UNIVERSITY OF WYOMING

UNIVERSITY ARCHIVES AND RECORDS MANAGEMENT PROGRAM
AMERICAN HERITAGE CENTER
P.O. Box 3924 / Laramie, WY 82071-3924
307-766-4114 / fax: (307) 766-5511
Web site: http://ahc.uwyo.edu/university-archives

College of Law- Administrative Records, Records Retention Schedule

Title of Record	Description	Retention	AR#
Accounting and Budget Records	Contains green-bar printouts of accounts with account number, financial data, payment information, breakdowns of transactions for the account, reports, and control sheets used for accounts held by the department. UW Accounting Office holds record copy.	Retain 7 years after account has been closed and all audits cleared, then destroy all media.	01-186
Accreditation Records	This series documents the accreditation process for the institution by the American Bar Association. The series provides a record of materials compiled for inclusion in a packet report. This series may include self-evaluation reports; final reports sent to the ABA; statistical data; working papers; ABA evaluation report; and related documentation and correspondence.	Retain 3 years following subsequent accreditation review, then destroy.	01-187
Administrative Program Records	Contains subject files for the daily administration of the program. It may include correspondence, contracts, agreements, budgets, memorandums, reports, and other information.	Retain 5 years, then transfer to the UW Archives, American Heritage Center and evaluate for historical, legal and administrative value. Destroy remaining records at discretion of the University Archivist.	01-188
Faculty Committee Records	This series documents the activities of committees within the college charged with formulating and recommending institutional policies and procedures.. This series may include agendas, minutes, reports, and correspondence.	Retain 5 years, then transfer to the UW Archives, American Heritage Center and evaluate for historical, legal and administrative value. Destroy remaining records at discretion of the University Archivist.	01-189

Title of Record	Description	Retention	AR#
Faculty Personnel Records	This series documents individual faculty academic work histories. Records include vitae, letters of recommendation, offer and acceptance letters, contracts, appointment forms, course descriptions, performance evaluations, professional development records, faculty planning sheets, sabbatical leave requests and reports, letters of resignation, and related correspondence.	Retain 4 years after employee separates from the University, then destroy.	01-190
Inter-Departmental Requests, Invoices, Purchases Orders, and Vouchers	Series contains multi-part forms to document requests and purchases for travel and supplies.	Retain 3 years, then destroy.	01-191
Publications	Series contains publications received by the college as reference or reading materials.	Discard after publication is no longer being referenced, but no later than after 2 years.	01-192
Scholarships	This series documents the process of selecting students scholarships based on merit or achievement. The series may include applications; nomination letters; eligibility terms and selection criteria; recommendations; transcripts; letters of award notification or denial; letters accepting or declining awards; summary lists of winners; biographies; demonstration of need documentation; press releases; award history and information on funding sources; and related documentation and correspondence.	Retain permanently eligibility terms and selection criteria, award history and information on funding sources, award notifications, summary lists of winners, biographies of winners, and press releases. Transfer permanent records to the University of Wyoming Archives, American Heritage Center after 5 years. **All other records**: Retain 1 year, then destroy.	01-193
Search Committee Records	Series contains documentation relating to the search process of interviewing and hiring new faculty and staff, including individual candidate files with travel arrangements, letters of application, vitas, copies of publications, affirmative action documentation and job advertisements.	**Successful applicants:** Retain 4 years after employee separates, then destroy. **Unsuccessful applicants:** Retain 4 years, then destroy.	01-194

Title of Record	Description	Retention	AR#
Staff Personnel Records	Series documents individual staff work histories. Records may include Personnel Activity Reports, Personnel/Payroll Reports, Timesheets, performance evaluations, and related documentation and correspondence. UW Human Resources holds record copy.	Retain 4 years after employee separates from the University, then destroy.	01-195
Tenure and Promotion Packets	This series documents the periodic consideration of faculty who are eligible for changes in rank, tenure status, and/or pay. Records may include but are not limited to promotion and tenure packets compiled and presented by the faculty member as per instructions from Academic Affairs as well as other materials which are compiled and maintained for inclusion, analysis, and summarization into the packet. UW Academic Affairs holds record copy.	Retain 3 years after being granted tenure or an extended contract and no appeals are pending, then destroy.	01-196