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

Theater and Dance Department Records Retention Schedule

Title of Record	Description	Retention	AR#
Publicity Records	Programs, clippings, and photographs of the season performances	Permanent - transfer to the University of Wyoming Archives, American Heritage Center	97-056
Student Records	Active student files	Retain 3 years after student graduates or leaves program, then destroy	97-057
Financial Records	Reports, budgets	Retain 3 years, then destroy	97-58