

UNIVERSITY OF WYOMING

UNIVERSITY ARCHIVES AND RECORDS MANAGEMENT PROGRAM AMERICAN HERITAGE CENTER

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Web site: <http://ahc.uwyo.edu/university-archives>

Music Department Retention Schedule

Title of Record	Description	Retention	AR#
Academic Plan	Music Department's academic plan	Retain for 10 years, then transfer to the University of Wyoming Archives, American Heritage Center.	12-050
Accounting and Budget Records	Invoices/accounts, contracts, deposits, fine arts scholarships, funding requests, agreements, grants, performance contracts	Retain for 7 years after account has been closed and all audits cleared, then destroy, including electronic data. UW Archives, American Heritage Center authorizes Department to carry out disposition.	12-052
Associations/ Organizations Files	Contains correspondence, publications, and other materials from outside associations and organizations.	Retain for 3 years, then destroy. UW Archives, American Heritage Center authorizes Department to carry out disposition.	12-046
Budget- Donation History Files	Tracks donations to department	Retain permanently in office.	12-047
Budget- History Files	Annual budgets	Retain 10 years, then transfer to the University of Wyoming Archives, American Heritage Center.	12-048
Building Blueprints	Architectural drawings of the Fine Arts building	Retain permanently in office.	12-040
Class Schedule	This series documents the formulation of class schedules by the college for inclusion in the published schedule of classes and final exams. UW Registration and Records holds record copy.	Retain 1 year, then destroy. UW Archives, American Heritage Center authorizes Department to carry out disposition.	12-044
Computer Files	This series includes inventories of technology from Property Office, software information, and lab proposals.	Retain for life of equipment/software, then destroy. UW Archives, American Heritage Center authorizes Department to carry out disposition.	12-043
Concert and Event Programs	Contains programs, posters, fliers and other materials publicizing department events.	Retain 5 years, then transfer to the University of Wyoming Archives, American Heritage Center for evaluation of historical, legal and administrative value.	12-029

Title of Record	Description	Retention	AR#
Concert recordings	Contains audio recordings of concerts by the music department	Retain 5 years, then transfer to the University of Wyoming Archives, American Heritage Center for evaluation of historical, legal and administrative value.	12-027
Conferences/ Events	Records documenting conferences organized and hosted by the Music Department including Festivals of Winds, Marching Band Camp, All State Competition	Retain for 5 years, then transfer to the University of Wyoming Archives, American Heritage Center.	12-042
Department Accreditation Files	This series documents the accreditation process for the department by the National Association of Schools of Music (NASM). The series provides a record of materials compiled for inclusion in a packet report. This series may include self-evaluation reports; final reports; statistical data; working papers; evaluation report; and related documentation and correspondence.	Retain for 5 years after the review has been completed, then transfer to the University of Wyoming Archives, American Heritage Center.	12-049
Equipment Files	Contracts and information on warranties and inventories	Retain for life of equipment, then destroy. UW Archives, American Heritage Center authorizes Department to carry out disposition.	12-041
Faculty Files	This series documents individual faculty academic work histories. Records include vitae, letters of recommendation, offer and acceptance letters, contracts, job descriptions, appointment forms, course descriptions, performance evaluations, professional development records, faculty planning sheets, sabbatical leave requests and reports, letters of resignation, and related correspondence. UW Academic Affairs holds record copy.	Retain 3 years after employee separates from the University, then destroy. UW Archives, American Heritage Center authorizes Department to carry out disposition.	12-038
Faculty Hiring Files	Contains copies of position description, correspondence, memorandums, notes and other materials related to filling of faculty positions.	Retain for length of employment plus 4 years for successful candidates, then destroy. Retain unsuccessful candidates records for 4 years, then destroy. American Heritage Center authorizes unit to carry out disposition.	12-039
Foundation Account Records	Contracts stating what account can be spent on	Retain permanently in office.	12-051

Title of Record	Description	Retention	AR#
General Files	Annual reports, retreat files, course proposals, fee book, memos	Retain for 5 years, then transfer to the University of Wyoming Archives, American Heritage Center.	12-037
General Personnel Files	Correspondence, job descriptions	Retain for 3 years, then destroy. American Heritage Center authorizes department or office to carry out disposition.	12-036
Outside Publications	Series contains publications received by the college as reference or reading materials.	Discard after publication is no longer being referenced, but not later than after 2 years. American Heritage Center authorizes department or office to carry out disposition.	12-045
Personal Activity reports		Retain for one year after date of creation, then destroy. American Heritage Center authorizes department or office to carry out disposition.	12-034
Photographs	Contains identified photographs of students, faculty, staff, visiting musicians, events, and other department activities.	Retain 5 years, then transfer to the University of Wyoming Archives, American Heritage Center for evaluation of historical, legal and administrative value.	12-028
Space Records	Fine Arts building information, planning report, recording studio, room use	Retain for five years, then destroy. American Heritage Center authorizes department or office to carry out disposition.	12-033
Statistics	Information from Office of Institutional Analysis, used for accreditation	Retain until accreditation process is complete, then destroy. American Heritage Center authorizes department or office to carry out disposition.	12-032
Student files	Series contains materials relating to the student's enrollment in the program, which may include correspondence, application forms, high school and college transcripts, class rosters, withdrawal slips, advising, grade reports, learning plans, and other supporting documentation. Also contains recruitment documentation. UW Records & registration holds record copy.	Retain for 5 years after student has graduated or left the University, then destroy. UW Archives, American Heritage Center authorizes Department to carry out disposition.	12-035
Surveys	Used for accreditation, annual report, contains information about the department	Retain 5 years, then transfer to the University of Wyoming Archives, American Heritage Center.	12-031
UWYO Symphony Foundation Records	Correspondence, account information and financial info	Retain 5 years, then transfer to the University of Wyoming Archives, American Heritage Center for evaluation of historical, legal and administrative value.	12-030