UNIVERSITY
OF WYOMING

UNIVERSITY ARCHIVES AND RECORDS MANAGEMENT PROGRAM
AMERICAN HERITAGE CENTER
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Wyoming Institute for Disabilities (WIND)- Administration, Records Retention Schedule

Title of Record	Description	Retention	AR#
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 University archivist.	05-254
Correspondence	Contains incoming and outgoing correspondence and electronic mail printouts of the director and other management staff of WIND regarding operations.	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 University archivist.	05-255
Grant Records	Contains grant applications, background information on WIND and the University of Wyoming, resumes and vitas, correspondence, reports, notes and other materials related to applications and management of outside-funded grants.	Approved Grants: Retain original application, final report, final budget, summary sheet and lessons learned document permanently in WIND Library. Rest: Retain 7 years, then destroy at discretion of agency director. Unsuccessful Grants: Retain 3 years, then destroy.American Heritage Center authorizes unit to carry out disposition.	05-256
Inter-Departmental Requests, Invoices, Purchase Orders, and Vouchers	Series contains multi-part forms to document requests and purchases for travel and supplies. UW Accounting holds record copy.	Retain 3 years, then destroy.American Heritage Center authorizes unit to carry out disposition.	05-257
Position Search Records	Contains copies of position description, correspondence, memorandums, notes and other materials related to filling of staff positions.	Successful candidates: Retain for length of employment plus 4 years, then destroy. Unsuccessful candidates: Retain 4 years, then destroy. American Heritage Center authorizes unit to carry out disposition.	05-258

Title of Record	Description	Retention	AR#
Publications	This series includes publications produced by WIND used to document the activities of the office for educational and/or for informational purposes.	Transfer 4 copies to the University Libraries, as stipulated in **Unireg 718** and 2 copies to WIND library. Retain other back issues for 3 years, then destroy. Background materials developed for publication: Retain 5 years then destroy. American Heritage Center authorizes unit to carry out disposition.	05-259
Staff Personnel Records	Series documents individual staff work histories. Records may include Personnel Activity Reports, Personnel/Payroll Reports, Timesheets, Position Description Questionnaires, Position Authorization Forms, performance evaluations, vacation/sick leave reports and related documentation and correspondence. UW Human Resources holds record copy.	Retain Position Description Questionnaires until superseded, then destroy. Retain rest for 5 years after employee separates from the University, then destroy.American Heritage Center authorizes unit to carry out disposition.	05-260
Student Personnel Records	Contains copy of personnel records and recommendation forms for students. UW Human Resources holds record copy.	Retain 1 year after student has left employment, then destroy. American Heritage Center authorizes unit to carry out disposition.	05-261
Web Site	Contains hyperlinked html pages mounted on the University of Wyoming web server using the Hypertext Transfer Protocol. The pages are used as an outreach tool for the support of the museum's educational and outreach functions. Site includes information about its collections; exhibitions; educational, outreach and public programs; and membership information.	At least once per quarter, digitally capture the entire web site on a reliable medium employing a useable and accessible format. Retain 3 years, then transfer one copy to the University of Wyoming Archives, American Heritage Center and evaluate for historical, legal and administrative value.	05-262