University of Wyoming Records Retention Schedule

AR = Send to the American Heritage Center for Archival Review

Administration and Business Support (ADM)

Archives, Library and Museum Management (ALM)   AR

Acquisitions and Decommissions	ADM-ALM-01	CP 4	Yes

Records related to the acquisition and decommission of material.

Retain 4 years after completion then destroy

Collection Management	ADM-ALM-02	PERM	No

Records related to the management of items and objects owned by the agency.

Retain permanently

Lending	ADM-ALM-04	CP 3	No

Records related to borrowing, lending and returning of items including tracking.

Retain 3 years after completion then destroy

Patron Management	ADM-ALM-05	CP 3	No

Records related to management of patrons including access, cards, and information.

Retain 3 years after completion then destroy

Buildings, Facilities and Infrastructure Management (BFI)   AR

Building Files	ADM-BFI-02	LOA 10	Yes

Records related to government owned buildings and facilities including capital improvements, as-built or as-constructed drawings, does not include routine maintenance.

Retain for the Life of the Asset then destroy

Construction Project Files	ADM-BFI-03	LOA 10	Yes

Records related to the planning, design and construction of specific projects including buildings, facilities, and infrastructure projects.

Retain for the Life of the Asset then destroy 10 years after that date.

Maintenance and Repairs/Space Records	ADM-BFI-05	LOA 10	No

Records related to government owned and operated buildings and facilities including maintenance, repair and cleaning.

Retain for the Life of the Asset then destroy.

Maps, Drawings and Plans	ADM-BFI-06	LOA 10	Yes

Records related to maps, drawings or plans of State assets including property, facilities, buildings and infrastructure.

Retain for 10 years after the Life of the Asset then destroy

Safety, Security and Access	ADM-BFI-07	EXP 2	No

Records related to building security including security services, key and entry systems, building security passes, master keys, visitor logs, and security procedures for State owned or operated accommodations.

Retain 2 years after expiration then destroy

Community and Public Relations (COM)   AR

Awards	ADM-COM-01	CR 5	Yes

Records related to programs that award and recognize community contributions

Retain 5 years after create date, then destroy

Press and News Releases	ADM-COM-04	CR 5	Yes

Records related to official government press and news releases and notices.

Retain 5 years after create date, then destroy

Administration and Business Support (ADM)

Community and Public Relations (COM)   AR

Programs	ADM-COM-05	CP 5	Yes

Records related to community programs not found in other record series.

Retain 5 years after completion then destroy

Publications	ADM-COM-06	CR 5	Yes

Records related to the development, planning and creation of all information items relating to or describing the State including graphics, logos and photographs included in written publications, brochures, and internet.

Retain 5 years after create date, then destroy

Publicity and Promotion	ADM-COM-07	CR 5	Yes

Records related to marketing the government including advertising and public relations with the media including newspapers, television, magazines, etc.

Retain 5 years after create date, then destroy

Education (EDU)   AR

Course Development and Administration	ADM-EDU-02	CR 5	No

Records related to development of courses including schedules of classes, outlines, and syllabi.

Retain 5 years after create date then destroy

Discipline	ADM-EDU-03	CP 7	No

Records related to student discipline or citizenship.

Retain 7 years after completion then destroy

Enrollment	ADM-EDU-04	CP 5	No

Records related to student enrollment and withdrawal.

Retain 5 years after withdrawal or graduation then destroy

Fees - Students	ADM-EDU-05	CP 5	No

Records related to fees for students.

Retain 5 years after completion then destroy

Insurance - Student	ADM-EDU-07	EXP 4	No

Records related to student health insurance.

Retain 4 years after expiration then destroy

Issues and Concerns	ADM-EDU-08	CP 5	No

Records related to issues and concerns of students and staff.

Retain 5 years after completion then destroy

Programs	ADM-EDU-09	CP 5	Yes

Records related to academic programs.

Retain 5 years after completion then destroy

Registration	ADM-EDU-10	CYE 30	No

Records related to class registration.

Retain 30 year after calendar year end then destroy

Student Loans	ADM-EDU-11	EXP 5	No

Records related to applications for student loans.

Retain 5 years after expiration then destroy

Student Records	ADM-EDU-12	CP 5	No

Records related to student evaluations, assessments and attendance, does not include transcripts.

Retain 5 years after completion then destroy

Administration and Business Support (ADM)

Education (EDU)   AR

Student Transcripts - Colleges	ADM-EDU-13	PERM	No

Records related to official student transcripts - these should be maintained separately from student file

Retain permanently

Equipment and Vehicle Management (EVM)   AR

Maintenance and Repairs	ADM-EVM-02	CP 5	No

Records related to maintenance and repair of vehicles and equipment.

Retain 5 years after completion then destroy

General Management (GMT)   AR

Associations and Memberships	ADM-GMT-01	OBS 5	Yes

Records related to membership, attendance and information in professional associations.

Retain 5 years after obsolete then destroy

Calendars and Schedules	ADM-GMT-02	OBS 5	No

Records related to appointments, task lists, and meeting schedules.

Retain 5 years after obsolete then destroy

Correspondence - Directors	ADM-GMT-03	PERM	No

Records related to internal and external communications to or from the directors and/or management of policy issues, concerns and issues, and actions taken.

Retain permanently

Correspondence - General	ADM-GMT-05	CR 3	Yes

Records related to routine correspondence of day-to-day office administration and not identified in other record series.

Retain 3 years after create date, then destroy

Event Management	ADM-GMT-07	CP 3	Yes

Records related to the organization and conduct of events including facility scheduling, registrations and confirmations, flyers or brochures, presentation material, and other related documentation.

Retain 3 years after completion then destroy

Historical	ADM-GMT-08	PERM	No

Records related to documenting the history or development of an agency, office, program or event.

Retain permanently

Indexes and Finding Aids	ADM-GMT-09	PERM	No

Records related to indexes, lists and finding aids to provide access to records or information.

Retain permanently

Photographs and Visual Arts	ADM-GMT-16	CR 5	Yes

Records related to photographs and visual arts of a general nature and not identified in other record series.

Retain 5 years after create date, then destroy

Planning and Development	ADM-GMT-17	CR 5	Yes

 Records related to planning and developement i.e. strategic planning, goals and objectives, USDA state plans, agency/unit plans Management and Administration Plans, Reorganization Plans, Program goals, Master Plans

Retain 5 years after create date, then destroy

Program and Project Files	ADM-GMT-18	CP 5	Yes

Records related to notes, minutes and agendas, studies, surveys, progress reports, correspondence, research and background files, presentation materials, cost estimates, implementation plans and final reports for projects of a general nature and not identified in other record series.

Retain 5 years after completion then destroy

Administration and Business Support (ADM)

General Management (GMT)   AR

Publications	ADM-GMT-19	CR 5	Yes

Records related to the design, creation and development of agency intended for distribution to the public.

Retain 5 years after create date, then destroy

Reference Material	ADM-GMT-20	OBS 3	Yes

Records related to information received from other agencies, commercial or private entities and/or other reference materials which are maintained solely for ease of access and reference.

Retain 3 years after obsolete, then destoy

Reports - Annual	ADM-GMT-21	CR 7	Yes

Records related to annual reports not identified in other record series.

Retain 7 years after create date, then destroy

Reports - General	ADM-GMT-22	CR 5	Yes

Records related to general reports not identified in other record series.

Retain 5 years after create date, then destroy

Research	ADM-GMT-23	CP 5	Yes

Records related to research of a general nature and not identified in other record series.

Retain 5 years after completion then destroy

Speeches and Presentations	ADM-GMT-24	CP 5	Yes

Records related to speeches and presentations of a general nature and not identified in other record series.

Retain 5 years after completion then destroy

Surveys	ADM-GMT-25	CP 5	Yes

Records related to responses to surveys or questionnaires of a general nature and not identified in other record series.

Retain 5 years after completion then destroy

Transitory Records	ADM-GMT-26	OBS/SUP 3	No

Records related to temporary, of short-term value not required as evidence of a business transaction and including duplicate and fiscal copies, miscellaneous notices, preliminary drafts, reports, worksheets, touting or transmittals and informal communication not identified in other record series.

Retain 3 years after obsolete or superseded, then destroy.

Travel Administration	ADM-GMT-27	CYE 2	No

Records related to travel including authorizations and approvals.

Retain 2 year after calendar year end then destroy

Information Technology and Services (ITS)   AR

Backup and Restore	ADM-ITS-02	ROT	No

Records related to copies of system files and databases, application software, logs, directories and other records needed to restore a system and its data in the event of system or data loss including records of the location and status of back-up copies.

Rotate tapes per schedule and destroy when useful life ends

Databases	ADM-ITS-03	OBS 3	No

Records related to the operation of databases (indexing, retrieving, updating records and duplication of the database as a backup), physical database design, optimization and performance of database management systems and integrity and protection of physical databases.

Retain until obsolete, then destroy

Help Desk	ADM-ITS-04	CP 2	No

Records related to help desks, call centers and technical support.

Retain 2 years after completion then destroy

Administration and Business Support (ADM)

Information Technology and Services (ITS)   AR

Systems and Networks	ADM-ITS-07	SUP 5	No

Records related to development and maintenance of voice and data networks, infrastructure and computer applications including both internally-developed and externally-acquired.

Retain 5 years after superseded then destroy

Web Management	ADM-ITS-08	CR 3	Yes

Records related to management of the public web sites including information posted to the web site, design, graphics, archives of the web site, access management, formats, and links.

Destroy 3 years after create date

Risk Management (RSK)   AR

Accidents and Property Damage	ADM-RSK-01	CP 5	No

Records related to reporting damage to State owned property including claims.

Retain 5 years after completion then destroy

Incident Management	ADM-RSK-03	CP 10	No

Records related to incidents involving property and assets.

Retain 10 years after completion then destroy

Insurance Certificates	ADM-RSK-04	CP 10	No

Records of insurance certificates provided by contractors, vendors and others.

Retain 10 years after completion then destroy

Insurance Policies	ADM-RSK-05	EXP 10	No

Records related to insurance of government property and assets including insurance policies, riders, renewals, and communication with insurance providers, policies, riders, renewals insurance placement, advice from or to insurers, and training on insurance products and services for automobile insurance, property insurance and liability insurance.

Retain 10 years after expiration then destroy

Employee Services (EMP)

Benefits Management (BEN)   AR

Enrollment	EMP-BEN-02	CP 5	No

Records related to employee enrollment in government benefit plans.

Retain 5 years after completion then destroy

Notifications	EMP-BEN-03	CR 2	No

Records related to employee notification and information about benefit plans.

Destroy 2 years after create date

Tuition/Courses Waiver Form	EMP-BEN-06	CR 4	No

Records related to Employee tuition wiaver benefits.

Retain 4 years after create date, then destroy

Payroll Management (PRL)   AR

Reports - Payroll	EMP-PRL-03	CYE 7	No

Records related to reports for payroll including registers.

Retain 7 years after calendar year end then destroy

Personnel Management (PER)   AR

ADA Requests	EMP-PER-25	CP 5	No

Records related to Physical/Medical records and requests for Reasonable Accommodations to work.

Retain 5 years after completion then destroy

Employee Services (EMP)

Personnel Management (PER)   AR

Grievances and Investigations	EMP-PER-07	CP 7	No

Records related to filing of grievances and investigations related to employees.

Retain 7 years after completion then destroy

I-9s	EMP-PER-08	TE 3	No

Records related to employment eligibility verification form I-9.

Retain 3 years after separation then destroy

Immigration	EMP-PER-09	CP 10	No

Records related to immigration and work status of non-citizens.

Retain 10 years after completion then destroy

Leave Records/UW Tenure & Promotions	EMP-PER-10	CP 3	No

Records related to employee leave records.

Retain 3 years after completion then destroy

Medical Records	EMP-PER-11	TE 30	No

Records related to employee medical records.

Retain 30 years after separation then destroy

Military Files/University Wyoming Personnel Files	EMP-PER-12	PERM	Yes

Records related to military service.

Retain permanently

Personnel Files - Long Term	EMP-PER-22	CP 10	No

Records related to individual employee includes copies of job descriptions, resumes, offer letter, terms and conditions of employment, references, applications, resignations, terminations, retirement, attendance issues, employee feedback, emergency contact information, salary changes, commendations, disciplinary reports, investigations, compensation history, and leave of absences, does not include medical files.

Retain 10 years after separation then destroy

Personnel Files - Short Term	EMP-PER-14	TE 5	No

Records related to individual employee includes copies of job descriptions, resumes, offer letter, terms and conditions of employment, references, applications, resignations, terminations, retirement, attendance issues, employee feedback, emergency contact information, salary changes, commendations, disciplinary reports, investigations, compensation history, and leave of absences, does not include medical files.

Retain 5 years after separation then destroy

Student Employment	EMP-PER-16	TE 5	No

Records related to employment of students.

Retain 5 years after separation then destroy

Time and Attendance	EMP-PER-18	CYE 5	No

Records related to reporting and approving employee attendance.

Retain 5 years after calendar year end then destroy

Salary and Compensation Management (SCM)   AR

Salary Surveys	EMP-SCM-02	CP 2	No

Records related to surveys of salaries and wages.

Retain 2 years after completion then destroy

Employee Services (EMP)

Staffing and Recruiting (SAR)   AR

Applicants - Not Hired   EMP-SAR-01   CYE 3   No

Records related for applicants not hired.

Retain 3 year after calendar year end then destroy

Background Checks - Not Hired   EMP-SAR-02   CYE 3   No

Records related to pre-employment background checks for applicants not hired.

Retain 3 year after calendar year end then destroy

Positions and Classifications   EMP-SAR-04   SUP 5   No

Records related to preparation of job descriptions and position classification and reclassification.

Retain 5 years after superseded then destroy

Vacancy Announcements   EMP-SAR-06   CP 2   No

Records related to announcements for job or position vacancies and openings.

Retain 2 years after completion then destroy

Training Management (TRM)   AR

Course Management   EMP-TRM-01   CP 3   No

Records related to management of courses not identified in other record series.

Retain 3 years after completion then destroy

Employee Training File   EMP-TRM-02   TE 3   No

Records related to employee's training history including employee's name and identifying info, courses registered for and completion dates.

Retain 3 years after separation then destroy

Workers Compensation and Unemployment (WCU)   AR

Claims   EMP-WCU-01   CP 5   No

Records related to workers compensation and unemployment claims.

Retain 5 years after completion then destroy

Employer Reports   EMP-WCU-04   CYE 2   No

Records related to employer reports workers compensation and unemployment.

Retain 2 year after calendar year end then destroy

Financial and Accounting (FIN)

Accounting Management (ACC)   AR

Accounts Payables   FIN-ACC-09   FYE 7   No

Records relating to payable accounts including vouchers, warrants, correspondence, billings, packing slips, copies of financial transactions and other supporting documentation arranged by supplier or object of expenditure.

Retain 7 years after the fiscal year end then destroy

Accounts Receivable and Revenue   FIN-ACC-12   FYE 7   No

Records related to the control of recoverable amounts and potential revenues including revenue and suspense accounts, recoverable amounts, etc.

Retain 7 years after the fiscal year end then destroy

Donations   FIN-ACC-02   PERM   Yes

Records related to donations of funds and assets to or from state.

Retain permanently

Financial and Accounting (FIN)

Accounting Management (ACC)   AR

Input/Output Financial   FIN-ACC-99   VER 1   No

Records used for data input to financial systems and applications and outputs to verify data.

Retain 1 year after verification then destroy

Interdepartmental Requests   FIN-ACC-05   FYE 3   No

Records relating to interdepartmental requests for transferring property, funds etc. between agencies and departments.

Retain 3 years after the fiscal year end then destroy

Ledgers - Subsidiary   FIN-ACC-08   FYE 6   No

Records relating to ledgers for payments and receipts, cash management, check management, advances, journal entries, general ledger management, month end details and all forms of payment, and the recording of payments or disbursements.

Retain 6 years after the fiscal year end then destroy

Reports - Accounting   FIN-ACC-10   FYE 5   No

Records related to accounting processes and controls.

Retain 5 years after the fiscal year end then destroy

Asset Management (ASM)   AR

Inventories   FIN-ASM-03   FYE 5   No

Records related to the control of supplies and stock inventory including receipt, storage, and stocktaking, does not include records relating to financial assets, such as cash, bank accounts, and accounts receivable.

Retain 5 years after the fiscal year end then destroy

Bank Administration (BNK)   AR

Statements and Reports   FIN-BNK-04   FYE 5   No

Records related to bank account and credit card statements and reconciliations.

Retain 5 years after the fiscal year end then destroy

Budget Management (BUD)   AR

Annual   FIN-BUD-01   FYE 5   No

Records related to agency annual budgets.

Retain 5 years after the fiscal year end then destroy

Workpapers   FIN-BUD-04   FYE 5   No

Records related to budget workpapers and supporting documentation.

Retain 5 years after the fiscal year end then destroy

Grant and Scholarship Management (GRM)   AR

Grant Files   FIN-GRM-01   CP 10   No

Records related to grant files general.

Retain 10 years after completion then destroy

Grant Files - Federal   FIN-GRM-05   CP 3   No

Records related to Federal grant files; per Uniform Guidance- §200.334, which specifies start dates for retention periods by category.

Retain 3 years after completion then destroy

Scholarships   FIN-GRM-03   CP 3   Yes

Records related to scholarships.

Retain 3 years after completion then destroy

Financial and Accounting (FIN)

Investment Management (INV) AR

Endowments and Funds	FIN-INV-02	PERM	Yes

Records related to endowments funds.

Retain permanently

Redemptions	FIN-INV-06	EXP 3	No

Records related to investment redemptions.

Retain 3 years after expiration then destroy

Procurement (PRO) AR

Purchase Orders and Requisitions	FIN-PRO-02	CP 5	No

Records related to requisitions for goods and services and purchase orders.

Retain 5 years after completion then destroy

Governance and Compliance (GAC)

Accreditation and Certification (AAC) AR

Colleges and Universities	GAC-AAC-01	CP 5	Yes

Records related to accreditation of colleges and universities.

Retain 5 years after completion then destroy

UW Football Bowl Subdivision	GAC-AAC-05	CR 10	Yes

Records related to the University of Wyoming Football Bowl Subdivision.

Retain 10 years after create date, then destroy

Audit, Oversight and Compliance (AOC) AR

Federal Programs and Reporting	GAC-AOC-03	CP 5	Yes

Records related to oversight and auditing of federal programs.

Retain 5 years after completion then destroy

General	GAC-AOC-05	CP 5	Yes

Records related to general audits of agencies and programs.

Retain 5 years after completion then destroy

Governance (GOV) AR

Bylaws	GAC-GOV-01	PERM	No

Records relate to bylaws.

Retain permanently

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM	No

Records related to official minutes, agendas, resolutions, and ordinances.

Retain permanently

Human Rights Management (HRM) AR

ADA Accommodations	GAC-HRM-02	CP 5	No

Records related to accommodations for disabilities under the Americans with Disabilities Act.

Retain 5 years after completion then destroy

Affirmative Action/EEOC	GAC-HRM-03	CR 5	No

Records related to compliance with the Equal Employment Opportunity Commission.

Retain 5 years after create date, then destroy

Governance and Compliance (GAC)

Inspections and Monitoring (ISP) AR

Buildings and Construction	GAC-ISP-04	CP 5	Yes

Records related to inspections and monitoring of building and construction.

Retain 5 years after completion then destroy

Equipment and Vehicles	GAC-ISP-06	CP 5	No

Records related to inspections and monitoring of equipment and vehicles.

Retain 5 years after completion then destroy

General	GAC-ISP-08	CP 5	No

Records related to general inspections and tests, not covered elsewhere.

Retain 5 years after completion then destroy

Hazardous Materials	GAC-ISP-09	CP 5	No

Records related to inspections and testing of hazardous materials.

Retain 5 years after completion then destroy

Investigations	GAC-ISP-12	CP 5	No

Records related to inspections and testing investigations.

Retain 5 years after completion then destroy

Laboratory	GAC-ISP-13	CP 10	No

Records related to inspections and testing of laboratories.

Retain 10 years after completion then destroy

Mine Inspections/Building Material Samples	GAC-ISP-03	CP 30	No

Records related to mine inspections and monitoring of samples of building materials.

Retain 30 years after completion then destroy

Legislation and Regulation Management (LRM) AR

General	GAC-LRM-07	SUP 5	Yes

Records related to general rules and regulations.

Retain 5 years after superseded then destroy

Policy and Standards Management (PSM) AR

Policies, Procedures and Manuals	GAC-PSM-02	SUP 5	Yes

Records related to policies and procedures of routine and day-today operations.

Retain 5 years after superseded then destroy

Records Management (RCM) AR

Destruction Certificates	GAC-RCM-03	PERM	No

Records related to the destruction of University of Wyoming records

Retain permanently

Legal and Judiciary (LGL)

Contract Management (CTR) AR

Capital Improvement	LGL-CTR-01	LOA 10	Yes

Records related to the contracting of capital improvements.

Retain 10 years after the Life of the Asset then destroy

General	LGL-CTR-04	EXP 10	No

Records related to contracts of janitorial, maintenance, or other program or operational services directly related to ongoing activities

Retain 10 years after expiration then destroy

Legal and Judiciary (LGL)

Legal Matter Management (LMM)   AR

| Case Files | LGL-LMM-06 | CP 10 | No |

Records related to legal case files other than public defender adult and juvenile, death penalty, domestic violence assault, and victim client files.

Retain 10 years after completion then destroy

| Hearings and Appeals | LGL-LMM-21 | CP 5 | Yes |

Records relates to hearings and appeals.

Retain 5 years after completion then destroy

| Investigations | LGL-LMM-22 | CP 5 | Yes |

Records related to investigations including criminal, evidence, and crime lab reports.

Retain 5 years after completion then destroy

Licensing and Registration (LAR)   AR

| Federal Communications Commission | LGL-LAR-19 | EXP 8 | No |

Records related to licenses with the Federal Communications Commissions (FCC).

Retain 8 years after expiration then destroy

| General | LGL-LAR-22 | EXP 5 | No |

Records related to general licenses.

Retain 5 years after expiration then destroy

Litigation Management (LIT)   AR

| Case Files | LGL-LIT-01 | CP 5 | Yes |

Records related to issues under litigation including court cases, contract disputes by or against the government or its staff.

Retain 5 years after completion then destroy

Natural Resource Management (NRM)

Animal and Livestock Management (ALS)   AR

| Case Files - Veterinarian | NRM-ALS-01 | CP 5 | Yes |

Records related to veterinarian case files.

Retain 5 years after completion then destroy

| Disease Management | NRM-ALS-05 | PERM | No |

Records related to the examination of animal tissue for disease.

Retain Permanently

Public Health Services (PHS)

Hazardous Material Management (HMM)   AR

| Radioactive Material | PHS-HMM-02 | EXP 5 | No |

Records related to receipt, maintenance and disposal of radioactive material.

Retain 5 years after expiration then destroy

| Safety Data Sheets | PHS-HMM-03 | OBS 30 | No |

Records related to identifying hazardous materials and chemicals including use and analyses.

Retain 30 years after chemicals are no longer used or data sheet is obsolete then destroy

| Safety Programs | PHS-HMM-04 | SUP 5 | No |

Records related to safety programs.

Retain 5 years after superseded then destroy

Public Health Services (PHS)

Hazardous Material Management (HMM) AR

Waste Reports	PHS-HMM-05	CR 30	Yes

Records related to hazardous waste and materials including biohazards.

Retain 30 years after create date then destroy

Hospital and Medical (HAM) AR

Admissions	PHS-HAM-01	PERM	Yes

Records related to admissions including preadmissions.

Retain permanently

Drugs and Controlled Substances	PHS-HAM-07	CR 5	No

Records related to controlled drugs and substances including inventories.

Retain 5 years after create date, then destroy

Immunization/Vaccination Reporting	PHS-HAM-23	CP 3	No

Records related to vaccinations reporting and inventories, does not include immunization records.

Retain 3 years after completion then destroy

Incidents	PHS-HAM-11	CP 10	No

Records related to incidents including minor injury reports.

Retain 10 years after completion then destroy

Patient Management	PHS-HAM-17	CP 10	No

Records related to management of patients including accounts and client files.

Retain 10 years after completion then destroy

Patient Records - Adults	PHS-HAM-18	CP 7	No

Records related to adult patient records.

Retain 7 years after completion then destroy

Programs	PHS-HAM-21	CP 7	Yes

Records related to clinical and health programs.

Retain 7 years after completion then destroy

Laboratory Management (LAB) AR

Plans - Chemical Hygiene	PHS-LAB-03	PERM	No

Records related to chemical hygiene plans.

Retain permanently

Public Safety Services (PSS)

Emergency and Disaster Management (EDM) AR

Programs and Plans	PSS-EDM-06	SUP 5	Yes

Records related to programs and plans for disasters or emergencies including evacuations, training exercises, outreach and public education related to emergencies and planning coordination with other agencies and industries.

Retain 5 years after superseded then destroy

Law Enforcement (LAE) AR

Accidents and Incidents	PSS-LAE-02	CP 10	Yes

Records related to accidents reports and incidents.

Retain 10 years after completion then destroy

Citation Management	PSS-LAE-05	CP 1	No

Records related to management of citations, does not include alcohol, parking, traffic or game and fish violations.

Retain 1 year after completion, then destroy

Public Safety Services (PSS)

Law Enforcement (LAE)   AR

Citation Management - Parking	PSS-LAE-07	CP 2	No

Records related to parking tickets and citations.

Retain 2 years after completion then destroy

Training Management (TGM)   AR

Law Enforcement	PSS-TGM-01	CR 50	No

Records related to training for law enforcement.

Retain 50 years after create date then destro