administration	ADM-EDU-02	CR	5	Retain 5 years after create date then destroy	No
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*Superseded Schedules***97-130** *Test Protocols***16257** *Home-Based Educational Program Curriculum*

High School Student Records	ADM-EDU-17	PERM	Retain permanently	No
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*Superseded Schedules***97-127** *Students Cumulative Folder (These files relate to high school graduates, when they have graduated or reached the age of 21).***97-129** *Individual Educational Plan (IEP) (Front Page)***97-122** *Pupils Permanent Record Card, Cumulative Record Card, and/or Superintendents Record Card (Includes, but not limited to, name, date, and place of birth; sex; student identification number; social security number; grade level; home address and telephone number; parent or guardian name, address, phone number, and business phone; date of graduation; marital status; health and immunization information, standardized achievement scores and any other test scores used to determine mastery of standards; attendance data; course enrollment; grades and credits earned; grade point average; and class ranking.*

Pupil Records (Wyoming School Districts)

Administration and Business Support (ADM)

Education (EDU)

Student Records	ADM-EDU-12	CP	5	Retain 5 years after completion then destroy	No
<i>Superseded Schedules</i>					
97-124	<i>Special Education Student Records - Graduates or 21 years of age.</i>				
97-123	<i>Special Education Students Records -(Dropped) (Relates to students who have moved or are no longer in districts school system).</i>				
97-128	<i>Students Cumulative Folder - Dropped (Elementary and Secondary) NOTE: This retention schedule also pertains to students who transfer to another school. It has been recommended that copies of a students record should follow the student, as grade information is useful when placing students into math and English classes, and information may be needed for graduation purposes.</i>				
16259	<i>Log of Homebound Students</i>				
97-125	<i>Special Education Student Records - Inactive</i>				

General Management (GMT)

Logs	ADM-GMT-11	CR	3	Retain 3 years after create date, then destroy	No
<i>Superseded Schedules</i>					
16258	<i>Log of Children Referred for Special Services</i>				
Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
<i>Superseded Schedules</i>					
97-131	<i>Quarterly Membership reports</i>				
97-126	<i>Cumulative Records of Deceased Students</i>				
16260	<i>Pre-school Testing/Readiness Tests</i>				
16264	<i>Personal Professional Files (Includes notes, clinical diagnoses or various memory aids kept by an individual professional to provide better, more accurate delivery of services to a student, and which is not disclosed or shown to anyone else)</i>				

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

Investigations	LGL-LMM-22	CP	5	Retain 5 years after completion then destroy	Yes
<i>Superseded Schedules</i>					
97-121	<i>Suspected Abuse Records (Unsubstantiated)</i>				

Transportation Services

Transportation Services

Administration and Business Support (ADM)

Equipment and Vehicle Management (EVM)

Vehicle Files	ADM-EVM-04	LOA	5	Retain 5 years after the Life of the Asset then destroy	No
<i>Superseded Schedules</i>					

16255 *School Bus Safety Inspection (WDE-622)*

General Management (GMT)

Logs	ADM-GMT-11	CR	3	Retain 3 years after create date, then destroy	No
<i>Superseded Schedules</i>					

8840 *Radio Log*

Transitory Records	ADM-GMT-26	OBS/SUP 3		Retain 3 years after obsolete or superseded, then destroy.	No
<i>Superseded Schedules</i>					

8844 *Record of Pupils Transported*

8839 *Bus Misconduct Reports to Parents*

16253 *Daily School Bus Pre-Trip Inspection*

Risk Management (RSK)

Accidents and Property Damage	ADM-RSK-01	CP	5	Retain 5 years after completion then destroy	No
<i>Superseded Schedules</i>					

8845 *Accident Report*

16256 *Vehicle Insurance Policies*

Employee Services (EMP)

Personnel Management (PER)

Personnel Files - Short Term	EMP-PER-14	TE	5	Retain 5 years after separation then destroy	No
<i>Superseded Schedules</i>					

16254 *School Bus Driver Physical Examination*

Financial and Accounting (FIN)

Asset Management (ASM)

Bus - School Districts	FIN-ASM-06	CYE	7	Retain 7 years after calendar year end	No
<i>Superseded Schedules</i>					

16252 *Bus Transportation Report (WDE-620)*

8843 *Driver Trip Sheet*

Transportation Services

Governance and Compliance (GAC)

Inspections and Monitoring (ISP)

Equipment and Vehicles	GAC-ISP-06	CP	5	Retain 5 years after completion then destroy	No
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*Superseded Schedules***8841** *Vehicle Service Record*

Public Safety Services (PSS)

Emergency and Disaster Management (EDM)

Emergency and Fire Drills	PSS-EDM-05	CP	2	Retain 2 years after completion then destroy	No
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*Superseded Schedules***16251** *Bus Emergency Evacuation Drills*

Law Enforcement (LAE)

Accidents and Incidents	PSS-LAE-02	CP	10	Retain 10 years after completion then destroy	Yes
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*Superseded Schedules***16250** *Accident Report - Fatalities*

Transportation Services (Wyoming School Districts)

Administration and Business Support (ADM)

Equipment and Vehicle Management (EVM)

Vehicle Files	ADM-EVM-04	LOA	5	Retain 5 years after the Life of the Asset then destroy	No
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*Superseded Schedules***16255** *School Bus Safety Inspection (WDE-622)*

General Management (GMT)

Logs	ADM-GMT-11	CR	3	Retain 3 years after create date, then destroy	No
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*Superseded Schedules***8840** *Radio Log*

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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*Superseded Schedules***8839** *Bus Misconduct Reports to Parents***16253** *Daily School Bus Pre-Trip Inspection***8844** *Record of Pupils Transported*

Transportation Services (Wyoming School Districts)

Administration and Business Support (ADM)

Risk Management (RSK)

Accidents and Property Damage	ADM-RSK-01	CP	5	Retain 5 years after completion then destroy	No
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*Superseded Schedules***8845** *Accident Report***16256** *Vehicle Insurance Policies*

Employee Services (EMP)

Personnel Management (PER)

Personnel Files - Short Term	EMP-PER-14	TE	5	Retain 5 years after separation then destroy	No
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*Superseded Schedules***16254** *School Bus Driver Physical Examination*

Financial and Accounting (FIN)

Asset Management (ASM)

Bus - School Districts	FIN-ASM-06	CYE	7	Retain 7 years after calendar year end	No
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*Superseded Schedules***8843** *Driver Trip Sheet***16252** *Bus Transportation Report (WDE-620)*

Governance and Compliance (GAC)

Inspections and Monitoring (ISP)

Equipment and Vehicles	GAC-ISP-06	CP	5	Retain 5 years after completion then destroy	No
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*Superseded Schedules***8841** *Vehicle Service Record*

Public Safety Services (PSS)

Emergency and Disaster Management (EDM)

Emergency and Fire Drills	PSS-EDM-05	CP	2	Retain 2 years after completion then destroy	No
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*Superseded Schedules***16251** *Bus Emergency Evacuation Drills*

Law Enforcement (LAE)

Accidents and Incidents	PSS-LAE-02	CP	10	Retain 10 years after completion then destroy	Yes
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*Superseded Schedules***16250** *Accident Report - Fatalities*

Administration and Business Support (ADM)**Buildings, Facilities and Infrastructure Management (BFI)**

Construction Project Files	ADM-BFI-03	LOA	10	Retain for the Life of the Asset then destroy 10 years after that date.	Yes
<i>Superseded Schedules</i>					

11143 *Building Construction Records (Includes plans and specifications)*

Equipment and Vehicle Management (EVM)

Equipment Files	ADM-EVM-01	LOA	5	Retain 5 years after the Life of the Asset then destroy	No
<i>Superseded Schedules</i>					

99-120 *Equipment and Property Inventory Change Sheets*

Vehicle Files	ADM-EVM-04	LOA	5	Retain 5 years after the Life of the Asset then destroy	No
<i>Superseded Schedules</i>					

99-125 *Vehicle and Equipment Maintenance Records*

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
<i>Superseded Schedules</i>					

99-118 *District Correspondence Files*

Transitory Records	ADM-GMT-26	OBS/SUP 3		Retain 3 years after obsolete or superseded, then destroy.	No
<i>Superseded Schedules</i>					

99-119 *Equipment Inventory Listing*

99-126 *Wyoming Weed and Pest Council Minutes (Copies)*

Risk Management (RSK)

Insurance Policies	ADM-RSK-05	EXP	10	Retain 10 years after expiration then destroy	No
<i>Superseded Schedules</i>					

11148 *Insurance Policies (Insurance carried on vehicles and liability insurance)*

Employee Services (EMP)**Benefits Management (BEN)**

Plans	EMP-BEN-04	SUP	5	Retain 5 years after superseded then destroy	No
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*Superseded Schedules***11153** *Health Insurance Records (Includes claims, premium statements and all related records)***Payroll Management (PRL)**

Reports - Payroll	EMP-PRL-03	CYE	7	Retain 7 years after calendar year end then destroy	No
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*Superseded Schedules***11157** *Wage and Tax Statement (W-2 Forms)***11156** *Employer's Quarterly Contribution Reports (Reports to the Employment Security Commission)***Personnel Management (PER)**

Leave Records/UW Tenure & Promotions	EMP-PER-10	CP	3	Retain 3 years after completion then destroy	No
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*Superseded Schedules***11176** *Accumulated Personnel History Record (Shows salary, beginning and ending dates of employment, etc. by person)*

Personnel Files - Long Term	EMP-PER-22	CP	10	Retain 10 years after separation then destroy	No
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*Superseded Schedules***11154** *Personnel Records (Includes all records not having a separate record retention schedule)***Workers Compensation and Unemployment (WCU)**

Claims	EMP-WCU-01	CP	5	Retain 5 years after completion then destroy	No
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*Superseded Schedules***11155** *Worker's Compensation Reports and Payment Record (Includes accident reports)***Financial and Accounting (FIN)****Accounting Management (ACC)**

Accounts Payables	FIN-ACC-09	FYE	7	Retain 7 years after the fiscal year end then destroy	No
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*Superseded Schedules***11167** *Disbursement Ledger (WDA 279) (All disbursements from district funds including payroll, office supplies, chemicals, and equipment)***11166** *Vouchers/Purchase Orders and Attachments***11171** *Petty Cash Records*

Financial and Accounting (FIN)**Accounting Management (ACC)**

Accounts Receivable and Revenue	FIN-ACC-12	FYE	7	Retain 7 years after the fiscal year end then	No
<i>Superseded Schedules</i>				destroy	

11170 *Cash Receipts*

Ledgers - Subsidiary	FIN-ACC-08	FYE	6	Retain 6 years after the fiscal year end then	No
<i>Superseded Schedules</i>				destroy	

99-115 *Accounts Receivable Ledger*

11168 *Cash Receipts Ledger (Contains entries on all cash received, including accounts receivable information on chemical sales)*

Reports - Accounting	FIN-ACC-10	FYE	5	Retain 5 years after the fiscal year end then	No
<i>Superseded Schedules</i>				destroy	

99-122 *Fiscal Files*

Budget Management (BUD)

Workpapers	FIN-BUD-04	FYE	5	Retain 5 years after the fiscal year end then	No
<i>Superseded Schedules</i>				destroy	

11162 *Budget Records - Supporting Documentation/Worksheets*

11161 *Budget Records - Final Budget Report and Legal Records (Includes final budget records, a copy of which is submitted to the State Examiner, and all hearing records including publication/advertisement of budget)*

Grant and Scholarship Management (GRM)

Grant Files	FIN-GRM-01	CP	10	Retain 10 years after completion then destroy	No
<i>Superseded Schedules</i>					

99-121 *Federal Grants*

Procurement (PRO)

Bids, Proposals and Quotes	FIN-PRO-01	CP	4	Retain 4 years after completion then destroy	No
<i>Superseded Schedules</i>					

11163 *Chemical Bid Records (Bids and summary sheets relating to the annual supply of chemicals)*

Financial and Accounting (FIN)**Tax Management (TAX)**

Sales and Use	FIN-TAX-12	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>Superseded Schedules</i>					

11165 *Sales and Use Tax Records (Records on chemical sales)*

Governance and Compliance (GAC)**Audit, Oversight and Compliance (AOC)**

Environmental	GAC-AOC-02	CP	10	Retain 10 years after completion then destroy	No
<i>Superseded Schedules</i>					

11149 *Required Record and Customer Notification (Job Reports and Daily Work Reports) (Contains detailed information about each day's activities including location, chemical applied, and climate data)*

General	GAC-AOC-05	CP	5	Retain 5 years after completion then destroy	Yes
<i>Superseded Schedules</i>					

11139 *Reports of Examinations/Audits*

Environment Management (ENV)

Air Permitting and Pollution Control and Remediation	GAC-ENV-07	EXP	10	Retain 10 years until expiration then destroy	No
<i>Superseded Schedules</i>					

99-124 *Pesticide Spill Records*

99-123 *Pesticide Exposure Report*

Governance (GOV)

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM		Retain permanently	No
<i>Superseded Schedules</i>					

99-117 *County Weed and Pest Control District Board Minutes*

Inspections and Monitoring (ISP)

Herbicide, Pesticide and Chemicals	GAC-ISP-11	CP	5	Retain 5 years after completion then destroy	No
<i>Superseded Schedules</i>					

11173 *Request for Release from Quarantine (Sent in by persons living within the quarantined district requesting an inspection of their farm products.)*

11164 *Quarterly Reports to State Examiner (WDA 315) (Show the amount of appropriation of each department, total expenditures charged against such appropriations to date, and unexpended balances remaining in such appropriation)*

11150 *Authorization for Securing Pesticides for Weed and Pest Control (WDA 201)*

Governance and Compliance (GAC)						
Inspections and Monitoring (ISP)						
Herbicide, Pesticide and Chemicals		GAC-ISP-11	CP	5	Retain 5 years after completion then destroy	No
Superseded Schedules						
11151	Environmental Protection Agency Inspection/Violation Records					
Permit Management (PMT)						
Special or Temporary		GAC-PMT-06	EXP	5	Retain 5 years after expiration then destroy	No
Superseded Schedules						
11152	Permit/Application for Permit to Use Tordon 22K (Issued to allow the district to use in broadcast treatment, Tordon 22K week killer)					
11175	Designated Weed and Pest Quarantine Release and Transient Certification of Inspection (Form WDA 113)					
Legal and Judiciary (LGL)						
Contract Management (CTR)						
General		LGL-CTR-04	EXP	10	Retain 10 years after expiration then destroy	No
Superseded Schedules						
99-116	Contracts and Cooperative Agreements					
Legal Matter Management (LMM)						
Hearings and Appeals		LGL-LMM-21	CP	5	Retain 5 years after completion then destroy	Yes
Superseded Schedules						
11145	Annual Inspection Report or Annual Report (This report is the district board’s annual inspection to determine the progress of weed and pest activities within a district)					
11138	Court Records or Administrative Procedure Act Hearing Records					
Natural Resource Management (NRM)						
Agriculture Management (AGR)						
Quarantines		NRM-AGR-11	PERM		Retain permanently	No
Superseded Schedules						
11172	Quarantine Certificate from Commissioner of Agriculture					
11174	Quarantine Hearing Records, Including Transcripts					