

**Archival Review: Send to the American Heritage Center for Review**

Archival  
Review

## University of Wyoming

### Administration and Business Support (ADM)

#### Archives, Library and Museum Management (ALM)

<b>Lending</b>	<b>ADM-ALM-04</b>	<b>CP</b>	<b>3</b>	<b>Retain 3 years after completion then destroy</b>	<b>No</b>
<b>12/016</b>	<i>Library Records</i>				
	<i>Retain 1 year or until all accounts reconciled, then destroy.</i>				<i>1</i>

#### General Management (GMT)

<b>Correspondence - General</b>	<b>ADM-GMT-05</b>	<b>CR</b>	<b>3</b>	<b>Destroy 3 years after create date</b>	<b>Yes</b>
<b>12-013</b>	<i>Email Correspondence</i>				
	<i>SIGNIFICANT: Retain 5 years, then transfer to the AHC. TRANSITORY: Retain 1 year or until matter is resolved, then destroy</i>				<i>5</i>

<b>Publications</b>	<b>ADM-GMT-19</b>	<b>CR</b>	<b>5</b>	<b>Destroy 5 years after create date</b>	<b>Yes</b>
<b>12/018</b>	<i>Publications</i>				
	<i>Retain 5 years, then transfer to the AHC. Per UNI-REG 718: transfer 4 copies of publications created by SJRC to University Libraries.</i>				<i>5</i>

<b>Reports - Annual</b>	<b>ADM-GMT-21</b>	<b>CR</b>	<b>7</b>	<b>Destroy 7 years after create date</b>	<b>Yes</b>
<b>12-012</b>	<i>Annual Reports</i>				
	<i>Retain 5 years, then transfer to the American Heritage Center</i>				<i>5</i>

<b>Speeches and Presentations</b>	<b>ADM-GMT-24</b>	<b>CP</b>	<b>5</b>	<b>Retain 5 years after completion then destroy</b>	<b>Yes</b>
<b>12-017</b>	<i>Presentations</i>				
	<i>Retain 5 years, then transfer to the AHC.</i>				<i>5</i>
<b>12-019</b>	<i>Speaker Information</i>				
	<i>Retain 5 years, then transfer to the AHC.</i>				<i>5</i>

University of Wyoming

**Employee Services (EMP)**

**Personnel Management (PER)**

<b>ADA Requests</b>	<b>EMP-PER-25</b>	<b>CP</b>	<b>5</b>	<b>Retain 5 years after completion then destroy</b>	<b>No</b>
<i>New</i>	<i>ADA Requests</i>				
	<i>Retain 5 years after completion then destroy</i>				

**Financial and Accounting (FIN)**

**Accounting Management (ACC)**

<b>Interdepartmental Requests</b>	<b>FIN-ACC-05</b>	<b>FYE</b>	<b>3</b>	<b>Retain 3 years after the fiscal year end then destroy</b>	<b>No</b>
<i>12-015</i>	<i>Inter-Departmental Requests, Invoices, Purchase Orders, and Vouchers</i>				
	<i>Retain 3 years, then destroy</i>				<i>3</i>

**Budget Management (BUD)**

<b>Annual</b>	<b>FIN-BUD-01</b>	<b>FYE</b>	<b>5</b>	<b>Retain 5 years after the fiscal year end then destroy</b>	<b>No</b>
<i>12-011</i>	<i>Annual Budget</i>				
	<i>Retain 7 years, then transfer to the American Heritage Center</i>				<i>7</i>

**Grant and Scholarship Management (GRM)**

<b>Grant Files</b>	<b>FIN-GRM-01</b>	<b>CP</b>	<b>10</b>	<b>Retain 10 years after completion then destroy</b>	<b>No</b>
<i>12-014</i>	<i>Grant Proposals</i>				
	<i>SUCCESSFUL: Retain 7 years, then transfer to the AHC.UNSUCCESSFUL: Retain 3 years, then destroy</i>				<i>7</i>

**Governance and Compliance (GAC)**

**Governance (GOV)**

<b>Minutes, Resolutions, and Ordinances</b>	<b>GAC-GOV-03</b>	<b>PERM</b>		<b>Retain permanently</b>	<b>No</b>
<i>12-010</i>	<i>Advisory Board Records</i>				
	<i>Retain 5 years, then transfer to the American Heritage Center</i>				<i>5</i>

## University of Wyoming

### College of Arts & Sciences

#### Administration and Business Support (ADM)

##### Archives, Library and Museum Management (ALM)

Collection Management	ADM-ALM-02	PERM	Retain permanently	No
<b>10-026</b> Wyoming Folklife Collection				
<i>Permanent: Transfer to American Heritage Center, University of Wyoming when no longer active.</i>				

##### Buildings, Facilities and Infrastructure Management (BFI)

Maintenance and Repairs/Space Records	ADM-BFI-05	LOA	10	Retain for the Life of the Asset then destroy.	No
<b>12-033</b> Space Records					
<i>Retain 5 years, then destroy. American Heritage Center authorizes department or office to carry out disposition.</i>					5
Maps, Drawings and Plans	ADM-BFI-06	LOA	10	Retain for the Life of the Asset then destroy	Yes
<b>12-040</b> Building Blueprints					
<i>Retain permanently in office.</i>					0

##### Education (EDU)

Course Development and Administration	ADM-EDU-02	CR	5	Retain 5 years after create date then destroy	No
<b>12-044</b> Class Schedule					
<i>Retain 1 year, then destroy.</i>					1
Programs	ADM-EDU-09	CP	5	Retain 5 years after completion then destroy	Yes
<b>12-030</b> UWYO Symphony Foundation Records					
<i>Retain 5 years, then transfer to the University of Wyoming Archives, American Heritage Center for evaluation of historical, legal, and administrative value.</i>					5
<b>12-037</b> General Files					
<i>Retain for 5 years, then transfer to the University of Wyoming Archives, American Heritage Center.</i>					5
<b>12-050</b> Academic Plan					
<i>Retain for 10 years then transfer to the University of Wyoming Archives, American Heritage Center.</i>					10
Student Records	ADM-EDU-12	CP	5	Retain 5 years after completion then destroy	No
<b>12-035</b> Student Files					
<i>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.</i>					5

**University of Wyoming**

**College of Arts & Sciences**

**Administration and Business Support (ADM)**

**Education (EDU)**

Student Records	ADM-EDU-12	CP	5	Retain 5 years after completion then destroy	No
<b>13-032</b> Undergraduate Recitals					
				Retain in office until subsequent accreditation by NASM (every ten years) + five years. Transfer five recordings per year of department's choosing to AHC. Destroy remaining recitals.	15

**Equipment and Vehicle Management (EVM)**

Maintenance and Repairs	ADM-EVM-02	CP	5	Retain 5 years after completion then destroy	No
<b>12-041</b> Equipment Files					
				Retain for life of equipment, then destroy.	0

**General Management (GMT)**

Event Management	ADM-GMT-07	CP	3	Retain 3 years after completion then destroy	Yes
<b>12-027</b> Concert Recordings					
				Retain 5 years, then transfer to the University of Wyoming Archives, American Heritage Center for evaluation of historical, legal, and administrative value.	5
<b>12-029</b> Concert and Event Programs					
				Retain 5 years, then transfer to the University of Wyoming Archives, American Heritage Center for evaluation of historical, legal, and administrative value.	5
<b>12-042</b> Conference/Events					
				Retain for 5 years, then transfer to the University of Wyoming Archives, American Heritage Center.	5
<b>13-033</b> Graduate Recitals					
				Retain in office until subsequent accreditation by NASM (every ten years) + five years. Transfer to American Heritage Center.	15
Photographs and Visual Arts	ADM-GMT-16	CR	5	Destroy 5 years after create date	Yes
<b>12-028</b> Photographs					
				Retain 5 years, then transfer to the University of Wyoming Archives, American Heritage Center for evaluation of historical, legal, and administrative value.	5

**University of Wyoming**

**College of Arts & Sciences**

**Administration and Business Support (ADM)**

**General Management (GMT)**

<b>Reference Material</b>	<b>ADM-GMT-20</b>	<b>OBS</b>	<b>3</b>	<b>Destroy when obsolete</b>	<b>Yes</b>
---------------------------	-------------------	------------	----------	------------------------------	------------

**12-045** *Outside Publications*

*Discard after publication is no longer being referenced, but not later than 2 years after.*

2

<b>Surveys</b>	<b>ADM-GMT-25</b>	<b>CP</b>	<b>5</b>	<b>Retain 5 years after completion then destroy</b>	<b>Yes</b>
----------------	-------------------	-----------	----------	---	------------

**12-031** *Surveys*

*Retain 5 years, then transfer to the University of Wyoming Archives, American Heritage Center.*

5

<b>Transitory Records</b>	<b>ADM-GMT-26</b>	<b>OBS/SUP</b>	<b>3</b>	<b>Destroy when obsolete or superseded.</b>	<b>No</b>
---------------------------	-------------------	----------------	----------	---	-----------

**12-046** *Associations/Organizations Files*

*Retain for 3 years, then destroy. UW Archives, American Heritage Center authorizes Department to carry out disposition.*

3

**Information Technology and Services (ITS)**

<b>Systems and Networks</b>	<b>ADM-ITS-07</b>	<b>SUP</b>	<b>5</b>	<b>Retain 5 years after superseded then destroy</b>	<b>No</b>
-----------------------------	-------------------	------------	----------	---	-----------

**12-043** *Computer Files*

*Retain for life of equipment/software, then destroy.*

0

**Employee Services (EMP)**

**Personnel Management (PER)**

<b>Personnel Files - Short Term</b>	<b>EMP-PER-14</b>	<b>TE</b>	<b>5</b>	<b>Retain 5 years after separation then destroy</b>	<b>No</b>
-------------------------------------	-------------------	-----------	----------	---	-----------

**12-034** *Personnel Activity Reports*

*Retain for one year after date of creation, then destroy. American Heritage Center authorizes department or office to carry out disposition.*

1

**12-036** *General Personnel Files*

*Retain for 3 years, then destroy.*

3

**12-038** *Faculty Files*

*Retain 3 years after employee separates from the University, then destroy. UW Archives, American Heritage Center authorizes department to carry out disposition.*

3

**University of Wyoming**

**College of Arts & Sciences**

**Employee Services (EMP)**

**Personnel Management (PER)**

<b>Personnel Files - Short Term</b>	<b>EMP-PER-14</b>	<b>TE</b>	<b>5</b>	<b>Retain 5 years after separation then destroy</b>	<b>No</b>
<b>12-039</b>	<i>Faculty Hiring Files</i>				
	<i>Retain for length of employment plus 4 years for successful candidates, then destroy. Retain un successful candidates records for 4 years, then destroy. American Heritage Center authorizes unit to carry out disposition.</i>				4

**Financial and Accounting (FIN)**

**Accounting Management (ACC)**

<b>Donations</b>	<b>FIN-ACC-02</b>	<b>PERM</b>		<b>Retain permanently</b>	<b>Yes</b>
<b>12-047</b>	<i>Budget - Donation History Files</i>				
	<i>Retain permanently in office.</i>				0
<b>Reports - Accounting</b>	<b>FIN-ACC-10</b>	<b>FYE</b>	<b>5</b>	<b>Retain 5 years after the fiscal year end then destroy</b>	<b>No</b>
<b>12-052</b>	<i>Accounting and Budget Records</i>				
	<i>Retain for 7 years after account has been closed and all audits cleared, then destroy, including electronic data. UW Archives, American Heritage Center authorizes Deptment to carry out disposition.</i>				7

**Budget Management (BUD)**

<b>Annual</b>	<b>FIN-BUD-01</b>	<b>FYE</b>	<b>5</b>	<b>Retain 5 years after the fiscal year end then destroy</b>	<b>No</b>
<b>12-048</b>	<i>Budget - History Files</i>				
	<i>Retain for 10 years, then transfer to the University of Wyoming Archives, American Heritage Center.</i>				10

**Investment Management (INV)**

<b>Endowments and Funds</b>	<b>FIN-INV-02</b>	<b>PERM</b>		<b>Retain permanently</b>	<b>Yes</b>
<b>12-051</b>	<i>Foundation Account Records</i>				
	<i>Retain permanently in office.</i>				0

## University of Wyoming

### College of Arts & Sciences

#### Governance and Compliance (GAC)

##### Accreditation and Certification (AAC)

Colleges and Universities	GAC-AAC-01	CP	5	Retain 5 years after completion then destroy	Yes
<b>12-032</b> <i>Statistics</i>					
				<i>Retain until accreditation process is complete, then destroy. American Heritage Center authorizes department or office to carry out disposition.</i>	0
<b>12-049</b> <i>Department Accreditation Files</i>					
				<i>Retain for 5 years after review has been completed, then transfer to the University of Wyoming Archives, American Heritage Center.</i>	5

### College of Engineering

#### Administration and Business Support (ADM)

##### General Management (GMT)

Program and Project Files	ADM-GMT-18	CP	5	Retain 5 years after completion then destroy	Yes
<b>10-028</b> <i>Office Records</i>					
				<i>Retain three years, then transfer to the University of Wyoming Archives, American Heritage Center for evaluation of legal, administrative, and historical value. Destroy remaining records at discretion of Archivist.</i>	3

#### Employee Services (EMP)

##### Personnel Management (PER)

Leave Records/UW Tenure & Promotions	EMP-PER-10	CP	3	Retain 3 years after completion then destroy	No
<b>10-029</b> <i>Tenure and Promotion Packets</i>					
				<i>Retain three years, then transfer to the University of Wyoming Archives, American Heritage Center for evaluation of legal, administrative, and historical value. Destroy remaining records at discretion of Archivist.</i>	3
<b>10-030</b> <i>Outside Letters of Recommendation for Tenure and Promotion</i>					
				<i>Retain for 3 years after tenure and promotion has been granted, then destroy. American Heritage Center authorizes department to carry out disposition.</i>	3

## University of Wyoming

### College of Engineering

#### Employee Services (EMP)

##### Staffing and Recruiting (SAR)

Applicants - Not Hired	EMP-SAR-01	CYE	3	Retain 3 year after calendar year end then destroy	No
<b>10-031</b> Faculty Search Records					
<i>Successful candidates: Retain for length of employment plus 4 years, then destroy. Unsuccessful candidates: Retain 4 years after completion of the search, then destroy.</i>					4

### Office of the President (University of Wyoming)

#### Administration and Business Support (ADM)

##### General Management (GMT)

Program and Project Files	ADM-GMT-18	CP	5	Retain 5 years after completion then destroy	Yes
<b>00-037</b> General Files					
<i>Retain 10 years, then transfer to the University of Wyoming Archives, American Heritage Center and evaluate for legal, administrative and historical value.</i>					
Reference Material	ADM-GMT-20	OBS	3	Destroy when obsolete	Yes
<b>00-039</b> Publications					
<i>Destroy after publication is no longer being referenced, but no later than after 2 years. Creating units are responsible for retention of final copy of publications. University Regulation 718 stipulates that four copies are to be deposited with UW Libraries.</i>					
Speeches and Presentations	ADM-GMT-24	CP	5	Retain 5 years after completion then destroy	Yes
<b>00-041</b> Speech/Trip Files					
<i>Retain permanently final copy of speeches at inaugurations or those given on policy statements and transfer to the University of Wyoming Archives, American Heritage Center. Destroy remainder after three years.</i>					

#### Employee Services (EMP)

##### Staffing and Recruiting (SAR)

Applicants - Not Hired	EMP-SAR-01	CYE	3	Retain 3 year after calendar year end then destroy	No
<b>00-034</b> Academic Search Records					
<i>Successful Candidate: Retain 4 years after termination of employment, then destroy. Unsuccessful Candidate: Retain 3 years after search has been completed, then destroy.</i>					



## University of Wyoming

### Office of the President (University of Wyoming)

#### Financial and Accounting (FIN)

##### Accounting Management (ACC)

Reports - Accounting	FIN-ACC-10	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<b>00-040</b> <i>Purchase Orders, Vouchers</i>					
					<i>1</i>
					<i>Retain 1 year, then destroy.</i>

#### Governance and Compliance (GAC)

##### Accreditation and Certification (AAC)

Colleges and Universities	GAC-AAC-01	CP	5	Retain 5 years after completion then destroy	Yes
<b>00-038</b> <i>Professional Accreditation Records</i>					
					<i>Destroy after 1 accreditation cycle. Colleges and Departments retain the record copy.</i>

##### Governance (GOV)

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM		Retain permanently	No
<b>00-035</b> <i>Board of Trustees Records</i>					
					<i>Retain Permanently. Transfer to the University of Wyoming Archives, American Heritage Center after 10 years.</i>
<b>00-036</b> <i>Committee Meeting Records</i>					
					<i>Retain permanently records of those committees that the Presidents office administers. Transfer to the University of Wyoming Archives, American Heritage Center after 10 years, Destroy after 2 years those committee records for which the Presidents Office participates in, but does not administer.</i>

### Student Affairs (University of Wyoming)

#### Administration and Business Support (ADM)

##### Community and Public Relations (COM)

Awards	ADM-COM-01	CR	5	Destroy 5 years after create date	Yes
<b>13-006</b> <i>Tobin/Spitaleri Awards</i>					
					<i>Retain applications files for 2 years then destroy. Retain award program, applicant lists, winner lists, for 5 years, then transfer to AHC.</i>
					<i>5</i>

## University of Wyoming

### Student Affairs (University of Wyoming)

#### Administration and Business Support (ADM)

##### Education (EDU)

Issues and Concerns	ADM-EDU-08	CP	5	Retain 5 years after completion then destroy	No
<b>13-017</b> <i>Student Issue records; staff concerns</i> <i>Retain for 5 years, then destroy through confidential destruction method.</i>					5
Programs	ADM-EDU-09	CP	5	Retain 5 years after completion then destroy	Yes
<b>13-004</b> <i>Comprehensive Program Reviews</i> <i>Retain 1 copy in office for 10 years; transfer 1 copy to AHC upon completion of review.</i>					10
<b>13-009</b> <i>Cowboy Parents &amp; APUW Files</i> <i>Retain for 3 years then transfer to AHC. Do not transfer Student Emergency Fund information, destroy confidentially.</i>					3
Student Records	ADM-EDU-12	CP	5	Retain 5 years after completion then destroy	No
<b>01-261</b> <i>Graduate Practicum and Post-Doctoral Resident Records</i> <i>Retain permanently.</i>					0

##### General Management (GMT)

Event Management	ADM-GMT-07	CP	3	Retain 3 years after completion then destroy	Yes
<b>13-002</b> <i>MLK Days of Dialogue</i> <i>Retain 3 years, then transfer to AHC.</i>					3
<b>13-012</b> <i>Family Weekend Files</i> <i>Retain for 5 years, then transfer schedules, photographs, and summary of evaluations to AHC. Destroy remaining records.</i>					5
Planning and Development	ADM-GMT-17	CR	5	Destroy 5 years after create date	Yes
<b>13-001</b> <i>Planning Documents</i> <i>Transfer to AHC after plan term ends.</i>					
Publications	ADM-GMT-19	CR	5	Destroy 5 years after create date	Yes
<b>13-021</b> <i>Publications</i> <i>Transfer 4 copies to University Libraries when printed (UW Reg 718); retain back issues for 3 years, then transfer one copy (print or electronic) to the AHC; retain background materials developed for publication for 5 years then destroy.</i>					5

## University of Wyoming

### Student Affairs (University of Wyoming)

#### Administration and Business Support (ADM)

##### General Management (GMT)

<b>Reference Material</b>	<b>ADM-GMT-20</b>	<b>OBS</b>	<b>3</b>	<b>Destroy when obsolete</b>	<b>Yes</b>
<b>13-008</b>	<i>Reference Documents</i>				
	<i>Retain in office for 10 years, then destroy.</i>				10
<b>Reports - Annual</b>	<b>ADM-GMT-21</b>	<b>CR</b>	<b>7</b>	<b>Destroy 7 years after create date</b>	<b>Yes</b>
<b>13-022</b>	<i>Annual Reports</i>				
	<i>Retain copies in office for 5 years then transfer to the AHC.</i>				5
<b>Reports - General</b>	<b>ADM-GMT-22</b>	<b>CR</b>	<b>5</b>	<b>Destroy 5 years after create date</b>	<b>Yes</b>
<b>13-003</b>	<i>Trustees Documents</i>				
	<i>Retain reports and minutes for 5 years, then destroy.</i>				5
<b>Surveys</b>	<b>ADM-GMT-25</b>	<b>CP</b>	<b>5</b>	<b>Retain 5 years after completion then destroy</b>	<b>Yes</b>
<b>13-018</b>	<i>Assessments and Surveys</i>				
	<i>Retain for 6 years, then transfer to the American Heritage Center.</i>				6
<b>Transitory Records</b>	<b>ADM-GMT-26</b>	<b>OBS/SUP</b>	<b>3</b>	<b>Destroy when obsolete or superseded.</b>	<b>No</b>
<b>13-016</b>	<i>General Files A-Z</i>				
	<i>Because records are not filed annually, review general files every 5 years and transfer files no longer related to daily business to AHC and evaluate for historical, legal, and administrative value. Destroy remaining records as discretion of University Archivist.</i>				5

#### Employee Services (EMP)

##### Personnel Management (PER)

<b>Leave Records/UW Tenure &amp; Promotions</b>	<b>EMP-PER-10</b>	<b>CP</b>	<b>3</b>	<b>Retain 3 years after completion then destroy</b>	<b>No</b>
<b>13-025</b>	<i>Vacation/Sick Leave Records and Time Cards</i>				
	<i>Retain 7 years, then destroy.</i>				7
<b>Personnel Files - Short Term</b>	<b>EMP-PER-14</b>	<b>TE</b>	<b>5</b>	<b>Retain 5 years after separation then destroy</b>	<b>No</b>
<b>13-019</b>	<i>Personnel Records - Office of the Vice President</i>				
	<i>Retain 5 years after benefited employee (1 year for student) separates from the University, then destroy through confidential destruction method.</i>				5

## University of Wyoming

### Student Affairs (University of Wyoming)

#### Employee Services (EMP)

##### Personnel Management (PER)

<b>Personnel Files - Short Term</b>	<b>EMP-PER-14</b>	<b>TE</b>	<b>5</b>	<b>Retain 5 years after separation then destroy</b>	<b>No</b>
-------------------------------------	-------------------	-----------	----------	---	-----------

**13-020** *Personnel Records - Division staff*

*Retain 3 years after employee separates from the University, then destroy through confidential destruction method.* 3

<b>Student Employment</b>	<b>EMP-PER-16</b>	<b>TE</b>	<b>5</b>	<b>Retain 5 years after separation then destroy</b>	<b>No</b>
---------------------------	-------------------	-----------	----------	---	-----------

**01-262** *Student Personnel and Payroll Records*

*Retain 3 years from last activity, then destroy.* 3

##### Staffing and Recruiting (SAR)

<b>Applicants - Not Hired</b>	<b>EMP-SAR-01</b>	<b>CYE</b>	<b>3</b>	<b>Retain 3 year after calendar year end then destroy</b>	<b>No</b>
-------------------------------	-------------------	------------	----------	---	-----------

**13-015** *Search Files*

*Successful candidate: retain all general search materials and application for 4 years after termination from position. Unsuccessful applicants: retain applications for 3 years after position filled, then destroy.* 4

#### Financial and Accounting (FIN)

##### Accounting Management (ACC)

<b>Reports - Accounting</b>	<b>FIN-ACC-10</b>	<b>FYE</b>	<b>5</b>	<b>Retain 5 years after the fiscal year end then destroy</b>	<b>No</b>
-----------------------------	-------------------	------------	----------	--	-----------

**13-023** *IDRs, POs, Invoices, Vouchers*

*Retain for 3 years, then destroy.* 3

**13-024** *Accounting and Budget Records*

*Retain for 7 years after account has been closed and all audits cleared, then destroy, including electronic records.* 7

##### Grant and Scholarship Management (GRM)

<b>Grant Files</b>	<b>FIN-GRM-01</b>	<b>CP</b>	<b>10</b>	<b>Retain 10 years after completion then destroy</b>	<b>No</b>
--------------------	-------------------	-----------	-----------	--	-----------

**13-005** *College Access Challenge Grant*

*Retain 7 years, then destroy* 7

**13-013** *Chief Washakie Scholarship Files*

*Retain for 7 years then transfer committee records, fiscal reports, and scholarship books to American Heritage Center. Do not transfer items prohibited for access by FERPA. Destroy all other records.* 7

## University of Wyoming

### Student Affairs (University of Wyoming)

#### Financial and Accounting (FIN)

##### Investment Management (INV)

Endowments and Funds	FIN-INV-02	PERM	Retain permanently	Yes
<b>13-007</b> <i>Foundation Reports</i> <i>Retain 5 years, then destroy.</i>				5
<b>13-010</b> <i>Endowment Files</i> <i>Retain permanently in office.</i>				
<b>13-014</b> <i>Northern Arapaho Endowment Files</i> <i>Retain for 7 years then transfer committee records, fiscal reports, and scholarship books to American Heritage Center. Do not transfer items prohibited for access by FERPA. Destroy all other records.</i>				7

#### Legal and Judiciary (LGL)

##### Contract Management (CTR)

General	LGL-CTR-04	EXP	10	Retain 10 years after expiration then destroy	No
<b>13-011</b> <i>Contracts</i> <i>Retain 10 years after expiration, then destroy.</i>					10

#### Public Health Services (PHS)

##### Hospital and Medical (HAM)

Patient Management	PHS-HAM-17	CP	10	Retain 10 years after completion then destroy	No
<b>96-010</b> <i>Client Counseling Files</i> <i>Retain 7 years from last activity, then destroy.</i>					7

### Student Health (University of Wyoming)

#### Employee Services (EMP)

##### Personnel Management (PER)

Personnel Files - Short Term	EMP-PER-14	TE	5	Retain 5 years after separation then destroy	No
<b>02-426</b> <i>Pre-Employment Medical Examinations - Staff</i> <i>Retain for 10 years, then destroy. (Supersedes AR #3836).</i>					10

## University of Wyoming

### Student Health (University of Wyoming)

#### Public Health Services (PHS)

##### Hospital and Medical (HAM)

Immunization/Vaccination Reporting	PHS-HAM-23	CP	3	Retain 3 years after completion then destroy	No
<b>02-360</b> <i>Measles, Mumps and Rubella Vaccination Form</i>					
				<i>Students: Retain 7 years, then destroy. Employees: Retain 25 years, then Destroy. American Heritage Center authorizes unit to carry out disposition.</i>	7
Patient Management	PHS-HAM-17	CP	10	Retain 10 years after completion then destroy	No
<b>14806</b> <i>X-Ray Films</i>					
				<i>Retain 5 years, then destroy.</i>	5
Patient Records - Adults	PHS-HAM-18	CP	7	Retain 7 years after completion then destroy	No
<b>16076</b> <i>Student Patient Files</i>					
				<i>STUDENTS, AGE 19 &amp; OVER: retain 7 years after they become inactive, then destroy. STUDENTS UNDER AGE 19: retain until student becomes 19, then hold an additional 7 years, then destroy. (Supersedes MA # 3835)</i>	7
<b>16077</b> <i>Student Psychiatric Files</i>					
				<i>STUDENTS, AGE 19 &amp; OVER: retain 7 years after they become inactive, then destroy. STUDENTS UNDER AGE 19: retain until student becomes 19, then hold an additional 7 years, then destroy.</i>	7

### Vice President and Chief Information Officer (University of Wyoming)

#### Administration and Business Support (ADM)

##### General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP3		Destroy when obsolete or superseded.	No
<b>97-059</b> <i>Telephone Records</i>					
				<i>Retain 6 years, then destroy.</i>	6

### Vice President for Academic Affairs (University of Wyoming)

#### Administration and Business Support (ADM)

##### Archives, Library and Museum Management (ALM)

Acquisitions and Decommissions	ADM-ALM-01	CP	4	Retain 4 years after completion then destroy	Yes
<b>01-215</b> <i>New Book List</i>					
				<i>Retain until superseded, then destroy.</i>	

**University of Wyoming**

**Vice President for Academic Affairs (University of Wyoming)**

**Administration and Business Support (ADM)**

**Archives, Library and Museum Management (ALM)**

Collection Management	ADM-ALM-02	PERM	Retain permanently	No
<b>00-194</b>	<i>Collection Case Files</i>			
	<i>Permanent. Retain in office of origination. Evaluate correspondence and destroy materials of non-historical value.</i>			
<b>00-197</b>	<i>Master Copy of Archival Inventories</i>			
	<i>Permanent and retain in office of origination.</i>			
<b>00-201</b>	<i>Research Lead Cards</i>			
	<i>Permanent and retain in office of origination. Integrate with Collection Case Files.</i>			
<b>00-286</b>	<i>Climate Station Reports</i>			
	<i>Permanent. Transfer to the UW Archives, American Heritage Center, after five years.</i>			
<b>01-226</b>	<i>Deaccession Records</i>			
	<i>Retain permanently in office of origination.</i>			
<b>01-227</b>	<i>Holdings Information</i>			
	<i>Retain permanently in office of origination.</i>			
<b>01-232</b>	<i>Historical Records</i>			
	<i>Retain 10 years, then transfer to the UW Archives, American Heritage Center and evaluate for historical value. Destroy remaining records at discretion of the University Archivist.</i>			
<b>02-410</b>	<i>Collection Photographs and Slides</i>			
	<i>Permanent. Retain in office of origination until collection has been deaccessioned, then transfer to new owner or destroy. To assure continued access and usefulness of data, off-line media must be refreshed at intervals not to exceed 10 years; all data must be migrated as software and hardware change.</i>			
<b>02-411</b>	<i>Collection Records</i>			
	<i>Permanent. Retain in office of origination until collection has been deaccessioned, then transfer to new owner or destroy.</i>			

**University of Wyoming**

**Vice President for Academic Affairs (University of Wyoming)**

**Administration and Business Support (ADM)**

**Archives, Library and Museum Management (ALM)**

Collection Management	ADM-ALM-02	PERM	Retain permanently	No	
<b>02-414</b> <i>Exhibition Records</i>					
<i>Exhibit descriptions or scripts, exhibit renderings and layout diagrams, photographs of exhibits, lists of artifacts or items considered for inclusion, and publicity or advertisements for the exhibits: Retain permanently. All other records: Retain 10 years, then destroy. Retain permanent records in office origination. American Heritage Center authorizes unit to carry out disposition for non-permanent records.</i>					
<b>99-049</b> <i>Oral History Audio Tapes</i>					
<i>Permanent. Transfer to the University of Wyoming Archives, American Heritage Center.</i>					
Lending	ADM-ALM-04	CP	3	Retain 3 years after completion then destroy	No
<b>01-090</b> <i>Audio-Visual Materials and Book Rental Forms</i>					
<i>Retain 1 year after materials have been returned, then destroy.</i>					
<b>01-214</b> <i>Inter-Library Loan Records</i>					
<i>Retain 3 years, then destroy.</i>					3
<b>01-216</b> <i>Overdue Records</i>					
<i>Destroy after item has been renewed or located.</i>					
Patron Management	ADM-ALM-05	CP	3	Retain 3 years after completion then destroy	No
<b>00-200</b> <i>Researcher Records</i>					
<i>Collection Retrieval Information and Retrieval Slips. Retain permanently. Remaining records destroy as follows: 1990-1999, retain 10 years, then destroy. From 2000 forward, retain 7 years, then destroy.</i>					
<b>01-217</b> <i>Patron Records</i>					
<i>Retain 3 years, then destroy.</i>					3



## University of Wyoming

### Vice President for Academic Affairs (University of Wyoming)

#### Administration and Business Support (ADM)

#### Community and Public Relations (COM)

Awards	ADM-COM-01	CR	5	Destroy 5 years after create date	Yes
<b>00-029</b>	<i>Awards Records</i>				
	<i>Retain permanently, eligibility terms and selection criteria, award history and information on funding sources, award notifications, summary list of winners, biographies of winners, newspaper clipping 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. Unsuccessful Candidates: Retain 3 years after completion of search, then destroy.</i>				
Programs	ADM-COM-05	CP	5	Retain 5 years after completion then destroy	Yes
<b>01-115</b>	<i>Membership Records</i>				
	<i>Retain 7 years after membership expires, then destroy.</i>				
<b>05-289</b>	<i>Women with Disabilities Initiative - Program Records</i>				
	<i>Retain 5 years, then transfer to UW Archives, American Heritage Center and evaluate for historical, legal and administrative value. Destroy remaining records at discretion of the University Archivist.</i>				
Publications	ADM-COM-06	CR	5	Destroy 5 years after create date	Yes
<b>03-198</b>	<i>Public Relations Records - Departmental Newsletter</i>				
	<i>Transfer 4 copies to the University Libraries, as stipulated in University Regulation 718. Retain back issues for 3 years, then destroy. Background materials, including biographical files with interviews of students, alumni and faculty: retain 5 years, then transfer to the UW Archives, American Heritage Center.</i>				
Publicity and Promotion	ADM-COM-07	CR	5	Destroy 5 years after create date	Yes
<b>03-199</b>	<i>Public Relations - Photographs and Negatives</i>				
	<i>Retain 5 years, then transfer to the UW Archives, American Heritage Center for evaluation of legal, historical and administrative value. Destroy remaining records at discretion of University Archivist.</i>				
<b>97-056</b>	<i>Publicity Records</i>				
	<i>Permanent - transfer to the University of Wyoming Archives, American Heritage Center.</i>				

**University of Wyoming**

**Vice President for Academic Affairs (University of Wyoming)**

**Administration and Business Support (ADM)**

**Education (EDU)**

Course Development and Administration	ADM-EDU-02	CR	5	Retain 5 years after create date then destroy	No
<b>00-043</b> Course Grade Books <i>Retain for 5 years after creation, then destroy. American Heritage Center authorizes department to carry out disposition.</i>					
<b>01-073</b> Grade Collection Forms <i>Retain 5 years after class completion and all grades submitted, then destroy.</i>					
<b>01-084</b> Credit by Examination Records <i>Retain 5 years after exam has been completed and billing paid, then destroy.</i>					
<b>01-093</b> Conference and Noncredit Class Registrations <i>Retain 3 years after class has been completed, then destroy.</i>					
<b>01-095</b> Course Organization and Request Forms <i>Retain 4 years, then destroy.</i>					4
<b>01-096</b> Course Records <i>Retain 5 years after becoming obsolete, superseded, or course is no longer current, then destroy.</i>					
<b>01-098</b> Extended Degree Program <i>Retain 5 years, then transfer to the University of Wyoming Archives for evaluation of legal, administrative and historical value. Destroy remaining records.</i>					
<b>01-099</b> Off-campus Credit Courses <i>Retain 5 years after becoming obsolete, superseded, or course is no longer current, then destroy.</i>					
<b>01-104</b> Course Records <i>Retain for 5 years after becoming obsolete, superseded or course is no longer current, then destroy.</i>					
<b>01-175</b> Course Grade Books <i>Retain 5 years, then destroy.</i>					5
<b>01-176</b> Course Records <i>Retain 3 years or until superseded or obsolete, then destroy.</i>					7

**University of Wyoming**

**Vice President for Academic Affairs (University of Wyoming)**

**Administration and Business Support (ADM)**

**Education (EDU)**

Course Development and Administration	ADM-EDU-02	CR	5	Retain 5 years after create date then destroy	No
<b>01-199</b>	<i>Continuing Legal Education Programs</i>				
	<i>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.</i>				
<b>01-206</b>	<i>American Bar Association Self-Study</i>				
	<i>Retain for 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.</i>				
<b>01-208</b>	<i>Center for Computer-Assisted Legal Instruction (CALI) Statistics</i>				
	<i>Retain for 1 year, then destroy.</i>				
<b>02-413</b>	<i>Education Program Records</i>				
	<i>Permanent. Retain in office of origination.</i>				
<b>05-263</b>	<i>Assistance in Understanding - Handbooks</i>				
	<i>Transfer 1 copy to WIND Library after being superseded or obsolete and destroy at directors discretion superseded copies. American Heritage Center authorizes unit to carry out disposition.</i>				
<b>05-264</b>	<i>Assistance in Understanding - Training Materials</i>				
	<i>Retain 3 years or until superseded or obsolete, then destroy. American Heritage Center authorizes unit to carry out disposition.</i>				
<b>05-268</b>	<i>Community Education Program - Effective Partners investing in Children Program Records - Subject Files. (Includes correspondence, contracts, agreements, budgets, etc.)</i>				
	<i>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.</i>				
<b>05-269</b>	<i>Community Education Program - Effective Partners investing in Children Program Records. (Includes training materials for parents and teachers.)</i>				
	<i>Retain 3 years or until superseded or obsolete, then destroy. American Heritage Center authorizes unit to carry out disposition.</i>				
<b>05-270</b>	<i>Community Education Program - Partners in Policymaking Program Records</i>				
	<i>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.</i>				

1

## University of Wyoming

### Vice President for Academic Affairs (University of Wyoming)

#### Administration and Business Support (ADM)

##### Education (EDU)

Course Development and Administration		ADM-EDU-02	CR	5	Retain 5 years after create date then destroy	No
<b>05-271</b>	<i>Community Education Program - Partners in Policymaking - Training Materials</i>  <i>Retain 3 years or until superseded or obsolete, then destroy. American Heritage Center authorizes unit to carry out disposition.</i>					
<b>05-284</b>	<i>Courses - Course Records. (Includes syllabi, tests, handouts, and other material documenting course offerings and content.)</i>  <i>Retain 5 years after becoming obsolete, superseded, or course is no longer current, then destroy. American Heritage Center authorizes unit to carry out disposition.</i>					
<b>05-285</b>	<i>Disability Studies - Course Records. (Includes syllabi, tests, handouts, and other material documenting course offerings and content.)</i>  <i>Retain 5 years after becoming obsolete, superseded, or course is no longer current, then destroy. American Heritage Center authorizes unit to carry out disposition.</i>					
<b>05-286</b>	<i>Family Science Credentialing Project - Course Records. (Includes syllabi, tests, handouts, and other material documenting course offerings and content.)</i>  <i>Retain 5 years after becoming obsolete, superseded, or course is no longer current, then destroy. American Heritage Center authorizes unit to carry out disposition.</i>					
Enrollment		ADM-EDU-04	CP	5	Retain 5 years after withdrawal or graduation then	No
<b>01-092</b>	<i>Enrollment and Withdrawal forms</i>  <i>Retain 3 years, then destroy.</i>					3
<b>97-054</b>	<i>Enrollment Records</i>  <i>1973 and earlier: permanent or transfer to the University of Wyoming Archives, American Heritage Center. 1974 to current: retain printout permanently or transfer to the University of Wyoming Archives, American Heritage Center. Destroy at discretion source records, after electronic data has been checked for quality. Electronic records: destroy at discretion.</i>					
Grade Results		ADM-EDU-06	CR	1	Retain 1 years after create date then destroy	No
<b>01-178</b>	<i>Examinations and Test Booklets (aka Blue Books)</i>  <i>Uncontested grade results: Retain for 1 semester after completion of course, then destroy. Contested grade results: Retain 1 year after resolution, then destroy.</i>					11

**University of Wyoming**

**Vice President for Academic Affairs (University of Wyoming)**

**Administration and Business Support (ADM)**

**Education (EDU)**

Programs	ADM-EDU-09	CP	5	Retain 5 years after completion then destroy	Yes
<b>00-031</b>	<i>Freshman Interest Group Records</i>				
	<i>Retain correspondence, reports and minutes permanently. Transfer to the University of Wyoming Archives, American Heritage Center after 10 years. Destroy student applications 3 years after the student has left the University.</i>				
<b>00-033</b>	<i>University Studies Program Records</i>				
	<i>Retain minutes, correspondence and any reports permanently and transfer to the University of Wyoming Archives, American Heritage Center after 10 years. Retain petitions and course proposals 10 years, then destroy.</i>				
<b>01-068</b>	<i>Academic Program Administrative Records</i>				
	<i>Retain 5 years, then transfer to the UW Archives, American Heritage Center and evaluate for historical, legal and administrative value.</i>				
<b>01-083</b>	<i>Academic Program Administrative Records</i>				
	<i>Retain 5 years, then transfer to the UW Archives, American Heritage center and evaluate for historical, legal and administrative value.</i>				
<b>01-230</b>	<i>Serials Records</i>				
	<i>Retain payment documentation for 7 years, then destroy. Retain other records permanently in office of origination.</i>				
<b>01-234</b>	<i>Western Trial Advocacy Institute Records</i>				
	<i>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.</i>				
<b>05-274</b>	<i>WIND Family Support Network - Program Records</i>				
	<i>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.</i>				
<b>05-276</b>	<i>Wyoming New Options in Technology - Outreach Materials</i>				
	<i>Retain 3 years or until superseded or obsolete, then destroy. American Heritage Center authorizes unit to carry out disposition.</i>				

## University of Wyoming

### Vice President for Academic Affairs (University of Wyoming)

#### Administration and Business Support (ADM)

##### Education (EDU)

Programs	ADM-EDU-09	CP	5	Retain 5 years after completion then destroy	Yes
<b>05-277</b>	<i>Wyoming New Options in Technology - Program Records</i>				
	<i>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.</i>				
<b>05-278</b>	<i>Wyoming New Options in Technology - Training Materials</i>				
	<i>Retain 3 years or until superseded or obsolete, then destroy. American Heritage Center authorizes unit to carry out disposition.</i>				
<b>05-280</b>	<i>Wyoming Core Indicators Program Records</i>				
	<i>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.</i>				
<b>05-281</b>	<i>Wyoming Early Start Project Program Records</i>				
	<i>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.</i>				
<b>05-283</b>	<i>Wyoming Lions Early Childhood Vision Project Training Materials</i>				
	<i>Retain 3 years or until superseded or obsolete, then destroy. American Heritage Center authorizes unit to carry out disposition.</i>				
<b>05-287</b>	<i>Head Start State Collaboration Project - Program Records</i>				
	<i>Retain 5 years, then transfer to UW Archives, American Heritage Center and evaluate for historical, legal and administrative value. Destroy remaining records at discretion of the University Archivist.</i>				
<b>05-290</b>	<i>Wyoming Collaborative Mentorship Academy - Program Records</i>				
	<i>Retain 5 years, then transfer to UW Archives, American Heritage Center and evaluate for historical, legal and administrative value. Destroy remaining records at discretion of the University Archivist.</i>				
<b>97-166</b>	<i>University College Files</i>				
	<i>Retain for 3 years after date of creation, then transfer to the University of Wyoming Archives, American Heritage center. Permanent records, transfer to the University of Wyoming Archives, American Heritage Center.</i>				
<b>98-004</b>	<i>National Science Foundation Financial Accounts (a.k.a. 5 Accounts)</i>				
	<i>Retain for ten years after date of creation or account has been closed and there are no outstanding audits, then destroy. American Heritage Center authorizes department or office to carry out disposition.</i>				

## University of Wyoming

### Vice President for Academic Affairs (University of Wyoming)

#### Administration and Business Support (ADM)

##### Education (EDU)

Student Records	ADM-EDU-12	CP	5	Retain 5 years after completion then destroy	No
<b>00-283</b>	<i>Student Records</i>				
	<i>Retain 5 years after student has graduated or left the University, then destroy.</i>				
<b>01-022</b>	<i>Student Records</i>				
	<i>Retain 5 years after student has graduated or left the University, then destroy.</i>				
<b>01-079</b>	<i>Student Records</i>				
	<i>Retain 5 years after student has graduated or left the University, then destroy.</i>				
<b>01-082</b>	<i>Thesis</i>				
	<i>Retain departmental copy of A and B plan thesis at the discretion of department head and destroy within 10 years. Offer A thesis to UW Libraries to fill in any gaps in their collection before discarding.</i>				
<b>01-105</b>	<i>Student Records</i>				
	<i>Retain 5 years after student has graduated or left the University, then destroy.</i>				
<b>01-106</b>	<i>Student Tracking Records</i>				
	<i>Retain 4 years, then destroy.</i>				
<b>01-177</b>	<i>Current Student Records</i>				
	<i>Retain 5 years after student has graduated or left the University, then destroy.</i>				
<b>01-183</b>	<i>Student Advising Records</i>				
	<i>Retain 1 year after graduation or separation from the University, then destroy.</i>				
<b>01-184</b>	<i>Student Grades</i>				
	<i>Retain 1 year after graduation or separation from the University, then destroy.</i>				
<b>01-185</b>	<i>Student Photographs</i>				
	<i>Retain 5 years, then transfer to the UW Archives, American Heritage Center and evaluate for historical and administrative value. Destroy remaining records at discretion of the University Archivist.</i>				
<b>01-220</b>	<i>Student Work Records</i>				
	<i>Retain 1 year after student graduates or separates from the University, then destroy.</i>				

**University of Wyoming**

**Vice President for Academic Affairs (University of Wyoming)**

**Administration and Business Support (ADM)**

**Education (EDU)**

Student Records	ADM-EDU-12	CP	5	Retain 5 years after completion then destroy	No
<b>02-356</b>	<i>Student Records</i>				
	<i>Retain for 5 years after student has graduated or left the University, then destroy. American Heritage Center authorizes unit to carry out disposition.</i>				
<b>02-445</b>	<i>Student Records</i>				
	<i>Retain 5 years after student has graduated or left the University, then destroy. American Heritage Center authorizes unit to carry out disposition.</i>				
<b>03-168</b>	<i>Student Records</i>				
	<i>Retain for 5 years after student has graduated or left the University, then destroy. American Heritage Center authorizes unit to carry out disposition.</i>				
<b>03-169</b>	<i>Student Summary Report of Clinical Clock Hours</i>				
	<i>Retain for 10 years after student has graduated or left the University, then destroy. American Heritage Center authorizes unit to carry out disposition.</i>				
<b>06-011</b>	<i>Student Records</i>				
	<i>Retain for 5 years after student has graduated or left the University, then destroy. American Heritage Center authorizes unit to carry out disposition.</i>				
<b>06-040</b>	<i>Student Records</i>				
	<i>Retain for 5 years after student has graduated or left the University, then destroy. American Heritage Center authorizes unit to carry out disposition.</i>				
<b>07-037</b>	<i>Student Records</i>				
	<i>Retain 5 years after student has graduated or left the University, then destroy. UW Archives, American Heritage Center authorizes unit to carry out disposition.</i>				
<b>12832</b>	<i>Students' Final Examinations (These records are the examinations administered at the end of the semester, which were not returned to the students.)</i>				
	<i>Retain 2 years, then destroy unless there is a grade change appeal in process. Then retain until appeal has been finalized and destroy.</i>				
<b>97-057</b>	<i>Student Records</i>				
	<i>Retain 3 years after student graduates or leaves program, then destroy.</i>				

5



## University of Wyoming

### Vice President for Academic Affairs (University of Wyoming)

#### Administration and Business Support (ADM)

##### Education (EDU)

Student Records	ADM-EDU-12	CP	5	Retain 5 years after completion then destroy	No
<b>98-002</b> Graduate Student Records					
<i>Retain for five years after student has graduated or left the University, then destroy. American Heritage Center authorizes department or office to carry out disposition.</i>					
<b>98-011</b> Undergraduate Student Records					
<i>Retain for five years after student has graduated or left the University, then destroy. American Heritage Center authorizes department or office to carry out disposition.</i>					
<b>99-006</b> Student Records and Tracking					
<i>Retain 3 years after student has graduated, then destroy.</i>					
<b>99-052</b> Student Records					
<i>Retain 3 years after student graduates or leaves the program, then destroy.</i>					
Student Transcripts - Colleges	ADM-EDU-13	CP	0	Retain permanently	No
<b>01-179</b> Former Student Records					
<i>Retain 50 years after student has graduated or left the University, then destroy.</i>					13

##### General Management (GMT)

Associations and Memberships	ADM-GMT-01	OBS	5	Retain 5 years after obsolete then destroy	Yes
<b>01-245</b> University Faculty Association Records					
<i>Transfer to the University of Wyoming Archives, American Heritage Center for evaluation of legal, administrative, and historical value. Destroy remaining records at discretion of the University Archivist.</i>					
<b>01-264</b> Colorado Alliance of Research Libraries Records					
<i>Retain 7 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.</i>					
<b>98-015</b> University of Wyoming Student Chapter of the American Society of Civil Engineers					
<i>Permanent. Retain for two years after creation, then transfer to the University of Wyoming Archives, American Heritage Center.</i>					

## University of Wyoming

### Vice President for Academic Affairs (University of Wyoming)

#### Administration and Business Support (ADM)

##### General Management (GMT)

Calendars and Schedules		ADM-GMT-02	OBS	5	Retain 5 years after obsolete then destroy	No
<b>01-269</b>	<i>Staff Calendars</i> <i>Retain 1 year or until superseded, then destroy.</i>					
Correspondence - General		ADM-GMT-05	CR	3	Destroy 3 years after create date	Yes
<b>00-271</b>	<i>Correspondence Files</i> <i>Retain 3 years, then transfer to the University of Wyoming Archives, American Heritage Center for evaluation of legal, administrative and historical value.</i>					
<b>01-091</b>	<i>Correspondence</i> <i>Retain 3 years, then destroy.</i>					3
<b>01-223</b>	<i>Bindery Correspondence</i> <i>Retain for 1 year, then destroy.</i>					1
<b>01-239</b>	<i>Correspondence</i> <i>Retain 5 years, then transfer to the University of Wyoming Archives, American Heritage Center for evaluation of legal administrative, and historical value. Destroy remaining records at discretion of the University Archivist.</i>					
<b>01-240</b>	<i>Elections (Series contains correspondence with candidates, their vitae &amp; candidacy statements, &amp; ballots &amp; tallies of election of faculty members to the positions of chair-elect, secretary, &amp; member-at-large.)</i> <i>Retain for 1 year after election has been conducted and there are no outstanding disputes, then destroy.</i>					
<b>01-265</b>	<i>Correspondence</i> <i>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.</i>					
<b>02-206</b>	<i>Correspondence, Administrative</i> <i>Retain 5 years, then transfer to the University of Wyoming Archives, American Heritage Center and evaluate, for legal, administrative, and historical value. Destroy remaining records at discretion fo the University Archivist. (Supersedes AR# 6939)</i>					
<b>05-255</b>	<i>Correspondence</i> <i>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.</i>					

**University of Wyoming**

**Vice President for Academic Affairs (University of Wyoming)**

**Administration and Business Support (ADM)**

**General Management (GMT)**

Event Management		ADM-GMT-07	CP	3	Retain 3 years after completion then destroy	Yes
<b>01-116</b>	<i>Pledge Forms and Remittance Cards</i> <i>Retain 5 years, then destroy.</i>					5
<b>01-174</b>	<i>Commencement Records</i> <i>Retain 3 years, then destroy.</i>					3
<b>01-181</b>	<i>Orientation Records</i> <i>Retain 5 years, then destroy.</i>					5
<b>01-201</b>	<i>Videotapes of Lecturers</i> <i>Retain 3 years, then transfer 2 copies to the University of Wyoming Archives, American Heritage Center and evaluate for historical, legal and administrative value. Destroy remaining records at discretion of University Archivist.</i>					
<b>02-415</b>	<i>Gala Ball Records</i> <i>Permanent. Retain in office of origination.</i>					
<b>02-419</b>	<i>Special Events Records</i> <i>Permanent. Retain in office of origination.</i>					
<b>97-159</b>	<i>University Centennial Campaign</i> <i>Retain for 3 years after date of creation, then transfer to the University of Wyoming Archives, American Heritage Center. Permanent records, transfer to the University of Wyoming Archives, American Heritage Center.</i>					
<b>99-053</b>	<i>Video Interviews of Graduating Seniors</i> <i>Permanent. Retain 3 years, then transfer to the University of Wyoming Archives, American Heritage Center.</i>					
Historical		ADM-GMT-08	PERM		Retain permanently	No
<b>97-163</b>	<i>Review of Deans Position Records</i> <i>Retain for 3 years following subsequent review, then transfer to the University of Wyoming Archives, American Heritage center. Permanent records, transfer to the University of Wyoming Archives, American Heritage Center.</i>					

**University of Wyoming**

**Vice President for Academic Affairs (University of Wyoming)**

**Administration and Business Support (ADM)**

**General Management (GMT)**

Photographs and Visual Arts	ADM-GMT-16	CR	5	Destroy 5 years after create date	Yes
-----------------------------	------------	----	---	-----------------------------------	-----

**03-200**      *Field Photographs*

*Retain 5 years, then transfer to the UW Archives, American Heritage Center, for evaluation of legal, historical and administrative value. Destroy remaining records at discretion of University Archivist.*

Planning and Development	ADM-GMT-17	CR	5	Destroy 5 years after create date	Yes
--------------------------	------------	----	---	-----------------------------------	-----

**03-193**      *Development Records - Donor Files*

*Successful: Retain permanently in office of origination. Unsuccessful: Retain for 3 years, then destroy.*

**03-194**      *Development Records - Funding Proposals*

*Successful: Retain 5 years, then transfer to the University of Wyoming Archives, American Heritage Center, for evaluation of legal, historical and administrative value. Destroy remaining records at discretion of University Archivist. Unsuccessful: Retain 3 years, then destroy.*

**03-195**      *Development Records - Subject Files*

*Retain for 5 years, then destroy.*

Program and Project Files	ADM-GMT-18	CP	5	Retain 5 years after completion then destroy	Yes
---------------------------	------------	----	---	--	-----

**00-192**      *Administrative Records*

*Retain 10 years, then evaluate for legal, administrative and historical value. Destroy remaining records at discretion of agency director.*

**00-279**      *Program Files*

*Retain 3 years, then transfer to the University of Wyoming Archives, American Heritage Center for evaluation of legal, administrative and historical value.*

**97-167**      *Subject Files*

*Retain for 3 years after creation, then transfer to the University of Wyoming Archives, American Heritage Center. Permanent records, transfer to the University of Wyoming Archives, American Heritage Center.*

**99-004**      *Office Records*

*Retain for 5 years after date of creation, then transfer to the University of Wyoming Archives, American Heritage Center for the evaluation of legal, administrative, and historical value. Destroy remaining records at discretion of University Archivist.*

**University of Wyoming**

**Vice President for Academic Affairs (University of Wyoming)**

**Administration and Business Support (ADM)**

**General Management (GMT)**

Publications	ADM-GMT-19	CR	5	Destroy 5 years after create date	Yes
<b>00-032</b>	<i>Publications</i>				
	<i>Destroy after publication is no longer being referenced, but not later than after 2 years. Creating units are responsible for retention of final copy of publications. University Regulation 718 stipulates that four copies of UW Publications are to be deposited with UW Libraries.</i>				
<b>00-044</b>	<i>Departmental Newsletter</i>				
	<i>Transfer 4 copies to the University Libraries, as stipulated by University Regulation 718, and retain sample back issues for 3 years, then destroy. Background Materials: Retain 5 years, then destroy.</i>				
<b>00-288</b>	<i>Newsletter</i>				
	<i>Transfer 4 copies to the University Libraries, as stipulated in University Regulation 718. Retain back issues for 3 years, then destroy. Background materials: retain 5 years, then destroy.</i>				
<b>01-076</b>	<i>Publications</i>				
	<i>Transfer 4 copies to the University Libraries, as stipulated in University Regulation 718. Retain back issues for 3 years, then destroy.</i>				
<b>01-192</b>	<i>Publications</i>				
	<i>Discard after publication is no longer being referenced, but no later than after 2 years.</i>				
<b>01-198</b>	<i>Brochures</i>				
	<i>Retain 5 years, then destroy.</i>				
<b>01-200</b>	<i>Newsletter</i>				
	<i>Transfer 4 copies to the University Libraries, as stipulated in University Regulation 718. Retain back issues for 3 years, then destroy. Background materials developed for stories: Retain 5 years, then destroy.</i>				
<b>01-235</b>	<i>Wyoming Law Review Records</i>				
	<i>Transfer 4 copies of the published journal to the University Libraries as stipulated in University Regulation 718. Retain back issues for 5 years, then destroy. Retain correspondence with authors and manuscripts for 5 years, then transfer to the UW Archives, American Heritage Center and evaluate for historical, legal and administrative value. Destroy remaining records.</i>				

**University of Wyoming**

**Vice President for Academic Affairs (University of Wyoming)**

**Administration and Business Support (ADM)**

**General Management (GMT)**

Publications	ADM-GMT-19	CR	5	Destroy 5 years after create date	Yes
--------------	------------	----	---	-----------------------------------	-----

**01-268**      *Publications (Non-Record Copies)*

*Discard after publication is no longer being referenced, but not later than after 2 years.*

**02-418**      *Publications*

*Transfer 4 copies to the University Libraries, as stipulated in Unireg 718. Retain back issues for 3 years, then destroy. Background materials developed for publication: Retain 5 years, then destroy.*

**05-259**      *Publications*

*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.*

Reference Material	ADM-GMT-20	OBS	3	Destroy when obsolete	Yes
--------------------	------------	-----	---	-----------------------	-----

**00-287**      *National Climatological Data Center and National Oceanographic and Atmospheric Administration Publications.*

*Destroy when obsolete, superseded or no longer needed.*

**01-211**      *LegalTrac Records*

*Retain superseded CD-ROM disk and related documentation for 1 month then destroy.*

**6942**      *Reference Material - Journals and Periodicals*

*Destroy at discretion.*

Reports - Annual	ADM-GMT-21	CR	7	Destroy 7 years after create date	Yes
------------------	------------	----	---	-----------------------------------	-----

**00-270**      *Annual Reports*

*Transfer 4 copies to the University Libraries, as stipulated in University Regulation 718. Retain back issues for 3 years, then destroy. Background materials: retain 5 years, then destroy.*

Reports - General	ADM-GMT-22	CR	5	Destroy 5 years after create date	Yes
-------------------	------------	----	---	-----------------------------------	-----

**01-189**      *Faculty Committee records*

*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.*

**01-238**      *Committee Records*

*Retain 5 years, then destroy.*

## University of Wyoming

### Vice President for Academic Affairs (University of Wyoming)

#### Administration and Business Support (ADM)

##### General Management (GMT)

Reports - General	ADM-GMT-22	CR	5	Destroy 5 years after create date	Yes
<b>01-266</b>	<i>Institutional Administrative Technology Advisory Committee Records</i>				
	<i>Retain 5 years, then destroy.</i>				5
<b>02-417</b>	<i>National Advisory Board of the UW Art Museum Records</i>				
	<i>Permanent. Retain in office of origination.</i>				
<b>99-045</b>	<i>Committee to Establish Womens Studies Department Records</i>				
	<i>Permanent. Transfer to the University of Wyoming Archives, American Heritage Center.</i>				
<b>99-050</b>	<i>Scrapbooks</i>				
	<i>Permanent. Retain 5 years, then transfer to University of Wyoming Archives, American Heritage Center.</i>				
Research	ADM-GMT-23	CP	5	Retain 5 years after completion then destroy	Yes
<b>00-280</b>	<i>Research Project Records</i>				
	<i>Retain for five years after the project has been completed, then transfer to the University of Wyoming Archives, American Heritage Center for evaluation of legal, administrative, and historical value. If the project contains data of a personal nature, the program will work with the University of Wyoming Archives to determine access guidelines.</i>				
<b>00-290</b>	<i>Research Request Forms</i>				
	<i>Retain 10 years, then destroy.</i>				10
<b>01-207</b>	<i>American Bar Association Statistics</i>				
	<i>Retain for 7 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.</i>				
<b>01-233</b>	<i>Legal Research Service Records</i>				
	<i>Retain 3 years, then destroy.</i>				3
Transitory Records	ADM-GMT-26	OBS/SUP3		Destroy when obsolete or superseded.	No
<b>00-042</b>	<i>Activity Report Forms</i>				
	<i>Retain for 2 years after date of creation, then destroy. American Heritage Center authorizes department or office to carry out disposition.</i>				

## University of Wyoming

### Vice President for Academic Affairs (University of Wyoming)

#### Administration and Business Support (ADM)

##### General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP3	Destroy when obsolete or superseded.	No
<b>00-045</b>	<i>Directors Subject Files</i>			
	<i>Retain for 5 years after date of creation, then transfer to the University of Wyoming Archives, American Heritage Center for the evaluation of legal, administrative, and historical value. Destroy remaining records at discretion of University Archivist.</i>			
<b>00-284</b>	<i>Student Score Sheets</i>			
	<i>Retain until summary data is compiled and verified, then destroy.</i>			
<b>00-291</b>	<i>Water and Hydrology Reports and Off-prints</i>			
	<i>Destroy when obsolete, superseded, or no longer needed.</i>			
<b>01-080</b>	<i>Student Score Sheets</i>			
	<i>Retain until summary data is compiled and verified, then destroy.</i>			
<b>01-100</b>	<i>Regional Offices Records</i>			
	<i>Destroy at discretion, within 5 years.</i>			5
<b>01-173</b>	<i>Class Scheduling and Exam Records</i>			
	<i>Retain 1 year, then destroy.</i>			1
<b>01-180</b>	<i>General Bulletins and Class Schedules</i>			
	<i>Retain for current year or until obsolete, then destroy.</i>			15
<b>01-188</b>	<i>Administrative Program Records</i>			
	<i>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.</i>			
<b>01-197</b>	<i>Alumni Employment Surveys and Final Summary Report</i>			
	<i>Destroy surveys after data has been compiled, verified and delivered to UW Career Services. Retain final summary report for 5 years, then destroy.</i>			
<b>01-205</b>	<i>UW Foundation Subject Files</i>			
	<i>Retain 5 years, then destroy.</i>			5



**University of Wyoming**

**Vice President for Academic Affairs (University of Wyoming)**

**Administration and Business Support (ADM)**

**General Management (GMT)**

Transitory Records	ADM-GMT-26	OBS/SUP3	Destroy when obsolete or superseded.	No
<b>01-209</b>	<i>Directors Subject Files</i>			
	<i>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.</i>			
<b>01-212</b>	<i>After Hours Sign-In</i>			
	<i>Retain 1 year, then destroy.</i>			1
<b>01-213</b>	<i>Circulation Records</i>			
	<i>Retain 90 days after return of materials, then destroy.</i>			
<b>01-218</b>	<i>Reference Statistics</i>			
	<i>Destroy after data has been compiled and verified for the American Bar Association Statistics.</i>			
<b>01-219</b>	<i>Reserve Records</i>			
	<i>Retain for 1 semester or until superseded, then destroy.</i>			
<b>01-221</b>	<i>Study Room Records</i>			
	<i>Destroy immediately after no longer in use.</i>			
<b>01-224</b>	<i>Bindery Slips</i>			
	<i>Retain for 30 days after item has been returned and checked in, then destroy.</i>			
<b>01-225</b>	<i>Cataloging Statistics</i>			
	<i>Destroy after data has been compiled and verified for American Bar Association Statistics.</i>			
<b>01-242</b>	<i>Monthly Accounting Report</i>			
	<i>Retain 1 year, then destroy.</i>			1
<b>01-243</b>	<i>Senate Replacements</i>			
	<i>Retain 1 year after replacement senator has been seated, then destroy.</i>			
<b>01-244</b>	<i>Subject Files</i>			
	<i>Retain 5 years, then transfer to the University of Wyoming Archives, American Heritage Center for evaluation of legal, administrative, and historical value. Destroy remaining records at discretion of the University Archivist.</i>			

**University of Wyoming**

**Vice President for Academic Affairs (University of Wyoming)**

**Administration and Business Support (ADM)**

**General Management (GMT)**

Transitory Records	ADM-GMT-26	OBS/SUP 3	Destroy when obsolete or superseded.	No
<b>01-263</b>	<i>Administrative Program Records</i>			
	<i>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.</i>			
<b>03-192</b>	<i>Administrative Records - Historical Records</i>			
	<i>Retain 5 years, then transfer to the UW Archives, American Heritage Center for evaluation of legal, historical and administrative value. Destroy remaining records at discretion of University Archivist.</i>			
<b>05-254</b>	<i>Administrative Program Records</i>			
	<i>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.</i>			
<b>05-437</b>	<i>Graduate Student Unsuccessful Applicant Records</i>			
	<i>Retain for 3 years, then destroy. AHC authorizes department to carry out destruction.</i>			3
<b>06-091</b>	<i>Daily Financial Batches</i>			
	<i>Retain 3 years, then destroy. American Heritage Center authorizes unit to carry out disposition.</i>			3
<b>06-095</b>	<i>Monthly Financial Records</i>			
	<i>Retain 2 years, then destroy. American Heritage Center authorizes unit to carry out disposition.</i>			2
<b>07-142</b>	<i>Credit by Examination Records</i>			
	<i>Retain applications and cover sheets for 1 year, then destroy by shredding. UW Archives, American Heritage Center authorizes department to carry out disposition.</i>			1
<b>97-055</b>	<i>Office Records</i>			
	<i>Retain 3 years, then evaluate for legal, administrative and historical value for transfer to University Archives. Destroy remaining records at discretion of agency director.</i>			
<b>97-170</b>	<i>Inactive Student Files</i>			
	<i>Destroy.</i>			
<b>97-171</b>	<i>Graduated Student Files</i>			
	<i>Destroy.</i>			

## University of Wyoming

### Vice President for Academic Affairs (University of Wyoming)

#### Administration and Business Support (ADM)

##### General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP3	Destroy when obsolete or superseded.	No
<b>97-172</b>	<i>Administrators Subject Files</i>			
	<i>Retain for 2 years after date of creation then transfer to the University of Wyoming Archives, American Heritage Center. Permanent records, transfer to the University of Wyoming Archives, American Heritage Center.</i>			
<b>97-173</b>	<i>Fiscal Year Files</i>			
	<i>Retain 2 years after date of creation then transfer to the University of Wyoming Archives, American Heritage Center. Permanent records, transfer to the University of Wyoming Archives, American Heritage Center. Recommend weeding out the vouchers and duplicate budgetary information. The fiscal year reports are a financial document, not a narrative and are not a complete set; therefore recommend retaining supporting documentation.</i>			
<b>98-005</b>	<i>Office Records</i>			
	<i>Retain three years, then transfer to the University of Wyoming Archives, American Heritage Center for evaluation of legal, administrative, and historical value. Destroy remaining records at discretion of Archivist.</i>			
<b>98-009</b>	<i>Telephone Billings</i>			
	<i>Retain for one year after date of creation, then destroy. American Heritage Center authorizes department or office to carry out disposition.</i>			
<b>99-046</b>	<i>Directors Subject Files</i>			
	<i>Retain 5 years, then transfer to the University of Wyoming Archives, American Heritage Center for the evaluation of legal, administrative, and historical value. Destroy remaining records at discretion of University Archivist.</i>			
<b>99-051</b>	<i>Speakers Files</i>			
	<i>Retain 5 years, then transfer to the University of Wyoming Archives, American Heritage Center for evaluation of legal, administrative, and historical value. Destroy remaining records at discretion of University Archivist.</i>			
<b>99-114</b>	<i>Student Score Sheets</i>			
	<i>Retain until summary data is compiled and verified, then destroy.</i>			

## University of Wyoming

### Vice President for Academic Affairs (University of Wyoming)

#### Administration and Business Support (ADM)

##### Information Technology and Services (ITS)

Backup and Restore	ADM-ITS-02	ROT		Rotate tapes per schedule and destroy when useful I	No
<b>05-291</b>	<i>Connect Wyoming Database</i>				
	<i>Back-up database annually on electronic storage media and destroy annual back-up after 5 years. Maintain database at discretion of agency director on WIND server and migrate to new platforms as appropriate.</i>				
Databases	ADM-ITS-03	OBS	3	Destroy when obsolete	No
<b>00-289</b>	<i>Program Records - Electronic Data Base</i>				
	<i>Permanent. To assure continued access and usefulness of data, off line media must be refreshed at intervals not to exceed ten years; all data must be migrated as software and hardware change; and new software must be backward compatible.</i>				
<b>05-267</b>	<i>Community Education Program - Wyoming Employment Systems Development Project Database</i>				
	<i>Back-up database annually on electronic storage media and destroy annual back-up after 5 years. Maintain database at discretion of agency directory on WIND server and migrate to new platforms as appropriate.</i>				
<b>05-292</b>	<i>Victims of Crime Resource Guide Database</i>				
	<i>Back-up database annually on electronic storage media and destroy annual back-up after 5 years. Maintain database at discretion of agency director on WIND server and migrate to new platforms as appropriate.</i>				
Help Desk	ADM-ITS-04	CP	2	Retain 2 years after completion then destroy	No
<b>01-102</b>	<i>Technical Support Records</i>				
	<i>Retain 10 years, then destroy.</i>				<i>10</i>
Systems and Networks	ADM-ITS-07	SUP	5	Retain 5 years after superseded then destroy	No
<b>01-210</b>	<i>Integrated Library System Records</i>				
	<i>Retain in office of origination for life of the system component plus 5 years, then destroy.</i>				
<b>01-267</b>	<i>Integrated Library System Records</i>				
	<i>Retain for life of system or component plus 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.</i>				

## University of Wyoming

### Vice President for Academic Affairs (University of Wyoming)

#### Administration and Business Support (ADM)

##### Information Technology and Services (ITS)

Web Management	ADM-ITS-08	CR	3	Destroy 3 years after create date	Yes
<b>01-202</b>	<i>Web Site</i>				
	<i>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 to the University of Wyoming Archives, American Heritage Center and evaluate for historical, legal and administrative value.</i>				
<b>02-359</b>	<i>Web Site</i>				
	<i>At least once per quarter, digitally capture the entire website on a reliable medium employing a useable and accessible format. Retain 3 years, then transfer to the University of Wyoming Archives, American Heritage Center and evaluate for historical, legal and administrative value.</i>				
<b>02-421</b>	<i>Web Site</i>				
	<i>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.</i>				
<b>05-262</b>	<i>Web Site</i>				
	<i>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.</i>				

#### Employee Services (EMP)

##### Personnel Management (PER)

Grievances and Investigations	EMP-PER-07	CP	7	Retain 7 years after completion then destroy	No
<b>97-158</b>	<i>Faculty Grievance Files</i>				
	<i>Retain for 3 years after settlement of grievance, then transfer to the University of Wyoming Archives, American Heritage center. Permanent records, transfer to the University of Wyoming Archives, American Heritage Center.</i>				
Leave Records/UW Tenure & Promotions	EMP-PER-10	CP	3	Retain 3 years after completion then destroy	No
<b>02-212</b>	<i>Tenure and Promotion Packets</i>				
	<i>Retain 3 years after being granted tenure or an extended contract and no appeals are pending, then destroy.</i>				

**University of Wyoming**

**Vice President for Academic Affairs (University of Wyoming)**

**Employee Services (EMP)**

**Personnel Management (PER)**

Leave Records/UW Tenure & Promotions	EMP-PER-10	CP	3	Retain 3 years after completion then destroy	No
--------------------------------------	------------	----	---	--	----

**97-160**

*Sabbatical Requests*

*Retain for 3 years after date of approval or rejection then destroy. American Heritage Center authorizes department or office to carry out disposition.*

Personnel Files - Short Term	EMP-PER-14	TE	5	Retain 5 years after separation then destroy	No
------------------------------	------------	----	---	--	----

**00-198**

*Personnel Records*

*Retain Position Description Questionnaires until superseded. Retain remainder for 1 year, then destroy.*

**00-272**

*Faculty Personnel Records*

*Retain 3 years after employee separates from the University, then destroy.*

**00-277**

*Personnel Activity Reports (aka PARs)*

*Retain 1 year, then destroy.*

1

**00-278**

*Personnel Record & Recommendation Form & Personnel/ Payroll Record - Benefitted and Non-Benefitted (aka PRR and PPR)*

*Retain for five years, then destroy.*

5

**00-281**

*Staff Personnel Records*

*Retain 5 years after employee separates from the University, then destroy.*

**00-285**

*Tenure and Promotion Packets*

*Retain 3 years after being granted tenure or an extended contract and no appeals are pending, then destroy.*

**01-070**

*Faculty Personnel Records*

*Retain 3 years after employee separates from the University, then destroy.*

**01-074**

*Instructor Evaluation Forms*

*Retain 3 years after instructor separates, then destroy.*

**01-077**

*Staff Personnel Records*

*Retain 5 years after employee separates from the University, then destroy.*

**01-078**

*Staff Personnel and Payroll Records*

*Retain 1 year after student graduates or departs the University, then destroy.*

## University of Wyoming

### Vice President for Academic Affairs (University of Wyoming)

---

#### Employee Services (EMP)

##### Personnel Management (PER)

Personnel Files - Short Term	EMP-PER-14	TE	5	Retain 5 years after separation then destroy	No
<b>01-081</b>	<i>Tenure and Promotion Packets</i>				
	<i>Retain 3 years after being granted tenure or an extended contract and no appeals are pending, then destroy.</i>				
<b>01-085</b>	<i>Faculty Personnel Records</i>				
	<i>Retain 3 years after employee separates from the University, then destroy.</i>				
<b>01-087</b>	<i>Staff Personnel Records</i>				
	<i>Retain 3 years after employee separates from the University, then destroy.</i>				
<b>01-089</b>	<i>Tenure and Promotion Packets</i>				
	<i>Retain 3 years after being granted tenure or an extended contract and no appeals are pending, then destroy.</i>				
<b>01-117</b>	<i>Staff Personnel Records</i>				
	<i>Retain 8 years after license is cancelled, then destroy.</i>				
<b>01-190</b>	<i>Faculty Personnel Records</i>				
	<i>Retain 4 years after employee separates from the University, then destroy.</i>				
<b>01-195</b>	<i>Staff Personnel Records</i>				
	<i>Retain 4 years after employee separates from the University, then destroy.</i>				
<b>01-196</b>	<i>Tenure and Promotion Packets</i>				
	<i>Retain 3 years after being granted tenure or an extended contract and no appeals are pending, then destroy.</i>				
<b>01-270</b>	<i>Tenure and Promotion Records</i>				
	<i>Retain for 10 years after faculty member has departed the university and no appeals are pending, then destroy.</i>				
<b>02-207</b>	<i>Faculty Personnel Records</i>				
	<i>Retain 4 years after employee separates from the University, then destroy.</i>				
<b>02-211</b>	<i>Staff Personnel Files</i>				
	<i>Retain for 4 years after employee separates form the University, then destroy.</i>				

## University of Wyoming

### Vice President for Academic Affairs (University of Wyoming)

#### Employee Services (EMP)

#### Personnel Management (PER)

Personnel Files - Short Term	EMP-PER-14	TE	5	Retain 5 years after separation then destroy	No
<b>02-235</b>	<i>Faculty Personnel Records</i>				
	<i>Permanent Records: Retain 3 years, then transfer to the University of Wyoming Archives, American Heritage Center. Permanent records include letters of appointment, faculty history card and supplement, and the blue copy of the personnel record and recommendation form. Non-Permanent Records: Retain 4 years after employee has left the university, then cull transcripts, letters of reference, resumes, and other non-permanent records and destroy. Supersedes AR #97-168.</i>				
<b>02-352</b>	<i>Faculty Personnel Records</i>				
	<i>Retain 3 years after employee separates from the University, then destroy. American Heritage Center authorizes unit to carry out disposition.</i>				
<b>02-355</b>	<i>Staff Personnel Records</i>				
	<i>Retain 5 years after employee separates from the University, then destroy. American Heritage Center authorizes unit to carry out disposition.</i>				
<b>02-358</b>	<i>Tenure and Promotion Packets</i>				
	<i>Retain 3 years after being granted tenure or an extended contract and no appeals are pending, then destroy. American Heritage Center authorized unit to carry out disposition.</i>				
<b>02-420</b>	<i>Staff Personnel Records</i>				
	<i>Retain 5 years after employee separates from the University, then destroy. American Heritage Center authorizes unit to carry out disposition.</i>				
<b>02-441</b>	<i>Faculty Personnel Records</i>				
	<i>Retain 4 years after employee separates from the University, then destroy. American Heritage Center authorizes unit to carry out disposition.</i>				
<b>02-443</b>	<i>Staff Personnel Records</i>				
	<i>Retain 5 years after employee separates from the University, then destroy. American Heritage Center authorizes unit to carry out disposition.</i>				



**University of Wyoming**

**Vice President for Academic Affairs (University of Wyoming)**

**Employee Services (EMP)**

**Personnel Management (PER)**

Personnel Files - Short Term	EMP-PER-14	TE	5	Retain 5 years after separation then destroy	No
<b>03-127</b>	<i>Instructor Evaluation Forms</i>				
	<i>Retain student score sheets until summary data is compiled and verified, then destroy. Retain evaluation forms for 3 years after faculty member terminates employment, then destroy. American Heritage Center authorizes unit to carry out disposition.</i>				
<b>03-197</b>	<i>Personnel Records - Awards and Nominations</i>				
					5
<b>05-260</b>	<i>Staff Personnel Records</i>				
	<i>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.</i>				
<b>05-436</b>	<i>Transcribed and Scanned Instructor Evaluation Forms</i>				
	<i>Retain hardcopy and electronic version for 3 years after instructor terminates, then destroy. (Supersedes AR1#00-275)</i>				
<b>06-007</b>	<i>Faculty Personnel Records</i>				
	<i>Retain 3 years after employee separates from the University, then destroy. American Heritage Center authorizes unit to carry out disposition.</i>				
<b>06-009</b>	<i>Staff Personnel Records</i>				
	<i>Retain 5 years after employee separates from the University, then destroy. American Heritage Center authorizes unit to carry out disposition.</i>				
<b>06-034</b>	<i>Faculty Personnel Records</i>				
	<i>Retain 3 years after employee separates from the University, then destroy. American Heritage Center authorizes unit to carry out disposition.</i>				
<b>06-038</b>	<i>Staff Personnel Records</i>				
	<i>Retain 5 years after employee separates from University, then destroy. American Heritage Center authorizes unit to carry out disposition.</i>				

**University of Wyoming**

**Vice President for Academic Affairs (University of Wyoming)**

**Employee Services (EMP)**

**Personnel Management (PER)**

Personnel Files - Short Term	EMP-PER-14	TE	5	Retain 5 years after separation then destroy	No
<b>07-034</b>	<i>Faculty Personnel Records</i>				
	<i>Retain for 3 years after employee separates from the University, then destroy. UW ARchives, American Heritage Center authorizes department to carry out disposition.</i>				3
<b>07-035</b>	<i>Instructor Evaluation Forms</i>				
	<i>Retain student score sheets until summary data is compiled and verified, then destroy. Retain evaluation forms for 3 years after faculty member terminates employment, then destroy. UW Archives, American Heritage Center authorizes unit to carry out disposition.</i>				3
<b>07-036</b>	<i>Staff Personnel Records</i>				
	<i>Retain 5 years after employee separates from the University, then destroy. UW Archives, American Heritage Center authorizes unit to carry out disposition.</i>				5
<b>97-162</b>	<i>Outside Letters of Recommendation For Tenure and Promotion.</i>				
	<i>Retain for 3 years after tenure or promotion has been granted, then destroy. American Heritage Center authorizes department or office to carry out disposition.</i>				
<b>97-169</b>	<i>Faculty and Staff Personnel Files</i>				
	<i>Destroy.</i>				
<b>98-001</b>	<i>Faculty Records</i>				
	<i>Retain for three years after date of creation, then destroy. American Heritage Center authorizes department or office to carry out disposition.</i>				
<b>98-006</b>	<i>Personnel Activity Reports</i>				
	<i>Retain for one year after date of creation, then destroy. American Heritage Center authorizes department of office to carry out disposition.</i>				
<b>98-010</b>	<i>Tenure and Promotion Packets</i>				
	<i>Retain for three years after being granted tenure or an extended contract and no appeals are pending, then destroy. American Heritage center authorizes department or office to carry out disposition.</i>				
<b>99-047</b>	<i>Faculty Records</i>				
	<i>Retain 4 years after departure, then destroy.</i>				

**University of Wyoming**

**Vice President for Academic Affairs (University of Wyoming)**

**Employee Services (EMP)**

**Personnel Management (PER)**

<b>Personnel Files - Short Term</b>	<b>EMP-PER-14</b>	<b>TE</b>	<b>5</b>	<b>Retain 5 years after separation then destroy</b>	<b>No</b>
-------------------------------------	-------------------	-----------	----------	---	-----------

**99-113**     *Instructor Evaluation Forms*  
*Retain 3 years after instructor terminates, then destroy.*

<b>Student Employment</b>	<b>EMP-PER-16</b>	<b>TE</b>	<b>5</b>	<b>Retain 5 years after separation then destroy</b>	<b>No</b>
---------------------------	-------------------	-----------	----------	---	-----------

**00-282**     *Student Personnel and Payroll Records*  
*Retain 1 year after student graduates or departs the University, then destroy.*

**01-021**     *Student Personnel and Payroll Records*  
*Retain 1 year after student graduates or departs the University, then destroy.*

**02-357**     *Student Personnel Records*  
*Retain for 1 year after student has left employment, then destroy. American Heritage Center authorizes unit to carry out disposition.*

**02-444**     *Student Personnel Records*  
*Retain 5 years, then destroy. American Heritage Center authorizes unit to carry out disposition.*

**05-261**     *Student Personnel Records*  
*Retain 1 year after student has left employment, then destroy. American Heritage Center authorizes unit to carry out disposition.*

**06-010**     *Student Personnel Records*  
*Retain for 5 years, then destroy. American Heritage Center authorizes unit to carry out disposition.*

**06-041**     *Student Personnel Records*  
*Retain 5 years, then destroy. American Heritage Center authorizes unit to carry out disposition.*

**98-008**     *Student Personnel and Payroll Records*  
*Retain one year after student has left employment, then destroy. American Heritage Center authorizes department or office to carry out disposition.*

5

**University of Wyoming**

**Vice President for Academic Affairs (University of Wyoming)**

**Employee Services (EMP)**

**Personnel Management (PER)**

<b>Time and Attendance</b>	<b>EMP-PER-18</b>	<b>CYE</b>	<b>5</b>	<b>Retain 5 years after calendar year end then destroy</b>	<b>No</b>
----------------------------	-------------------	------------	----------	--	-----------

**00-046**

*Time and Leave Slips*

*Retain for 1 year after date of creation, then destroy. American Heritage Center authorizes department or office to carry out disposition.*

**Staffing and Recruiting (SAR)**

<b>Applicants - Not Hired</b>	<b>EMP-SAR-01</b>	<b>CYE</b>	<b>3</b>	<b>Retain 3 year after calendar year end then destroy</b>	<b>No</b>
-------------------------------	-------------------	------------	----------	---	-----------

**00-195**

*Faculty Position Search Records*

*Successful Candidates: Retain for length of employment plus 4 years, then destroy. Unsuccessful Candidates: Retain for four years, then destroy.*

**00-273**

*Faculty Search Records*

*Successful: retain 4 years after employee departs, then destroy. Unsuccessful: retain four years, then destroy.*

**01-071**

*Faculty Search Records*

*Successful: Retain 4 years after employee departs, then destroy. Unsuccessful: Retain 4 years, then destroy.*

**01-182**

*Recruitment Records*

*Retain 5 years, then destroy.*

5

**01-194**

*Search Committee Records*

*Successful applicants: Retain 4 years after employee separates, then destroy. Unsuccessful applicants: Retain 4 years, then destroy.*

**02-234**

*Academic Search Records*

*Successful candidates (Hard copies): Retain for length of employment plus 4 years, then destroy. Unsuccessful candidates: Retain 4 years after completion of the search, then destroy. Records posted to the web site: Retain as needed and remove from web site no later than two months after the search has been filled and after digitally capturing the entire web site on a reliable medium employing a useable and accessible format. Retain 3 years, then transfer to the UW Archives, American Heritage Center for evaluation of legal, administrative, and historical value. Destroy remaining records at discretion of the University Archivist. Supersedes AR #00-028*

**04-184**

*Faculty Position Search Records*

*Retain length of employment plus 4 years then destroy, for successful candidates. Retain unsuccessful candidates for four years, then destroy.*

## University of Wyoming

### Vice President for Academic Affairs (University of Wyoming)

#### Employee Services (EMP)

##### Staffing and Recruiting (SAR)

Applicants - Not Hired	EMP-SAR-01	CYE	3	Retain 3 year after calendar year end then destroy	No
<b>05-258</b> <i>Position Search Records</i>					
	<i>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.</i>				
<b>06-035</b> <i>Faculty Position Search Records</i>					
	<i>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.</i>				
<b>06-036</b> <i>Graduate Student Applicant Records</i>					
	<i>Successful Applicants: Retain 6 years, then destroy. Unsuccessful Applicants: Retain 3 years, then destroy. American Heritage Center authorizes department to carry out destruction.</i>				
<b>07-038</b> <i>Unsuccessful Position Applications</i>					
	<i>Retain 4 years, then destroy. UW Archives, American Heritage Center authorizes unit to carry out disposition.</i>				
<b>99-003</b> <i>Faculty Search Records</i>					
	<i>SUCCESSFUL: Retain 4 years after employee departure, then destroy. UNSUCCESSFUL: Retain 4 years, then destroy.</i>				

##### Training Management (TRM)

Course Management	EMP-TRM-01	CP	3	Retain 3 years after completion then destroy	No
<b>05-288</b> <i>Trainee Program - Program Records</i>					
	<i>Retain 5 years, then transfer to UW Archives, American Heritage Center and evaluate for historical, legal and administrative value. Destroy remaining records at discretion of the University Archivist.</i>				

#### Financial and Accounting (FIN)

##### Accounting Management (ACC)

Accounts Payables	FIN-ACC-09	FYE	7	Retain 7 years after the fiscal year end then destroy	No
<b>00-047</b> <i>Vouchers and Inter-departmental Requests</i>					
	<i>Retain 1 year after date of creation, then destroy. American Heritage Center authorizes department or office to carry out disposition.</i>				

**University of Wyoming**

**Vice President for Academic Affairs (University of Wyoming)**

**Financial and Accounting (FIN)**

**Accounting Management (ACC)**

<b>Accounts Payables</b>		<b>FIN-ACC-09</b>	<b>FYE</b>	<b>7</b>	<b>Retain 7 years after the fiscal year end then destroy</b>	<b>No</b>
<b>01-097</b>	<i>Credit Card Charges and Cash Receipts</i> <i>Retain 5 years, then destroy.</i>					5
<b>01-107</b>	<i>Credit Card Charges and Cash Receipts</i> <i>Retain 5 years, then destroy.</i>					5
<b>02-422</b>	<i>Credit Card Receipts</i> <i>Retain 7 years, then destroy. American Heritage Center authorizes unit to carry out disposition.</i>					7
<b>New</b>	<i>Budget and Accounting Records/Payables (formerly part of 99-002)</i> <i>Retain 1 year, then destroy.</i>					
<b>Accounts Receivable and Revenue</b>		<b>FIN-ACC-12</b>	<b>FYE</b>	<b>7</b>	<b>Retain 7 years after the fiscal year end then destroy</b>	<b>No</b>
<b>02-350</b>	<i>Academic Program Administrative Records</i> <i>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.</i>					
<b>02-423</b>	<i>Daily Sales Report</i> <i>Retain 3 years after information is summarized in monthly report, then destroy. American Heritage Center authorizes unit to carry out disposition.</i>					
<b>06-096</b>	<i>Receipt Books</i> <i>Retain 3 years, then destroy. American Heritage Center authorizes unit to carry out disposition.</i>					3
<b>Interdepartmental Requests</b>		<b>FIN-ACC-05</b>	<b>FYE</b>	<b>3</b>	<b>Retain 3 years after the fiscal year end then destroy</b>	<b>No</b>
<b>00-199</b>	<i>Purchase Orders, Invoices, Inter-Departmental Requests and Vouchers</i> <i>Retain 3 years, then destroy.</i>					3
<b>00-276</b>	<i>Inter Departmental Financial Accounts (aka state accounts)</i> <i>Retain 7 years after the account has been closed and there are no outstanding audits, then destroy.</i>					
<b>01-075</b>	<i>Inter-Departmental Requests, Invoices, Purchase Orders, and Vouchers</i> <i>Retain 3 years, then destroy.</i>					3

**University of Wyoming**

**Vice President for Academic Affairs (University of Wyoming)**

**Financial and Accounting (FIN)**

**Accounting Management (ACC)**

Interdepartmental Requests		FIN-ACC-05	FYE	3	Retain 3 years after the fiscal year end then destroy	No
<b>01-191</b>	<i>Inter-Departmental Requests, Invoices, Purchases Orders, and Vouchers</i> <i>Retain 3 years, then destroy.</i>					3
<b>01-241</b>	<i>Inter-Departmental Requests, Invoices, Purchase Orders, and Vouchers</i> <i>Retain 3 years, then destroy.</i>					3
<b>02-210</b>	<i>Inter-Departmental Requests, Invoices, Purchase Orders, and Vouchers</i> <i>Retain 3 years, then destroy. (Supersedes AR# 6944)</i>					3
<b>02-354</b>	<i>Inter-Departmental Requests, Invoices, Purchase Orders, and Vouchers</i> <i>Retain 3 years, then destroy. American Heritage Center authorizes unit to carry out disposition.</i>					3
<b>02-416</b>	<i>Inter-Departmental Requests, Invoices, Purchase Orders, and Vouchers</i> <i>Retain 7 years, then destroy. American Heritage Center authorizes unit to carry out disposition.</i>					7
<b>05-257</b>	<i>Inter-Departmental Requests, Invoices, Purchase Orders, and Vouchers</i> <i>Retain 3 years, then destroy. American Heritage Center authorizes unit to carry out disposition.</i>					3
<b>97-161</b>	<i>Supply and Travel Vouchers and Inter-Departmental Requests</i> <i>Retain for 1 year after date of creation, then destroy. American Heritage Center authorizes department or office to carry out disposition.</i>					
<b>98-003</b>	<i>Inter-Departmental Financial Accounts (a.k.a. 4 Accounts)</i> <i>Retain for three years after date of creation or after the account has been closed, then destroy. American Heritage Center authorizes department or office to carry out disposition.</i>					
<b>99-002</b>	<i>Budget and Accounting Records/Interdepartmental Requests (This also relates to 00-040)</i> <i>Retain 1 year, then destroy.</i>					1
Reports - Accounting		FIN-ACC-10	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<b>00-193</b>	<i>Budget and Accounting Records</i> <i>Retain 7 years after account has been closed and all audits cleared, then destroy, including electronic data.</i>					
<b>01-069</b>	<i>Accounting and Budget Records</i> <i>All media: Retain 7 years, then destroy.</i>					7

**University of Wyoming**

**Vice President for Academic Affairs (University of Wyoming)**

**Financial and Accounting (FIN)**

**Accounting Management (ACC)**

Reports - Accounting	FIN-ACC-10	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<b>01-088</b> Telephone Billings <i>Retain 3 years, then destroy.</i>					3
<b>01-108</b> Financial records, Trial balances and Reports <i>Retain 7 years, then destroy.</i>					7
<b>01-113</b> Financial records, Trial Balances and Reports <i>Retain 7 years, then destroy.</i>					7
<b>01-186</b> Accounting and Budget Records <i>Retain 7 years after account has been closed and all audits cleared, then destroy all media.</i>					
<b>01-222</b> Accounting and Budget Records <i>Retain 7 years, then destroy all media.</i>					7
<b>01-229</b> Offers List <i>Retain payment information for 7 years, then destroy. Retain list permanently in office of origination.</i>					
<b>02-205</b> Accounting and Budget Records <i>Retain 7 years, then destroy.</i>					7
<b>02-409</b> Accounting and Budget Records <i>Retain for 7 years after account has been closed and all audits cleared, then destroy, including electronic data. American Heritage Center authorizes unit to carry out disposition.</i>					
<b>02-425</b> Monthly Summary Report <i>Retain 7 years, then destroy. American Heritage Center authorizes unit to carry out disposition.</i>					7
<b>06-039</b> State Financial Accounts <i>Retain for 7 years after account has been closed and there are no outstanding audits, then destroy. American Heritage Center authorizes unit to carry out disposition.</i>					
<b>06-092</b> Nursing Home Charges <i>Retain 10 years, then destroy. American Heritage Center authorizes unit to carry out disposition.</i>					10



**University of Wyoming**

**Vice President for Academic Affairs (University of Wyoming)**

**Financial and Accounting (FIN)**

**Accounting Management (ACC)**

Reports - Accounting	FIN-ACC-10	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<b>06-093</b> <i>Hospital Charges</i>					
				<i>Retain 10 years, then destroy. American Heritage Center authorizes unit to carry out disposition.</i>	10
<b>06-094</b> <i>Insurance Payment Batches</i>					
				<i>Retain 3 years, then destroy. American Heritage Center authorizes unit to carry out disposition.</i>	3
<b>07-033</b> <i>Accounting and Budget Records</i>					
				<i>Retain for 7 years after accoun has been closed and all audits cleared, then destroy, including electronic data. UW Archives, American Heritage Center authorizes department to carry out disposition.</i>	7
<b>97-058</b> <i>Financial Records</i>					
				<i>Retain 3 years, then destroy.</i>	3
<b>98-007</b> <i>State and Local Financial Accounts (a.k.a. 2 Accounts)</i>					
				<i>Retain for seven years after account has been closed and there are no outstanding audits. Check electronic data for quality and determine if printout is last copy, then destroy. American Heritage Center authorizes department or office to carry out disposition.</i>	
<b>99-005</b> <i>Statement of Accounts</i>					
				<i>Retain 7 years after account has been closed and all audits cleared, then destroy.</i>	
<b>99-048</b> <i>Financial Records</i>					
				<i>Retain 3 years, then destroy.</i>	3
<b>New</b> <i>Budget and Accounting Records/Accounting Reports (formerly part of 99-002)</i>					
				<i>Retain 1 year, then destroy.</i>	

**Asset Management (ASM)**

Inventories	FIN-ASM-03	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<b>02-424</b> <i>Inventory</i>					
				<i>Retain 3 years, then destroy. American Heritage Center authorizes unit to carry out disposition.</i>	3

## University of Wyoming

### Vice President for Academic Affairs (University of Wyoming)

#### Financial and Accounting (FIN)

##### Bank Administration (BNK)

Statements and Reports	FIN-BNK-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<b>01-111</b> <i>Deposit Records for Membership, Underwriting and Grants</i> <i>Retain 5 years, then destroy.</i>					5

##### Budget Management (BUD)

Annual	FIN-BUD-01	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<b>02-351</b> <i>Accounting and Budget Records</i> <i>Retain digital and hard copies for 7 years after account has been closed and all audits cleared, then destroy.</i> <i>American Heritage Center authorizes unit to carry out disposition.</i>					
<b>99-044</b> <i>Budget and Accounting Records</i> <i>Retain 7 years after account has been closed and all audits cleared, then destroy.</i>					

Workpapers	FIN-BUD-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<b>01-103</b> <i>Accounting Records</i> <i>Retain budgets for 3 years, then destroy. Retain remainder 7 years, then destroy.</i>					

#### Grant and Scholarship Management (GRM)

Grant Files	FIN-GRM-01	CP	10	Retain 10 years after completion then destroy	No
<b>00-196</b> <i>Grant Records</i> <i>Approved Grants: Retain 7 years, then destroy at discretion of agency director. Unsuccessful Grants: Retain 3 years, then destroy.</i>					
<b>00-274</b> <i>Federal / State Financial Records (aka grants)</i> <i>Retain 5 years after submission of the annual financial status report or final reports, then destroy.</i>					
<b>01-114</b> <i>Grant Applications</i> <i>Successful: Retain permanently. Retain 5 years, then transfer to the UW Archives, American Heritage Center.</i> <i>Unsuccessful: Retain for 3 years, then destroy.</i>					
<b>02-208</b> <i>Grant Records</i> <i>Approved grants: Retain 7 years after submission of financial status report or final expenditure report, then destroy. Unsuccessful grant requests: Retain 3 years, then destroy.</i>					

**University of Wyoming**

**Vice President for Academic Affairs (University of Wyoming)**

**Financial and Accounting (FIN)**

**Grant and Scholarship Management (GRM)**

Grant Files	FIN-GRM-01	CP	10	Retain 10 years after completion then destroy	No
<b>02-353</b>	<i>Grant Records</i>				
	<i>Approved Grants: 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.</i>				
<b>02-442</b>	<i>Grant Records</i>				
	<i>Approved Grants: Retain 7 years, then destroy at discretion of agency director. Unsuccessful Grants: Retain 3 years, then destroy at the discretion of the involved faculty. American Heritage Center authorizes unit to carry out disposition.</i>				
<b>03-191</b>	<i>Accounting Records - Grant Records</i>				
	<i>Approved Grants: Retain 7 years, then destroy at discretion of agency director. Unsuccessful Grants: Retain 4 years, then destroy.</i>				
<b>05-256</b>	<i>Grant Records</i>				
	<i>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.</i>				
<b>05-265</b>	<i>Disability &amp; Business Technical Assistance Center - Grant Records</i>				
	<i>Retain original application, final report, final budget, summary sheet and lessons learned document permanently in WIND Library and the remainder for 7 years, then destroy at discretion of agency director. American Heritage Center authorizes unit to carry out disposition.</i>				
<b>05-266</b>	<i>Community Education Program - Grant Records</i>				
	<i>Retain original application, final report, final budget, summary sheet and lessons learned document permanently in WIND Library and the remainder for 7 years, then destroy at discretion of agency director. American Heritage Center authorizes unit to carry out disposition.</i>				
<b>05-272</b>	<i>Sports and Outdoor Assistive Recreation Grant Records</i>				
	<i>Retain original application, final report, final budget, summary sheet and lessons learned document permanently in WIND Library and the remainder for 7 years, then destroy at discretion of agency director. American Heritage Center authorizes unit to carry out disposition.</i>				

**University of Wyoming**

**Vice President for Academic Affairs (University of Wyoming)**

**Financial and Accounting (FIN)**

**Grant and Scholarship Management (GRM)**

Grant Files	FIN-GRM-01	CP	10	Retain 10 years after completion then destroy	No
<b>05-273</b>	<i>Unlocking the Door to Learning Grant Records</i>				
	<i>Retain original application, final report, final budget, summary sheet and lessons learned document permanently in WIND Library and the remainder for 7 years, then destroy at discretion of agency director. American Heritage Center authorizes unit to carry out disposition.</i>				
<b>05-275</b>	<i>Wyoming New Options in Technology - Community Grants</i>				
	<i>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.</i>				
<b>05-282</b>	<i>Wyoming Lions Early Childhood Vision Project Database</i>				
	<i>Back-up database annually on electronic storage media and destroy annual back-up after 5 years. Maintain database at discretion of agency director on WIND server and migrate to new platforms as appropriate.</i>				
<b>06-008</b>	<i>Grant Records</i>				
	<i>Approved Grants: Retain 7 years, then destroy at discretion of agency director. Unsuccessful Grants: Retain 3 years, then destroy at the discretion of the involved faculty. American Heritage Center authorizes unit to carry out disposition.</i>				
<b>06-037</b>	<i>Grant Records</i>				
	<i>Approved Grants: Retain 7 years, the destroy as approved by agency director. Unsuccessful Grants: Retain 3 years then destroy as approved by the involved faculty. American Heritage Center authorizes unit to carry out disposition.</i>				
Scholarships	FIN-GRM-03	CP	3	Retain 3 years after completion then destroy	Yes
<b>01-101</b>	<i>Scholarships</i>				
	<i>Remain permanently eligibility terms and selection criteria, award history and information on funding sources, award notifications, summary lists of winners, biographies of winners, newspaper clippings and press releases. Remaining records: Retain 1 year, then destroy. Transfer permanent records to the UW Archives, American Heritage Center after 5 years.</i>				

**University of Wyoming**

**Vice President for Academic Affairs (University of Wyoming)**

**Financial and Accounting (FIN)**

**Grant and Scholarship Management (GRM)**

Scholarships	FIN-GRM-03	CP	3	Retain 3 years after completion then destroy	Yes
<b>01-193</b> Scholarships					
<i>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.</i>					
<b>01-204</b> Scholarships					
<i>Permanent in office of origination for letters and agreements of gift, copies of bequests instruments and wills from individuals or estates, and related documentation and correspondence including recipients. All other records: Retain 5 years, then destroy.</i>					
<b>03-196</b> Development Records - Scholarships					
<i>Permanent in office of origination for letters and agreements of gift, copies of bequest instruments and wills from individuals or estates, and related documentation and correspondence including recipients. Retain all other records 5 years, then destroy.</i>					

**Investment Management (INV)**

Endowments and Funds	FIN-INV-02	PERM		Retain permanently	Yes
<b>01-203</b> Donor Files					
<i>Successful: Retain permanently in office of origination. Unsuccessful: Retain for 3 years, then destroy.</i>					

**Procurement (PRO)**

Purchase Orders and Requisitions	FIN-PRO-02	CP	5	Retain 5 years after completion then destroy	No
<b>01-086</b> Inter-Departmental Requests, Purchase Orders and Vouchers					
<i>Retain 3 years, then destroy.</i>					3
<b>01-109</b> Inter-Departmental Requests, Purchase Orders, Invoices, and Vouchers					
<i>Retain 5 years, then destroy.</i>					5

## University of Wyoming

### Vice President for Academic Affairs (University of Wyoming)

#### Governance and Compliance (GAC)

##### Accreditation and Certification (AAC)

Colleges and Universities	GAC-AAC-01	CP	5	Retain 5 years after completion then destroy	Yes
<b>01-187</b> <i>Accreditation Records</i>					
				<i>Retain 3 years following subsequent accreditation review, then destroy.</i>	
<b>97-165</b> <i>College Accreditation Reviews/Self-Studies</i>					
				<i>Retain for 3 years after the review is completed, then transfer to the University of Wyoming Archives, American Heritage Center. Permanent records, transfer to the University of Wyoming Archives, American Heritage Center.</i>	

##### Audit, Oversight and Compliance (AOC)

Federal Programs and Reporting	GAC-AOC-03	CP	5	Retain 5 years after completion then destroy	Yes
<b>01-072</b> <i>Government Research Bureau Records</i>					
				<i>Retain 5 years, then transfer to the University of Wyoming Archives, American Heritage Center for evaluation of legal, administrative, and historical value, then destroy remaining records.</i>	

##### Governance (GOV)

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM		Retain permanently	No
<b>00-030</b> <i>Committee Meeting Records</i>					
				<i>Retain permanently, records of those committees that Academic Affairs administers. Transfer to the University of Wyoming Archives, American Heritage Center after 10 years. Those committee records for which Academic Affairs participates in but does not administer, then destroy after 2 years.</i>	
<b>01-236</b> <i>Agenda and Minutes of Meetings</i>					
				<i>Retain 5 years, then transfer to the University of Wyoming Archives, American Heritage Center for evaluation of legal, administrative, and historical value. Destroy remaining records at discretion of the University Archivist.</i>	

##### Legislation and Regulation Management (LRM)

General	GAC-LRM-07	SUP	5	Retain 5 years after superseded then destroy	Yes
<b>01-237</b> <i>Bills and Resolutions</i>					
				<i>Retain 5 years, then transfer to the University of Wyoming Archives, American Heritage Center for evaluation of legal, administrative, and historical value. Destroy remaining records at discretion of the University Archivist.</i>	

## University of Wyoming

### Vice President for Academic Affairs (University of Wyoming)

#### Legal and Judiciary (LGL)

##### Contract Management (CTR)

Capital Improvement	LGL-CTR-01	LOA	10	Retain 10 years after the Life of the Asset then destr	Yes
<b>01-094</b>	<i>Contracts and Agreements Records</i>				
	<i>Contracts or agreements documenting building construction, alteration, or repair: Retain 10 years after expiration, then destroy. Other contracts and agreements: Retain 6 years after expiration, then destroy.</i>				
General	LGL-CTR-04	EXP	10	Retain 10 years after expiration then destroy	No
<b>01-110</b>	<i>Personal Services / Small Project Contracts</i>				
	<i>Retain 7 years after contract has closed and all accounts cleared, then destroy.</i>				
<b>01-118</b>	<i>Underwriting Contracts and Associated Materials</i>				
	<i>Retain 5 years after contract has expired, then destroy.</i>				
<b>02-412</b>	<i>Contracts</i>				
	<i>Retain 7 years after contract has expired, then destroy. American Heritage Center authorized unit to carry out disposition.</i>				

##### Legal Matter Management (LMM)

Hearings and Appeals	LGL-LMM-21	CP	5	Retain 5 years after completion then destroy	Yes
<b>07-149</b>	<i>Graduate Student Appeals Board Records</i>				
	<i>Retain 75 years for case files involving expulsion, degree revocation, or negative notation on the transcript; 10 years for case files involving suspension; 5 years after the student graduates or leaves the university for all other disciplinary case files, and destroy. UW Archives, American Heritage Center authorizes department to carry out disposition.</i>				
<b>97-164</b>	<i>Tenure and Promotion Dispute Records</i>				
	<i>Retain for 10 years after the dispute has resolved (University Legal Offices recommendation) then destroy.</i>				

##### Licensing and Registration (LAR)

Federal Communications Commission	LGL-LAR-19	EXP	8	Retain 8 years after expiration then destroy	No
<b>01-112</b>	<i>Federal Communications Commission Public File Records and Station Logs</i>				
	<i>Retain 8 years after license has been cancelled, then transfer to the UW Archives, American Heritage Center for evaluation of legal, administrative, and historical value. Destroy remaining records</i>				

## University of Wyoming

### Vice President for Academic Affairs (University of Wyoming)

#### Natural Resource Management (NRM)

##### Animal and Livestock Management (ALS)

Case Files - Veterinarian	NRM-ALS-01	CP	5	Retain 5 years after completion then destroy	Yes
<b>02-214</b> <i>Veterinarian Case Files</i>					
<i>Retain for 5 years, then transfer to the University of Wyoming Archives, American Heritage Center for evaluation of legal, administrative, and historical value. Destroy remaining records at discretion of the University Archivist. (Supersedes AR# 6943)</i>					
Disease Management	NRM-ALS-05	PERM		Retain Permanently	No
<b>02-209</b> <i>Histopath Slides</i>					
<i>Permanent. Retain in office of origination. (Supersedes AR# 6941)</i>					
<b>02-213</b> <i>Tissue Samples</i>					
<i>Permanent. Retain in office of origination.</i>					
<b>11-014</b> <i>Accession Records</i>					
<i>Permanent; retain in the Wyoming State Veterinary Lab office.</i>					

#### Public Health Services (PHS)

##### Hospital and Medical (HAM)

Admissions	PHS-HAM-01	PERM		Retain permanently	Yes
<b>01-172</b> <i>Admission Records</i>					
<i>Retain 1 year, then destroy.</i>					1
Drugs and Controlled Substances	PHS-HAM-07	CR	5	Destroy 5 years after create date	No
<b>03-126</b> <i>Drug Information Center Requests</i>					
<i>Retain 7 years, then destroy. American Heritage Center authorizes unit to carry out disposition.</i>					7
Patient Records - Adults	PHS-HAM-18	CP	7	Retain 7 years after completion then destroy	No
<b>06-003</b> <i>Active Patient Files, Child and Adult</i>					
<i>Retain 10 years after date of service or age of majority plus 10 years, whichever is later, then destroy if no litigation is pending. Legal guardianship (mental disability or incompetence, etc.): Retain for period of legal guardianship plus 10 years or 10 years after date of service, whichever is later, then destroy if no litigation is pending. American Heritage Center authorizes unit to carry out disposition.</i>					



**University of Wyoming**

**Vice President for Academic Affairs (University of Wyoming)**

**Public Health Services (PHS)**

**Hospital and Medical (HAM)**

Patient Records - Adults	PHS-HAM-18	CP	7	Retain 7 years after completion then destroy	No
--------------------------	------------	----	---	--	----

**06-004**      *Corporate Accounts Patient Files*  
*Retain 10 years after date of service or age of majority plus 10 years, whichever is later, then destroy if no litigation is pending. If any litigation is pending, retain necessary records until after all litigation has been resolved, then destroy. American Heritage Center authorizes unit to carry out disposition.*

**06-005**      *Deceased Patient Files, Child and Adult*  
*Retain 1 year after date of last activity, then destroy. If any litigation is pending, retain necessary records until after all litigation has been resolved, then destroy. American Heritage Center authorizes unit to carry out disposition.*

**06-006**      *Nursing Home Patient Files*  
*Retain 5 years after patients death or discharge, then destroy. If any litigation is pending, retain all necessary records until litigation has been resolved, then destroy. American Heritage Center authorizes unit to carry out disposition.*

**91-136**      *Client Files, Child and Adult*  
*Retain 10 years after date of last activity, or in the case of a minor, 1 year after the person becomes of age (21), whichever is longer, then destroy. If any litigation is pending retain necessary records until after all litigation has been resolved. (Supersedes AR# 12834)*

**91-137**      *Client Files, Child and Adult Deceased*  
*Retain 1 year after date of last activity, then destroy. If any litigation is pending, retain necessary records until after all litigation has been resolved.*

Programs	PHS-HAM-21	CP	7	Retain 7 years after completion then destroy	Yes
----------	------------	----	---	--	-----

**01-231**      *Clinical Programs*  
*Destroy case files 6 years after final decision; transfer rest to the UW Archives, American Heritage Center and evaluate for historical, legal and administrative value. Destroy remaining records at discretion of the University Archivist.*

**05-279**      *Early Hearing Detection and Intervention Program Records*  
*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.*

## University of Wyoming

### Vice President for Administration (University of Wyoming)

#### Administration and Business Support (ADM)

##### Archives, Library and Museum Management (ALM)

<b>Acquisitions and Decommissions</b>	<b>ADM-ALM-01</b>	<b>CP</b>	<b>4</b>	<b>Retain 4 years after completion then destroy</b>	<b>Yes</b>
<i>00-159 Decommissioning Records</i>				<i>Retain 5 years after the site is released for unrestricted use, then destroy.</i>	

##### Buildings, Facilities and Infrastructure Management (BFI)

<b>Building Files</b>	<b>ADM-BFI-02</b>	<b>LOA</b>	<b>10</b>	<b>Retain for the Life of the Asset then destroy</b>	<b>Yes</b>
<i>00-148 Site Close Out Records</i>				<i>Permanent. Retain in office of origination.</i>	
<b>Maintenance and Repairs/Space Records</b>	<b>ADM-BFI-05</b>	<b>LOA</b>	<b>10</b>	<b>Retain for the Life of the Asset then destroy.</b>	<b>No</b>
<i>00-100 Maintenance Requests</i>				<i>Permanent. Transfer to the University of Wyoming Archives, American Heritage Center.</i>	

<b>Safety, Security and Access</b>	<b>ADM-BFI-07</b>	<b>EXP</b>	<b>2</b>	<b>Retain 2 years after expiration then destroy</b>	<b>No</b>
<i>15774 Key Checkout Log</i>				<i>Retain 1 year, then destroy.</i>	<i>1</i>

##### Community and Public Relations (COM)

<b>Publicity and Promotion</b>	<b>ADM-COM-07</b>	<b>CR</b>	<b>5</b>	<b>Destroy 5 years after create date</b>	<b>Yes</b>
<i>07-098 Marketing files</i>				<i>Retain 5 years, or until superseded or obsolete, then destroy. UW Archives, American Heritage Center authorizes department to carry out disposition.</i>	<i>5</i>

##### Education (EDU)

<b>Course Development and Administration</b>	<b>ADM-EDU-02</b>	<b>CR</b>	<b>5</b>	<b>Retain 5 years after create date then destroy</b>	<b>No</b>
<i>07-094 Course Packet Order Records</i>				<i>Retain order forms for 2 years, then destroy; retain copyright permissions permanently. UW Archives, American Heritage Center authorizes department to carry out disposition.</i>	<i>2</i>
<b>Fees - Students</b>	<b>ADM-EDU-05</b>	<b>CP</b>	<b>5</b>	<b>Retain 5 years after completion then destroy</b>	<b>No</b>
<i>2599 Fee Cards, Student</i>				<i>Retain 5 years, then destroy.</i>	<i>5</i>

## University of Wyoming

### Vice President for Administration (University of Wyoming)

#### Administration and Business Support (ADM)

##### Education (EDU)

Insurance - Student	ADM-EDU-07	EXP	4	Retain 4 years after expiration then destroy	No
<b>10-019</b> <i>Student Health Insurance</i>					
				<i>Retain 4 years after expiration of policy, then destroy. American Heritage Center authorizes unit to carry out disposition.</i>	4
Registration	ADM-EDU-10	CYE	30	Retain 30 year after calendar year end then destroy	No
<b>00-144</b> <i>Registration Records</i>					
				<i>Retain 30 years, then destroy.</i>	30
Student Loans	ADM-EDU-11	EXP	5	Retain 5 years after expiration then destroy	No
<b>2602</b> <i>Student Loan Applications</i>					
				<i>Approved student loan applications must be retained for the life of the note covering the loan, then retain 5 years and destroy.</i>	
Student Records	ADM-EDU-12	CP	5	Retain 5 years after completion then destroy	No
<b>07-044</b> <i>Student Work Study Applications</i>					
				<i>Retain 5 years, then destroy. UW Archives, American Heritage Center authorizes unit to carry out disposition.</i>	5

##### Equipment and Vehicle Management (EVM)

Maintenance and Repairs	ADM-EVM-02	CP	5	Retain 5 years after completion then destroy	No
<b>06-103</b> <i>Vehicle Records</i>					
				<i>Retain for duration of ownership plus 4 years, then destroy. UW Archives, American Heritage Center authorizes unit to carry out disposition.</i>	4
<b>15776</b> <i>Tow Book</i>					
				<i>Retain 1 year, then destroy.</i>	1

##### General Management (GMT)

Correspondence - Directors	ADM-GMT-03	PERM		Retain permanently	No
<b>94-379</b> <i>Administrative Files</i>					
				<i>Retain 10 years, then evaluate for legal, administrative, and historical value for transfer to State Archives. Destroy remaining records at discretion of agency director.</i>	

## University of Wyoming

### Vice President for Administration (University of Wyoming)

#### Administration and Business Support (ADM)

##### General Management (GMT)

Correspondence - General		ADM-GMT-05	CR	3	Destroy 3 years after create date	Yes
<b>00-152</b>	Correspondence <i>Retain 5 years, then evaluate for legal, administrative and historical value for transfer to University of Wyoming Archives. Destroy remaining records at discretion of agency director.</i>					
<b>06-023</b>	Correspondence <i>Retain 1 year, then destroy. American Heritage Center authorizes unit to carry out disposition.</i>					1
<b>07-069</b>	Correspondence <i>Retain for 5 years, then destroy. UW Archives, American Heritage Center authorizes unit to carry out disposition.</i>					5
<b>07-097</b>	General Correspondence <i>Retain 3 years, then destroy. UW Archives, American Heritage Center authorizes department to carry out disposition.</i>					3
<b>10-010</b>	Correspondence <i>Permanent</i>					
Indexes and Finding Aids		ADM-GMT-09	PERM		Retain permanently	No
<b>15769</b>	Master Name Card Index <i>Permanent in office.</i>					
Photographs and Visual Arts		ADM-GMT-16	CR	5	Destroy 5 years after create date	Yes
<b>06-032</b>	Photograph Permission Forms <i>Retain 5 years, then destroy by shredding. American Heritage Center authorizes unit to carry out disposition.</i>					5
Program and Project Files		ADM-GMT-18	CP	5	Retain 5 years after completion then destroy	Yes
<b>10-017</b>	Special Projects <i>Permanent, Transfer to American Heritage Center 5 years after the end of the special project..</i>					
Publications		ADM-GMT-19	CR	5	Destroy 5 years after create date	Yes
<b>00-155</b>	Newsletter <i>Transfer 4 copies to the University Libraries, as stipulated by University Regulation 718. Copies and Background Material: retain 3 years, then destroy.</i>					

**University of Wyoming**

**Vice President for Administration (University of Wyoming)**

**Administration and Business Support (ADM)**

**General Management (GMT)**

Reports - Annual	ADM-GMT-21	CR	7	Destroy 7 years after create date	Yes
<b>94-386</b>	<i>Monthly/Quarterly/Annual Statistical Reports</i>				
	<i>Retain 5 years, then evaluate for legal, administrative, and historical value for transfer to State Archives. Destroy remaining records at discretion of agency director.</i>				
Reports - General	ADM-GMT-22	CR	5	Destroy 5 years after create date	Yes
<b>94-407</b>	<i>Life Insurance Premium Sheets</i>				
					5
	<i>Retain 5 years, then destroy.</i>				
Transitory Records	ADM-GMT-26	OBS/SUP3		Destroy when obsolete or superseded.	No
<b>00-108</b>	<i>Phone Logs</i>				
	<i>Permanent. Retain in office of origination.</i>				
<b>00-151</b>	<i>Background Publications</i>				
	<i>Destroy at discretion.</i>				
<b>06-027</b>	<i>Identification Card Account Closing Records</i>				
					2
	<i>Retain 2 years, then destroy. American Heritage Center authorizes unit to carry out disposition.</i>				
<b>06-033</b>	<i>Postal Billing Records</i>				
					1
	<i>Retain 1 year, then destroy. American Heritage Center authorizes unit to carry out disposition.</i>				
<b>06-099</b>	<i>Bus Tallies</i>				
					1
	<i>Retain 1 year, then destroy. UW Archives, American Heritage Center authorizes unit to carry out disposition.</i>				
<b>06-100</b>	<i>Car Pool Rental Forms</i>				
					1
	<i>Retain 1 year, then destroy. UW Archives, American Heritage Center authorizes unit to carry out disposition.</i>				
<b>06-101</b>	<i>End of Month Reports</i>				
					1
	<i>Retain until superseded, or 1 year, then destroy. UW Archives, American Heritage Center authorizes unit to carry out disposition.</i>				
<b>07-039</b>	<i>Bulk Mail Work Order Forms</i>				
					1
	<i>Retain 1 year, then destroy. UW Archives, American Heritage Center authorizes unit to carry out disposition.</i>				

**University of Wyoming**

**Vice President for Administration (University of Wyoming)**

**Administration and Business Support (ADM)**

**General Management (GMT)**

Transitory Records	ADM-GMT-26 OBS/SUP3	Destroy when obsolete or superseded.	No
<b>07-040</b>	<i>Daily Departmental Postal Mail Slips</i>		
	<i>Retain 1 year, then destroy. UW Archives, American Heritage Center authorizes unit to carry out disposition.</i>		1
<b>07-045</b>	<i>United States Postal Service Form 3600</i>		
	<i>Retain 3 years, then destroy. UW Archives, American Heritage Center authorizes unit to carry out disposition.</i>		3
<b>07-046</b>	<i>United States Postal Service Form 3602</i>		
	<i>Retain 3 years, then destroy. UW Archives, American Heritage Center authorizes unit to carry out disposition.</i>		3
<b>07-047</b>	<i>United States Postal Service Form 3849</i>		
	<i>Retain 1 year, then destroy. UW Archives, American Heritage Center authorizes unit to carry out disposition.</i>		1
<b>07-053</b>	<i>Day Lot Shift Balance Report</i>		
	<i>Retain 1 month, then destroy. UW Archives, American Heritage Center authorizes unit to carry out destruction.</i>		
<b>07-054</b>	<i>Day Lot Shift Report</i>		
	<i>Retain 1 month, then destroy. UW Archives, American Heritage Center authorizes unit to carry out destruction.</i>		
<b>07-055</b>	<i>Day Lot Tickets</i>		
	<i>Retain 1 week, then destroy. UW Archives, American Heritage Center authorizes unit to carry out destruction.</i>		
<b>07-061</b>	<i>Permit Affirmations</i>		
	<i>Retain 2 years, then destroy by shredding. UW Archives, American Heritage Center authorizes unit to carry out disposition.</i>		2
<b>07-062</b>	<i>Permit Applications</i>		
	<i>Retain 2 years, then destroy by shredding. UW Archives, American Heritage Center Authorizes unit to carry out disposition.</i>		2
<b>07-063</b>	<i>Refund Request Forms</i>		
	<i>Retain 2 years, then destroy. UW Archives, American Heritage Center Authorizes unit to carry out disposition.</i>		2
<b>07-075</b>	<i>Postal Accounts</i>		
	<i>Retain 7 years, then destroy. UW Archives, American Heritage Center authorizes unit to carry out disposition</i>		7

**University of Wyoming**

**Vice President for Administration (University of Wyoming)**

**Administration and Business Support (ADM)**

**General Management (GMT)**

Transitory Records	ADM-GMT-26	OBS/SUP3	Destroy when obsolete or superseded.	No
<b>07-086</b>	<i>Copier Usage Data</i>			
	<i>Retain 1 year after compiling, then destroy. UW Archives, American Heritage Center authorizes department to carry out disposition.</i>			1
<b>07-095</b>	<i>Customer Files and Order Forms</i>			
	<i>Retain 4 years, then destroy. UW Archives, American Heritage Center authorizes department to carry out disposition.</i>			4
<b>07-096</b>	<i>Daily Financial Deposits/Reconciliation Worksheets</i>			
	<i>Retain 2 years, then destroy. UW Archives, American Heritage Center authorizes department to carry out disposition.</i>			2
<b>10-027</b>	<i>Transit/Charter Log Sheets</i>			
	<i>Retain 3 months, then destroy. Retain information in database permanently. American Heritage Center authorizes unit to carry out disposition.</i>			
<b>15770</b>	<i>Dissemination Log</i>			
	<i>Retain for same retention period as set for records from which information is released.</i>			
<b>15771</b>	<i>Telephone Log</i>			
	<i>Retain 1 year, then destroy.</i>			1
<b>15772</b>	<i>Radio Log</i>			
	<i>Retain 1 year, then destroy.</i>			1
<b>15773</b>	<i>Sound Recordings of Telephone Calls and Radio Communications</i>			
	<i>Retain 30 days, then destroy if not needed for litigation. Otherwise, retain until litigation is completed.</i>			
<b>15775</b>	<i>Radio Checkout Log</i>			
	<i>Retain 1 year, then destroy.</i>			1
<b>15777</b>	<i>Condition Report</i>			
	<i>Retain 1 year, then destroy.</i>			1

**University of Wyoming**

**Vice President for Administration (University of Wyoming)**

**Administration and Business Support (ADM)**

**General Management (GMT)**

Transitory Records	ADM-GMT-26 OBS/SUP3	Destroy when obsolete or superseded.	No
<b>15779</b>	<i>Lost and Found Property File</i>		
	<i>Retain 1 year, then destroy.</i>		1
<b>15780</b>	<i>Teletype Reports</i>		
	<i>Retain 1 year, then destroy.</i>		1
<b>97-174</b>	<i>Office Records</i>		
	<i>Retain for 1 year after date of creation then transfer to the University of Wyoming Archives, American heritage Center. Permanent records, transfer to the University of Wyoming Archives, American Heritage Center.</i>		
<b>98-092</b>	<i>Student Information Systems-Account Receivable Reports</i>		
	<i>Hard copy: Retain for 2 years after date of creation. Destroy after completion of external audit and U.S Dept of Education report and after electronic data has been quality checked. American Heritage Center authorizes department to carry out disposition. Electronic Record and Microfilm: Retain for 10 years after date of creation. Review usage statistics and consult need for further retention with University archivist, then destroy.</i>		
<b>98-093</b>	<i>Student Information Systems-Billing Reports</i>		
	<i>Hard copy: Retain for 2 years after date of creation. Destroy after completion of external audit and U.S. Dept of Education report and after electronic data has been quality checked. American Heritage Center authorizes department to carry out disposition. Electronic Record and Microfilm: Retain for 10 years after date of creation. Review usage statistics and consult need for further retention with University archivist, then destroy.</i>		
<b>98-094</b>	<i>Student Information Systems-Calculation Reports</i>		
	<i>Hard copy: Retain for 2 years after date of creation. Destroy after completion of external audit and U.S. Dept of Education report and after electronic data has been quality checked. American Heritage Center authorizes department to carry out disposition. Electronic Record and Microfilm: Retain for 10 years after date of creation. Review usage statistics and consult need for further retention with University archivist, then destroy.</i>		
<b>98-095</b>	<i>Student Information Systems-Daily Account Summary Report</i>		
	<i>Hard copy: Retain for 2 years after date of creation. Destroy after completion of external audit and U.S. Dept of Education report and after electronic data has been quality checked. American Heritage Center authorizes department to carry out disposition. Electronic Record and Microfilm: Retain for 10 years after date of creation. Review usage statistics and consult need for further retention with University archivist, then destroy.</i>		



## University of Wyoming

### Vice President for Administration (University of Wyoming)

#### Administration and Business Support (ADM)

##### General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3	Destroy when obsolete or superseded.	No
--------------------	------------	-----------	--------------------------------------	----

**98-096** Student Information Systems-Financial Aid Packages Reports

*Hard copy: Retain for 2 years after date of creation. Destroy after completion of external audit and U.S. Dept of Education report and after electronic data has been quality checked. American Heritage Center authorizes department to carry out disposition. Electronic Record and Microfilm: Retain for 10 years after date of creation. Review usage statistics and consult need for further retention with University archivist, then destroy.*

Travel Administration	ADM-GMT-27	CYE 2	Retain 2 year after calendar year end then destroy	No
-----------------------	------------	-------	--	----

**10-025** Pre-Trip Forms

*Retain 4 years, then destroy. American Heritage Center authorizes unit to carry out disposition.*

4

##### Information Technology and Services (ITS)

Databases	ADM-ITS-03	OBS 3	Destroy when obsolete	No
-----------	------------	-------	-----------------------	----

**94-415** Computer Database Records (On-line Service Cards and Employee Data)

*Hard copy input records: retain until database has been checked for quality, then destroy if all retention requirements have been met. Electronic records: retain permanent employee data for 3 years after separation. Retain printout, transfer to State Archives, or microfilm and destroy. If information is permanently retained on another media, delete database without printing it. All non-permanent data may be updated or deleted from database, after being evaluated for legal, administrative, and historical value, and by following internal procedures. Hard copy output reports: evaluate for legal, administrative and historical value for transfer to State Archives. Destroy remaining records at discretion of agency director if all retention requirements have been met.*

##### Risk Management (RSK)

Accidents and Property Damage	ADM-RSK-01	CP 5	Retain 5 years after completion then destroy	No
-------------------------------	------------	------	--	----

**00-096** Accident Reports

*Retain 5 years, then destroy.*

5

**00-150** Accident Reports

*Retain for employees length of employment plus thirty years, then destroy.*

## University of Wyoming

### Vice President for Administration (University of Wyoming)

#### Administration and Business Support (ADM)

##### Risk Management (RSK)

Accidents and Property Damage		ADM-RSK-01	CP	5	Retain 5 years after completion then destroy	No
<b>06-102</b>	Vehicle Insurance Claims					
	Retain for duration of ownership plus 3 years, then destroy. UW Archives, American Heritage Center authorizes unit to carry out disposition.					3
<b>10-007</b>	Claim Files					
	Retain 10 years, then destroy if no litigation is pending. American Heritage Center authorizes unit to carry out disposition.					10
Incident Management		ADM-RSK-03	CP	10	Retain 10 years after completion then destroy	No
<b>10-018</b>	Motor Vehicle Records					
	Retain 3 years, then destroy if no litigation is pending					3
Insurance Certificates		ADM-RSK-04	CP	10	Retain 10 years after completion then destroy	No
<b>10-008</b>	Certificate of insurance Forms					
	Retain 10 years, then destroy if no litigation is pending. American Heritage Center authorizes unit to carry out disposition.					10
Insurance Policies		ADM-RSK-05	EXP	10	Retain 10 years after expiration then destroy	No
<b>10-009</b>	Insurance Policies					
	Retain 10 years, after cancellation or expiration, then destroy if no claims pending. Ammerican Heritage Center authorizes unit to carry out disposition					10
<b>10-016</b>	Coverage Questions					
	Permanent, Save electronic files to office's server.					

#### Employee Services (EMP)

##### Benefits Management (BEN)

Enrollment		EMP-BEN-02	CP	5	Retain 5 years after completion then destroy	No
<b>94-410</b>	Insurance Reports					
	Retain 4 years, then destroy.					4
<b>94-411</b>	Flexible Benefits Enrollment Forms					
	Retain 6 years, then destroy.					6

## University of Wyoming

### Vice President for Administration (University of Wyoming)

#### Employee Services (EMP)

##### Benefits Management (BEN)

Notifications	EMP-BEN-03	CR	2	Destroy 2 years after create date	No
<b>94-402</b> <i>COBRA Notification</i> <i>Retain 2 years, then destroy.</i>					2
<b>94-408</b> <i>Insurance Premium/Deposit Form</i> <i>Retain 2 years, then destroy, provided audit has been accepted by the Department of Audit.</i>					

Tuition/Courses Waiver Form	EMP-BEN-06	CR	4	Retain 4 years after create date, then destroy	No
<b>94-409</b> <i>Tuition Waiver Forms</i> <i>Retain 4 years, then destroy.</i>					4

##### Payroll Management (PRL)

Reports - Payroll	EMP-PRL-03	CYE	7	Retain 7 years after calendar year end then destroy	No
<b>2601</b> <i>Earning Records (Payroll)</i> <i>Retain 5 years, then destroy.</i>					5
<b>94-370</b> <i>Personnel/Payroll Printouts</i> <i>Retain 5 years, then evaluate for legal, administrative, and historical value for transfer to State Archives. Destroy remaining records at discretion of agency director.</i>					
<b>94-373</b> <i>Information Circular Authorization</i> <i>Retain 2 years, then destroy, provided audit has been accepted by the Department of Audit.</i>					
<b>94-401</b> <i>Personnel/Payroll Record for Limited Service</i> <i>Retain 4 years, then destroy.</i>					4

##### Personnel Management (PER)

I-9s	EMP-PER-08	TE	3	Retain 3 years after separation then destroy	No
<b>03-254</b> <i>Immigration and Naturalization Records and I-9 Forms</i> <i>Retain 3 years after the date of the hire, or 1 year after the termination date, whichever is latest, then destroy, after audit has been accepted by the U.S. Bureau of Citizenship and Immigration Services. (Supersedes AR #94-387)</i>					7

## University of Wyoming

### Vice President for Administration (University of Wyoming)

#### Employee Services (EMP)

##### Personnel Management (PER)

Leave Records/UW Tenure & Promotions	EMP-PER-10	CP	3	Retain 3 years after completion then destroy	No
<b>94-381</b> <i>Vacation/Sick Leave Records and Time Cards</i> <i>Retain 4 years, then destroy.</i>					4
<b>94-400</b> <i>FLSA Determination Letter</i> <i>Retain 5 years after superseded or position is changed, then destroy.</i>					6
<b>94-404</b> <i>Sick Leave Donation Files</i> <i>Retain 3 years, then destroy.</i>					3
<b>94-414</b> <i>U.W. On-line Sick, Annual, and Other Leave Records</i> <i>Retain 4 years, then destroy.</i>					4

Medical Records	EMP-PER-11	TE	30	Retain 30 years after separation then destroy	No
<b>00-101</b> <i>Medical Reports</i> <i>Retain for employees length of employment plus thirty years, then destroy.</i>					
<b>00-140</b> <i>Bloodborne Pathogen Accidents / Exposure Records</i> <i>Retain for employees length of employment or students length of attendance plus thirty years, then destroy.</i>					
<b>00-161</b> <i>NRC Form 4, Determination of Prior Occupational Doses</i> <i>Retain for length of employment plus 30 years, or until the NRC terminates the license, whichever is longer, then destroy.</i>					
<b>00-170</b> <i>Hazardous Materials Employee Records</i> <i>Retain for length of employment plus 30 years, then destroy.</i>					

Military Files/University Wyoming Personnel Files	EMP-PER-12	PERM		Retain permanently	Yes
<b>03-279</b> <i>Termination Files</i> <i>Maintain all essential information intact for 4 years after separation, then purge and destroy all non-permanent information. The following information is considered permanent and shall be retained permanently: the application for the most current position held, date of employment, salary and position classification data, social security number, date of birth, retirement and/or employee number, and date of separation. Note: if information is maintained permanently in other records, then the record in the personnel file can be destroyed. (Supersedes AR #94-390)</i>					

**University of Wyoming**

**Vice President for Administration (University of Wyoming)**

**Employee Services (EMP)**

**Personnel Management (PER)**

Personnel Files - Short Term	EMP-PER-14	TE	5	Retain 5 years after separation then destroy	No
<b>00-102</b>	<i>Personnel Records - Certificates of Training</i>				
	<i>Retain 1 year, then destroy.</i>				1
<b>00-103</b>	<i>Personnel Records - Correspondence</i>				
	<i>Retain 3 years, then evaluate for legal, administrative and historical value for transfer to University of Wyoming Archives. Destroy remaining records at discretion of agency director.</i>				
<b>00-105</b>	<i>Personnel Records - Performance Appraisals</i>				
	<i>Retain 3 years, then destroy.</i>				3
<b>00-106</b>	<i>Personnel Records - Position Description Questionnaire</i>				
	<i>Retain 1 year after superseded, then destroy.</i>				5
<b>07-043</b>	<i>Staff Personnel Records</i>				
	<i>Retain 5 years after employee separates from the University, then destroy. UW Archives, American Heritage Center authorizes unit to carry out disposition.</i>				5
<b>07-064</b>	<i>Staff Personnel Records</i>				
	<i>Retain 5 years after employee separates from the University, then destroy. UW Archives, American Heritage Center Authorizes unit to carry out disposition.</i>				5
<b>07-067</b>	<i>Staff Personnel Records</i>				
	<i>Retain 5 years after employee separates from the University, then destroy. UW Archives, American Heritage Center Authorizes unit to carry out disposition.</i>				5
<b>07-071</b>	<i>Staff Personnel Records</i>				
	<i>Retain 5 years after employee separates from the University, then destroy. UW Archives, American Heritage Center authorizes unit to carry out disposition.</i>				5
<b>07-077</b>	<i>Staff Personnel Records</i>				
	<i>Retain 5 years after employee separates from University, then destroy. American Heritage Center authorizes unit to carry out disposition.</i>				5
<b>10-014</b>	<i>Staff Personnel Records</i>				
	<i>Retain 5 years after employee separates from the University, then destroy</i>				5

## University of Wyoming

### Vice President for Administration (University of Wyoming)

#### Employee Services (EMP)

##### Personnel Management (PER)

Personnel Files - Short Term	EMP-PER-14	TE	5	Retain 5 years after separation then destroy	No
<b>15781</b> Personnel File <i>Permanent or transfer to State Archives.</i>					
<b>94-403</b> Exit Interviews <i>Retain 5 years after separation, then destroy.</i>					
<b>94-412</b> Insurance Cards <i>Retain 4 years after separation, then destroy.</i>					8
<b>94-413</b> Personnel Record & Recommendation Form & Personnel/Payroll Record - Benefit & Non-Benefit <i>Retain 5 years, then destroy yellow copy.</i>					10

Time and Attendance	EMP-PER-18	CYE	5	Retain 5 years after calendar year end then destroy	No
<b>00-104</b> Personnel Records - Leave Records <i>Retain 1 year, then destroy.</i>					1
<b>00-107</b> Personnel Records - Time Sheets <i>Retain 1 year, then destroy.</i>					1

##### Salary and Compensation Management (SCM)

Salary Surveys	EMP-SCM-02	CP	2	Retain 2 years after completion then destroy	No
<b>94-369</b> Salary Survey Records <i>Retain source records and worksheets 2 years, then destroy. Evaluate final report for legal, administrative, and historical value for transfer to State Archives. Destroy remaining records at discretion of agency director.</i>					
<b>94-371</b> Point Counts Records <i>Retain 5 years after superseded, then destroy.</i>					

##### Staffing and Recruiting (SAR)

Applicants - Not Hired	EMP-SAR-01	CYE	3	Retain 3 year after calendar year end then destroy	No
<b>03-278</b> Recruitment Files <i>Retain 5 years, then destroy. (Supersedes AR #94-384)</i>					5

## University of Wyoming

### Vice President for Administration (University of Wyoming)

#### Employee Services (EMP)

##### Staffing and Recruiting (SAR)

Applicants - Not Hired	EMP-SAR-01	CYE	3	Retain 3 year after calendar year end then destroy	No
------------------------	------------	-----	---	--	----

<b>07-099</b>	<i>Position Applications</i>				
	<i>Successful applications: retain for length of employment plus 4 years, then destroy. Unsuccessful applications: retain for 4 years, then destroy. UW Archives, American Heritage Center authorizes department to carry out disposition.</i>				4

<b>2600</b>	<i>Personnel Requests/Personnel Record Card</i>				
	<i>Retain 5 years, then destroy.</i>				5

Background Checks - Not Hired	EMP-SAR-02	CYE	3	Retain 3 year after calendar year end then destroy	No
-------------------------------	------------	-----	---	--	----

<b>10-033</b>	<i>Background Screenings</i>				
	<i>Retain four years, then destroy. American Heritage Center authorizes unit to carry out disposition</i>				4

Positions and Classifications	EMP-SAR-04	SUP	5	Retain 5 years after superseded then destroy	No
-------------------------------	------------	-----	---	--	----

<b>94-368</b>	<i>Classification Studies (organizational, class, etc.)</i>				
	<i>Retain 5 years, then destroy.</i>				5

<b>94-372</b>	<i>Classification Description Records</i>				
	<i>Retain 5 years after superseded, then destroy.</i>				

<b>94-374</b>	<i>PDQ's (Position Description Questionnaire)</i>				
	<i>Retain 5 years after superseded, then destroy.</i>				

<b>94-375</b>	<i>PAF (Position Authorization Form)</i>				
	<i>Retain 2 years, then destroy, provided audit has been accepted by the Department of Audit.</i>				

Vacancy Announcements	EMP-SAR-06	CP	2	Retain 2 years after completion then destroy	No
-----------------------	------------	----	---	--	----

<b>94-383</b>	<i>Job Opportunities Bulletin</i>				
	<i>Retain 3 years, then destroy.</i>				3

##### Training Management (TRM)

Course Management	EMP-TRM-01	CP	3	Retain 3 years after completion then destroy	No
-------------------	------------	----	---	--	----

<b>00-294</b>	<i>Employee Training Records</i>				
	<i>Retain 5 years, then destroy.</i>				5

**University of Wyoming**

**Vice President for Administration (University of Wyoming)**

**Employee Services (EMP)**

**Training Management (TRM)**

Employee Training File	EMP-TRM-02	TE	3	Retain 3 years after separation then destroy	No
<b>00-097</b> <i>Employee Training Records</i> <i>Retain for employees length of employment plus thirty years, then destroy.</i>					
<b>00-141</b> <i>Bloodborne Pathogen Training Records</i> <i>Retain for employees length of employment plus five years, then destroy.</i>					
<b>00-149</b> <i>Training Records</i> <i>Retain for employees length of employment plus thirty years, then destroy.</i>					
<b>00-295</b> <i>Hazardous Materials Employee Training Records</i> <i>Retain 5 years, then destroy.</i>					5
<b>94-416</b> <i>Employee Training Record</i> <i>Electronic Record: retain 5 years, then delete or retain 1 year after separation, then delete. Hard copy, post-1989: destroy at discretion after database is checked for quality; pre-1990: retain 5 years, then destroy at discretion.</i>					

**Workers Compensation and Unemployment (WCU)**

Claims	EMP-WCU-01	CP	5	Retain 5 years after completion then destroy	No
<b>15783</b> <i>Worker's Compensation Claim Records and Supporting Records</i> <i>Retain 4 years, then destroy.</i>					4
<b>94-394</b> <i>Unemployment Claims</i> <i>Retain 5 years, then destroy.</i>					5
<b>94-396</b> <i>Unemployment Quarterly Statements</i> <i>Retain 5 years, then destroy.</i>					5
<b>94-405</b> <i>Worker's Compensation Accident Files</i> <i>Retain 4 years from date of last bill for any type of benefit, then destroy.</i>					
Employer Reports	EMP-WCU-04	CYE	2	Retain 2 year after calendar year end then destroy	No
<b>94-406</b> <i>Worker's Compensation Monthly Report</i> <i>Retain 5 years, then destroy.</i>					2



**University of Wyoming**

**Vice President for Administration (University of Wyoming)**

**Financial and Accounting (FIN)**

**Accounting Management (ACC)**

Accounts Payables	FIN-ACC-09	FYE	7	Retain 7 years after the fiscal year end then destroy	No
<b>06-025</b>	<i>Debit Card Transactions Reports</i>				
	<i>Retain 1 year, then destroy. American Heritage Center authorizes unit to carry out disposition.</i>				1
<b>06-029</b>	<i>Invoices and Vouchers</i>				
	<i>Retain 3 years, then destroy. American Heritage Center authorizes unit to carry out disposition. (Supersedes AR1#00-099)</i>				3
<b>06-030</b>	<i>Invoices and Vouchers for Isotopes</i>				
	<i>Retain permanently and transfer after 7 years to University of Wyoming Archives.</i>				
<b>06-098</b>	<i>Accounts Payable Records</i>				
	<i>Retain 5 years, then destroy. UW Archives, American Heritage Center authorizes unit to carry out disposition.</i>				5
<b>07-041</b>	<i>Daily Postal Expense Printouts</i>				
	<i>Retain 7 years and all audits cleared, then destroy. UW Archives, American Heritage Center authorizes unit to carry out disposition.</i>				7
<b>07-051</b>	<i>Credit Card Receipts</i>				
	<i>Retain 2 years, then destroy by shredding. UW Archives, American Heritage Center authorizes unit to carry out destruction.</i>				2
<b>07-087</b>	<i>Invoices</i>				
	<i>Retain 3 years, then destroy. UW Archives, American Heritage Center authorizes department to carry out disposition.</i>				3
<b>07-088</b>	<i>Invoicing Worksheets</i>				
	<i>Retain 1 years, then destroy. UW Archives, American Heritage Center authorizes department to carry out disposition</i>				1
<b>8358</b>	<i>Vouchers, Interdepartmental Requests, and Attachments - State and Local Funds</i>				
	<i>Retain 7 years, then destroy.</i>				7

**University of Wyoming**

**Vice President for Administration (University of Wyoming)**

**Financial and Accounting (FIN)**

**Accounting Management (ACC)**

<b>Accounts Payables</b>		<b>FIN-ACC-09</b>	<b>FYE</b>	<b>7</b>	<b>Retain 7 years after the fiscal year end then destroy</b>	<b>No</b>
<b>8359</b>	<i>Vouchers, Interdepartmental and Attachments - Federal Funds</i>					
	<i>Retain 10 years, then destroy. Records shall be retained if audit findings have not been resolved. Records for non-expendable property which was acquired with Federal grant funds shall be retained for 3 years after its final disposition.</i>					
<b>Accounts Receivable and Revenue</b>		<b>FIN-ACC-12</b>	<b>FYE</b>	<b>7</b>	<b>Retain 7 years after the fiscal year end then destroy</b>	<b>No</b>
<b>06-022</b>	<i>Cash Register Deposit Records</i>					
	<i>Retain 2 years, then destroy. American Heritage Center authorizes unit to carry out disposition.</i>					
<b>07-049</b>	<i>Cashier's Office Citation Reports</i>					
	<i>Retain 2 years, then destroy. UW Archives, American Heritage Center authorizes unit to carry out destruction.</i>					
<b>07-050</b>	<i>Cashier's Office Deposit Receipts</i>					
	<i>Retain 2 years, then destroy. UW Archives, American Heritage Center authorizes unit to carry out destruction.</i>					
<b>2604</b>	<i>Cash Receipts</i>					
	<i>Retain 1 year after examination, then destroy.</i>					
<b>Input/Output Financial</b>		<b>FIN-ACC-99</b>	<b>VER</b>	<b>1</b>	<b>Retain 1 year after verification then destroy</b>	<b>No</b>
<b>15782</b>	<i>Payroll Data Input Records and Output Reports - Originals &amp; Duplicates</i>					
	<i>Permanent or transfer to State Archives records and reports that contain work history information. Retain other records and reports 4 years, then destroy.</i>					
<b>15784</b>	<i>Wyoming Uniform Accounting System Input Records - Originals &amp; Duplicates</i>					
	<i>Retain 3 years, then destroy if all retention requirements have been met.</i>					
<b>15785</b>	<i>Wyoming Uniform Accounting System Output Reports - Originals &amp; Duplicates</i>					
	<i>Retain 3 years, then destroy if all retention requirements have been met.</i>					
<b>Interdepartmental Requests</b>		<b>FIN-ACC-05</b>	<b>FYE</b>	<b>3</b>	<b>Retain 3 years after the fiscal year end then destroy</b>	<b>No</b>
<b>06-028</b>	<i>Inter-Departmental Requests, Invoices, Purchase orders and Vouchers</i>					
	<i>Retain 3 years, then destroy. American Heritage Center authorizes unit to carry out disposition.</i>					

**University of Wyoming**

**Vice President for Administration (University of Wyoming)**

**Financial and Accounting (FIN)**

**Accounting Management (ACC)**

<b>Interdepartmental Requests</b>		<b>FIN-ACC-05</b>	<b>FYE</b>	<b>3</b>	<b>Retain 3 years after the fiscal year end then destroy</b>	<b>No</b>
<b>06-097</b>	<i>Inter-Departmental Requests, Invoices, Purchase Orders and Vouchers</i>					
	<i>Retain 3 years, then destroy. UW Archives, American Heritage Center authorizes unit to carry out disposition.</i>					3
<b>07-042</b>	<i>Inter-Departmental Requests, Invoices, Purchase Orders, and Vouchers</i>					
	<i>Retain 3 years, then destroy. UW Archives, American Heritage Center authorizes unit to carry out disposition.</i>					3
<b>07-057</b>	<i>Inter-Departmental Requests, Invoices, Purchase Orders, and Vouchers</i>					
	<i>Retain 3 years, then destroy by shredding. UW Archives, American Heritage Center authorizes unit to carry out destruction.</i>					3
<b>07-066</b>	<i>Inter-Departmental Requests, Invoices, Purchase Orders, and Vouchers</i>					
	<i>Retain 3 years, then destroy. UW Archives, American Heritage Center Authorizes unit to carry out disposition.</i>					3
<b>07-070</b>	<i>Inter-Departmental Requests, Invoices, Purchase Orders, and Vouchers</i>					
	<i>Retain for 3 years, then destroy. UW Archives, American Heritage Center authorizes unit to carry out disposition.</i>					3
<b>07-074</b>	<i>Inter-Departmental Requests, Invoices, Purchase Orders, and Vouchers</i>					
	<i>Retain 3 years, then destroy. American Heritage Center authorizes unit to carry out disposition</i>					3
<b>10-013</b>	<i>Inter-Departmental Requests, Invoices, Purchase Orders, and Vouchers</i>					
	<i>Retain 3 years, then destroy</i>					3
<b>Ledgers - Subsidiary</b>		<b>FIN-ACC-08</b>	<b>FYE</b>	<b>6</b>	<b>Retain 6 years after the fiscal year end then destroy</b>	<b>No</b>
<b>2606</b>	<i>Expense Ledgers</i>					
	<i>Retain 10 years, then destroy.</i>					10
<b>Reports - Accounting</b>		<b>FIN-ACC-10</b>	<b>FYE</b>	<b>5</b>	<b>Retain 5 years after the fiscal year end then destroy</b>	<b>No</b>
<b>00-293</b>	<i>Alcohol Semi-Annual Accounting Records</i>					
	<i>Retain 3 years, then destroy.</i>					3
<b>06-024</b>	<i>Credit and Debit Account Slips</i>					
	<i>Retain 7 years, then destroy. American Heritage Center authorizes unit to carry out disposition.</i>					7

**University of Wyoming**

**Vice President for Administration (University of Wyoming)**

**Financial and Accounting (FIN)**

**Accounting Management (ACC)**

Reports - Accounting	FIN-ACC-10	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<b>07-048</b>	<i>Accounting and Budget Records</i>				
	<i>Retain for 7 years after account has been closed and all audits cleared, then destroy, including electronic data. UW Archives, American Heritage Center authorizes unit to carry out disposition.</i>				7
<b>07-065</b>	<i>Accounting and Budget Records</i>				
	<i>Retain 7 years after account has been closed and all audits cleared, then destroy, including electronic data. UW Archives, American Heritage Center Authorizes unit to carry out disposition.</i>				7
<b>07-068</b>	<i>Accounting and Budget Records</i>				
	<i>Retain for 7 years after account has been closed and all audits cleared, then destroy, including electronic data. UW Archives, American Heritage Center authorizes unit to carry out disposition.</i>				7
<b>07-073</b>	<i>Accounting and Budget Records</i>				
	<i>Retain for 7 years after account has been closed and all audits cleared, then destroy, including electronics data. American Heritage Center authorizes unit to carry out disposition.</i>				7
<b>07-089</b>	<i>Monthly Financial Reconciliation files.</i>				
	<i>Retain 3 years, then destroy. UW Archives, American Heritage Center authorizes department to carry out disposition.</i>				3
<b>07-092</b>	<i>Account Charge Slips</i>				
	<i>Retain 7 years, then destroy. UW Archives, American Heritage Center authorizes department to carry out disposition.</i>				7
<b>10-011</b>	<i>Accounting and Budget Records</i>				
	<i>Retain 7 years after account has been closed and audits are cleared, then destroy, including electronic data.</i>				7
<b>2597</b>	<i>Summary Voucher Registers</i>				
	<i>Retain 10 years, then destroy.</i>				10
<b>2598</b>	<i>Summary Warrant Registers</i>				
	<i>Retain 10 years, then destroy.</i>				10
<b>94-377</b>	<i>Accounting Input Records and Output Reports</i>				
	<i>Retain 5 years, then destroy.</i>				5

## University of Wyoming

### Vice President for Administration (University of Wyoming)

#### Financial and Accounting (FIN)

##### Accounting Management (ACC)

Reports - Accounting	FIN-ACC-10	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<b>94-397</b> <i>JTPA Ledger Sheets/Records</i>					
<i>Retain 3 years from the date of submission of the annual or final expenditure report, then destroy.</i>					

##### Asset Management (ASM)

Inventories	FIN-ASM-03	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<b>00-292</b> <i>Alcohol Monthly Inventories</i>					
<i>Retain 3 years, then destroy.</i>					
<b>07-093</b> <i>Annual Inventories</i>					3
<i>Retain 4 years or until superseded or obsolete, then destroy. UW Archives, American Heritage Center authorizes department to carry out disposition.</i>					
<b>15786</b> <i>Inventory Records and Reports - Originals and Duplicates</i>					4
<i>Retain input records until verified against the printout/inventory report, then destroy at discretion. Retain printout/inventory report until superseded, then destroy at discretion</i>					

##### Bank Administration (BNK)

Statements and Reports	FIN-BNK-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<b>2605</b> <i>Checks and Check Transmittals</i>					
<i>Retain 5 years, then destroy.</i>					

##### Grant and Scholarship Management (GRM)

Grant Files	FIN-GRM-01	CP	10	Retain 10 years after completion then destroy	No
<b>07-056</b> <i>Grant Records</i>					
<i>Successful grants: Retain 7 years after grant has been successfully completed, then transfer to UW Archives, American Heritage Center. Unsuccessful grants: Retain 3 years, then destroy. UW Archives, American Heritage Center authorizes unit to carry out destruction.</i>					

##### Investment Management (INV)

Redemptions	FIN-INV-06	EXP	3	Retain 3 years after expiration then destroy	No
<b>3556</b> <i>Bonds and Coupons (Redeemed)</i>					
<i>Retain 2 years, then destroy after examination.</i>					

## University of Wyoming

### Vice President for Administration (University of Wyoming)

#### Financial and Accounting (FIN)

##### Procurement (PRO)

Purchase Orders and Requisitions	FIN-PRO-02	CP	5	Retain 5 years after completion then destroy	No
<b>2607</b> <i>Purchase Orders (All copies)</i>					
					5

#### Governance and Compliance (GAC)

##### Audit, Oversight and Compliance (AOC)

General	GAC-AOC-05	CP	5	Retain 5 years after completion then destroy	Yes
<b>00-158</b> <i>Audits and Reviews of Radiation Safety Program Content and Implementation</i>					
					5
<b>94-367</b> <i>Audit Files</i>					
					5

##### Governance (GOV)

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM		Retain permanently	No
<b>06-031</b> <i>Office Minutes</i>					
					Retain permanently in office of origin.

##### Human Rights Management (HRM)

ADA Accommodations	GAC-HRM-02	CP	5	Retain 5 years after completion then destroy	No
<b>07-059</b> <i>Paratransit Applications and Records</i>					
					Retain 4 years, then destroy by shredding. UW Archives, American Heritage Center authorizes unit to carry out destruction.
<b>10-024</b> <i>Paratransit Schedules</i>					
					Retain 6 months, then destroy. Retain information in database permanently. American Heritage Center authorizes unit to carry out disposition.
Affirmative Action/EEOC	GAC-HRM-03	CR	5	Destroy 5 years after create date	No
<b>03-277</b> <i>Affirmative Action/Blue Sheets</i>					
					Retain 5 years, then destroy. (Supersedes AR #94-382)

## University of Wyoming

### Vice President for Administration (University of Wyoming)

#### Governance and Compliance (GAC)

##### Human Rights Management (HRM)

<b>Affirmative Action/EEOC</b>	<b>GAC-HRM-03</b>	<b>CR</b>	<b>5</b>	<b>Destroy 5 years after create date</b>	<b>No</b>
<i>94-376 EEO/AA Plan</i>					
<i>Retain 5 years, then destroy.</i>					5

##### Inspections and Monitoring (ISP)

<b>Buildings and Construction</b>	<b>GAC-ISP-04</b>	<b>CP</b>	<b>5</b>	<b>Retain 5 years after completion then destroy</b>	<b>Yes</b>
<i>00-169 Building Inspection Reports</i>					
<i>Destroy weekly and monthly reports after 3 years. Retain annual reports for 30 years, then destroy.</i>					

<b>Equipment and Vehicles</b>	<b>GAC-ISP-06</b>	<b>CP</b>	<b>5</b>	<b>Retain 5 years after completion then destroy</b>	<b>No</b>
<i>06-026 Fume Head Inspection Reports</i>					
<i>Retain 5 years, then destroy. American Heritage Center authorizes department to carry out destruction.</i>					5

<b>General</b>	<b>GAC-ISP-08</b>	<b>CP</b>	<b>5</b>	<b>Retain 5 years after completion then destroy</b>	<b>No</b>
<i>00-153 Inspection Reports</i>					
<i>Retain 30 years, then destroy.</i>					30
<i>00-160 Monitoring Results</i>					
<i>Retain 5 years after the NRC terminates the license, then destroy.</i>					

<b>Hazardous Materials</b>	<b>GAC-ISP-09</b>	<b>CP</b>	<b>5</b>	<b>Retain 5 years after completion then destroy</b>	<b>No</b>
<i>00-138 Explosive Inspections</i>					
<i>Retain 30 years, then destroy.</i>					30

<b>Investigations</b>	<b>GAC-ISP-12</b>	<b>CP</b>	<b>5</b>	<b>Retain 5 years after completion then destroy</b>	<b>No</b>
<i>00-110 Violations Correspondence and Supporting Documentation</i>					
<i>Permanent. Retain in office of origination.</i>					

<b>Laboratory</b>	<b>GAC-ISP-13</b>	<b>CP</b>	<b>10</b>	<b>Retain 10 years after completion then destroy</b>	<b>No</b>
<i>00-146 Laboratory Inspection Reports</i>					
<i>Retain 30 years, then destroy.</i>					30
<i>00-147 Laboratory Inspection Results Records</i>					
<i>Retain 30 years, then destroy.</i>					30

## University of Wyoming

### Vice President for Administration (University of Wyoming)

#### Governance and Compliance (GAC)

##### Inspections and Monitoring (ISP)

Mine Inspections/Building Material Samples	GAC-ISP-03	CP	30	Retain 30 years after completion then destroy	No
<b>00-145</b>	<i>Building Materials Sampling Results Records</i>				
	<i>Retain 30 years, then destroy.</i>				30

##### Policy and Standards Management (PSM)

Policies, Procedures and Manuals	GAC-PSM-02	SUP	5	Retain 5 years after superseded then destroy	Yes
<b>00-109</b>	<i>Policies and Revisions</i>				
	<i>Permanent. Retain in office of origination.</i>				
<b>94-378</b>	<i>Manuals and Handbooks</i>				
	<i>Retain 5 years or until superseded, then evaluate for legal, administrative, and historical value for transfer to State Archives. Destroy remaining records at discretion of agency director.</i>				

#### Legal and Judiciary (LGL)

##### Contract Management (CTR)

General	LGL-CTR-04	EXP	10	Retain 10 years after expiration then destroy	No
<b>07-090</b>	<i>University Department Contract Records</i>				
	<i>Retain 10 years after contract expiration, then destroy. UW Archives, American Heritage Center authorizes department to carry out disposition.</i>				10
<b>07-091</b>	<i>Vendor Contract Records</i>				
	<i>Retain 10 years after contract expiration, then destroy. UW Archives, American Heritage Center authorizes department to carry out disposition.</i>				10
<b>2603</b>	<i>Agreements and Contracts</i>				
	<i>Retain 10 years after expiration date of contract. Must check with the University Archivist before destroying these.</i>				

##### Legal Matter Management (LMM)

Case Files	LGL-LMM-06	CP	10	Retain 10 years after completion then destroy	No
<b>94-380</b>	<i>Legal Actions Records, Grievances, Lawsuits, etc.</i>				
	<i>Retain 10 years, then evaluate for legal, administrative, and historical value for transfer to State Archives. Destroy remaining records at discretion of agency director.</i>				



## University of Wyoming

### Vice President for Administration (University of Wyoming)

#### Legal and Judiciary (LGL)

##### Legal Matter Management (LMM)

Hearings and Appeals	LGL-LMM-21	CP	5	Retain 5 years after completion then destroy	Yes
----------------------	------------	----	---	--	-----

**07-058**      *Parking Appeals Records*

*Retain 2 years after resolution, then destroy. UW Archives, American Heritage Center authorizes unit to carry out destruction.* 2

**07-076**      *Room and Board Contract Appeals*

*Retain 2 years after dispute has been resolved, then destroy. UW Archives, American Heritage Center authorizes unit to carry out disposition.* 2

Investigations	LGL-LMM-22	CP	5	Retain 5 years after completion then destroy	Yes
----------------	------------	----	---	--	-----

**00-098**      *Investigation Findings and Correspondence*

*Permanent. Retain in office of origination.*

##### Licensing and Registration (LAR)

General	LGL-LAR-22	EXP	5	Retain 5 years after expiration then destroy	No
---------	------------	-----	---	--	----

**00-139**      *Licenses to Dispense Alcohol*

*Retain 5 years, then destroy.* 5

##### Litigation Management (LIT)

Case Files	LGL-LIT-01	CP	5	Retain 5 years after completion then destroy	Yes
------------	------------	----	---	--	-----

**10-012**      *Litigation Files*

*Retain 10 years after all litigation has been resolved, Then destroy by shredding after consulting with the Office of General Counsel.* 10

#### Public Health Services (PHS)

##### Hazardous Material Management (HMM)

Radioactive Material	PHS-HMM-02	EXP	5	Retain 5 years after expiration then destroy	No
----------------------	------------	-----	---	--	----

**00-165**      *Radioactive Materials Disposal Records*

*Retain 5 years after the NRC terminates the license, then destroy.*

**00-166**      *Radioactive Material Receipt Records*

*Retain for length of possession of the material plus 5 years after disposal or transfer, then destroy.*

**University of Wyoming**

**Vice President for Administration (University of Wyoming)**

**Public Health Services (PHS)**

**Hazardous Material Management (HMM)**

Radioactive Material		PHS-HMM-02	EXP	5	Retain 5 years after expiration then destroy	No
<b>00-167</b>	<i>Radioactive Material Transfer Records</i> <i>Retain for 5 years following transfer, then destroy.</i>					
<b>00-168</b>	<i>Surveys, Measurement and Calculations Evaluating the Release of Radioactive Effluents into the Environment</i> <i>Retain 5 years after NRC terminates the license, then destroy.</i>					
Safety Data Sheets		PHS-HMM-03	OBS	30	Retain 30 years after chemicals are no longer used o	No
<b>00-154</b>	<i>Material Safety Data Sheets</i> <i>Retain 30 years, then destroy.</i>					30
Safety Programs		PHS-HMM-04	SUP	5	Retain 5 years after superseded then destroy	No
<b>00-162</b>	<i>Planned Exposure Records</i> <i>Retain 5 years after the NRC terminates the license, then destroy.</i>					
<b>00-163</b>	<i>Public Exposure Dosages Records</i> <i>Retain 5 years after the NRC terminates the license, then destroy.</i>					
<b>00-164</b>	<i>Radiation Safety Program Records</i> <i>Retain 5 years after the NRC terminates the license, then destroy.</i>					
Waste Reports		PHS-HMM-05	CR	30	Destroy 30 years after create date	Yes
<b>00-143</b>	<i>Laboratories Biological Hazards Surveys</i> <i>Retain 30 years, then destroy.</i>					30
<b>00-171</b>	<i>Hazardous Waste Manifests</i> <i>Retain 30 years, then destroy.</i>					30
<b>00-173</b>	<i>Hazardous Waste Tracking Records</i> <i>Retain 30 years, then destroy.</i>					30
<b>00-296</b>	<i>Waste Analyses and Classification Records</i> <i>Retain 30 years, then destroy.</i>					30

## University of Wyoming

### Vice President for Administration (University of Wyoming)

#### Public Health Services (PHS)

##### Hospital and Medical (HAM)

Incidents	PHS-HAM-11	CP	10	Retain 10 years after completion then destroy	No
<b>10-015</b> <i>Incident Files</i>					
				<i>Retain 3 years if no claim is made on it destroy after consultaion with office of General Cousel.</i>	3

##### Laboratory Management (LAB)

Plans - Chemical Hygiene	PHS-LAB-03	PERM		Retain permanently	No
<b>00-156</b> <i>University Chemical Hygiene Plan and Revisions</i>					
				<i>Permanent. Retain in office of origination.</i>	
<b>00-157</b> <i>University Department Chemical Hygiene Plans</i>					
				<i>Retain 5 years after superseded, then destroy.</i>	

#### Public Safety Services (PSS)

##### Emergency and Disaster Management (EDM)

Programs and Plans	PSS-EDM-06	SUP	5	Retain 5 years after superseded then destroy	Yes
<b>00-142</b> <i>Exposure Control Plans</i>					
				<i>Permanent. Retain in office of origination.</i>	

##### Law Enforcement (LAE)

Accidents and Incidents	PSS-LAE-02	CP	10	Retain 10 years after completion then destroy	Yes
<b>15767</b> <i>Miscellaneous Incident Report Case File</i>					
				<i>Retain 10 years, then destroy at discretion of police chief.</i>	10
<b>15768</b> <i>Miscellaneous Incident Report Case File Log</i>					
				<i>Permanent or transfer to State Archives.</i>	
Citation Management	PSS-LAE-05	CP	1	Destroy after completion	No
<b>07-052</b> <i>Citation Payment Plans</i>					
				<i>Retain 2 years after resolution, then destroy by shredding. UW Archives, American Heritage Center authorizes unit to carry out destruction.</i>	2
<b>15778</b> <i>Citation Log</i>					
				<i>Retain 1 year after last entry, then destroy.</i>	

## University of Wyoming

### Vice President for Administration (University of Wyoming)

---

#### Public Safety Services (PSS)

##### Law Enforcement (LAE)

Citation Management - Parking	PSS-LAE-07	CP	2	Retain 2 years after completion then destroy	No
<b>07-060</b> <i>Parking Citations</i>					
				<i>Retain 2 years, then destroy. UW Archives, American Heritage Center authorizes unit to carry out disposition.</i>	2
<b>95-172</b> <i>Parking Tickets - Paid or Voided</i>					
				<i>Retain 2 years, then destroy, provided audit has been accepted by the Department of Audit.</i>	

##### Training Management (TGM)

Law Enforcement	PSS-TGM-01	CR	50	Destroy 50 years after create date	No
<b>00-172</b> <i>Hazardous Waste Operating Training Manuals</i>					
				<i>Permanent. Retain in office of origination.</i>	

### Vice President for Intercollegiate Athletics (University of Wyoming)

---

#### Administration and Business Support (ADM)

##### Archives, Library and Museum Management (ALM)

Collection Management	ADM-ALM-02	PERM		Retain permanently	No
<b>99-054</b> <i>Art and Artifacts</i>					
				<i>If not intended to be used for the new Sports Hall of Fame, transfer to the University of Wyoming Archives, American Heritage Center for the evaluation of legal, administrative, and historical value.</i>	
<b>99-058</b> <i>Motion Picture Film (Mens Basketball &amp; Football)</i>					
				<i>Permanent records, transfer to the University of Wyoming Archives, American Heritage Center.</i>	

##### Buildings, Facilities and Infrastructure Management (BFI)

Construction Project Files	ADM-BFI-03	LOA	10	Retain for the Life of the Asset then destroy	Yes
<b>99-065</b> <i>War Memorial Stadium Construction Files</i>					
				<i>Transfer to the University of Wyoming Archives, American Heritage Center for the evaluation of legal, administrative, and historical value. Destroy remaining records at discretion of University Archivist.</i>	

## University of Wyoming

### Vice President for Intercollegiate Athletics (University of Wyoming)

#### Administration and Business Support (ADM)

##### Community and Public Relations (COM)

Press and News Releases	ADM-COM-04	CR	5	Destroy 5 years after create date	Yes
<b>99-061</b> <i>Press Releases</i>					
<i>Retain for 5 years after date of creation then transfer to the University of Wyoming Archives, American Heritage Center for the evaluation of legal, administrative, and historical value. Destroy remaining records at discretion of University Archivist.</i>					

##### Education (EDU)

Programs	ADM-EDU-09	CP	5	Retain 5 years after completion then destroy	Yes
<b>11-012</b> <i>NCAA Demographic &amp; Sport Sponsorship form</i>					
<i>Retain in office for 10 years, then transfer to American Heritage Center.</i>					10
<b>99-059</b> <i>Mountain States Intercollegiate Athletic Conference Minutes</i>					
<i>Permanent records, transfer to the University of Wyoming Archives, American Heritage Center.</i>					

##### General Management (GMT)

Event Management	ADM-GMT-07	CP	3	Retain 3 years after completion then destroy	Yes
<b>99-057</b> <i>Game Day Files</i>					
<i>Retain for 5 years after date of creation then transfer to the University of Wyoming Archives, American Heritage Center for the evaluations of legal, administrative, and historical value. Destroy remaining records at discretion of University Archivist.</i>					
Photographs and Visual Arts	ADM-GMT-16	CR	5	Destroy 5 years after create date	Yes
<b>99-060</b> <i>Photograph Files</i>					
<i>Retain permanently at office or origination.</i>					
Reports - General	ADM-GMT-22	CR	5	Destroy 5 years after create date	Yes
<b>99-062</b> <i>Scrapbooks</i>					
<i>Permanent records, transfer to the University of Wyoming Archives, American Heritage Center.</i>					
<b>99-064</b> <i>UW Board of Athletics Control Files</i>					
<i>Retain for 5 years after date of creation then transfer to the University of Wyoming Archives, American Heritage Center for the evaluation of legal, administrative, and historical value. Destroy remaining records at discretion of University Archivist. Minutes: Retain permanently.</i>					

## University of Wyoming

### Vice President for Intercollegiate Athletics (University of Wyoming)

#### Administration and Business Support (ADM)

##### General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP3	Destroy when obsolete or superseded.	No
<b>99-056</b> <i>Directors Subject Files</i>				
			<i>Retain for 5 years after date of creation then transfer to the University of Wyoming Archives, American Heritage Center for the evaluations of legal, administrative, and historical value. Destroy remaining records at discretion of University Archivist.</i>	
<b>99-063</b> <i>Subject Files</i>				
			<i>Retain for 5 years after date of creation then transfer to the University of Wyoming Archives, American Heritage Center for the evaluation of legal, administrative, and historical value. Destroy remaining records at discretion of University Archivist.</i>	

#### Employee Services (EMP)

##### Personnel Management (PER)

Personnel Files - Short Term	EMP-PER-14	TE	5	Retain 5 years after separation then destroy	No
<b>99-055</b> <i>Biographical Files</i>					
				<i>Retain permanently at office of origination.</i>	

#### Governance and Compliance (GAC)

##### Accreditation and Certification (AAC)

UW Football Bowl Subdivision	GAC-AAC-05	CR	10	Destroy 10 years after create date	Yes
<b>11-013</b> <i>Football Bowl Subdivision Sponsorship Requirement form</i>					
				<i>Retain in office for 10 years, then transfer to American Heritage Center.</i>	10

##### Governance (GOV)

Bylaws	GAC-GOV-01	PERM	Retain permanently	No
<b>11-005</b> <i>Personnel, NCAA Bylaw 11</i>				
			<i>Retain 7 years, then destroy. American Heritage Center authorizes unit to carry out disposition.</i>	7
<b>11-006</b> <i>Amateurism, NCAA Bylaw 12</i>				
			<i>Retain 7 years, then destroy. American Heritage Center authorizes unit to carry out disposition.</i>	7

## University of Wyoming

### Vice President for Intercollegiate Athletics (University of Wyoming)

#### Governance and Compliance (GAC)

##### Governance (GOV)

Bylaws		GAC-GOV-01	PERM		Retain permanently	No
<b>11-007</b>	<i>Recruiting, NCAA Bylaw 13</i>					
	<i>Retain 7 years, then destroy. American Heritage Center authorizes unit to carry out disposition.</i>					7
<b>11-008</b>	<i>Eligibility, NCAA Bylaw 14</i>					
	<i>Retain 7 years, then destroy. American Heritage Center authorizes unit to carry out disposition.</i>					7
<b>11-009</b>	<i>Financial Aid, NCAA Bylaw 15</i>					
	<i>Retain 7 years, then destroy. American Heritage Center authorizes unit to carry out disposition.</i>					7
<b>11-010</b>	<i>Awards &amp; Benefits, NCAA Bylaw 16</i>					
	<i>Retain 7 years, then destroy. American Heritage Center authorizes unit to carry out disposition.</i>					7
<b>11-011</b>	<i>Playing &amp; Practice Seasons, NCAA Bylaw 17</i>					
	<i>Retain 7 years, then destroy. American Heritage Center authorizes unit to carry out disposition.</i>					7

### Vice President for Research (University of Wyoming)

#### Employee Services (EMP)

##### Personnel Management (PER)

Personnel Files - Short Term		EMP-PER-14	TE	5	Retain 5 years after separation then destroy	No
<b>98-118</b>	<i>Personnel Activity Report Forms</i>					
	<i>Retain for 2 years, then destroy. AHC authorizes destruction.</i>					2

#### Financial and Accounting (FIN)

##### Accounting Management (ACC)

Accounts Payables		FIN-ACC-09	FYE	7	Retain 7 years after the fiscal year end then destroy	No
<b>98-120</b>	<i>Accounts Payable Records</i>					
	<i>Retain for 5 years, then destroy. AHC authorizes destruction.</i>					5
Accounts Receivable and Revenue		FIN-ACC-12	FYE	7	Retain 7 years after the fiscal year end then destroy	No
<b>98-119</b>	<i>Accounts Receivable Records</i>					
	<i>Retain for 5 years, then destroy. AHC authorizes destruction.</i>					5

## University of Wyoming

### Vice President for Student Affairs (University of Wyoming)

#### Administration and Business Support (ADM)

##### Education (EDU)

Discipline	ADM-EDU-03	CP	7	Retain 7 years after completion then destroy	No
------------	------------	----	---	--	----

**01-246** *Discipline Records (aka Citizenship Records)*

*Paper Records: Retain 7 years, then destroy by shredding. Electronic Database: Delete social security number and name after 7 years in conjunction with shredding of paper file. Delete the entire record after an additional 7 years.*

Programs	ADM-EDU-09	CP	5	Retain 5 years after completion then destroy	Yes
----------	------------	----	---	--	-----

**01-247** *SPURS Records*

*Retain 5 years, then transfer to the University of Wyoming Archives. Destroy remaining records at discretion of the University Archivist.*

**01-259** *Program Records*

*Retain 5 years, then transfer to the UW Archives, American Heritage Center for evaluation of legal, administrative, and historical value. Remaining records will be destroyed at discretion of University Archivist.*

Student Records	ADM-EDU-12	CP	5	Retain 5 years after completion then destroy	No
-----------------	------------	----	---	--	----

**02-239** *Student Records*

*Retain 7 years after student separates from the university, then destroy. Retain summary data permanently in office origination.*

**03-167** *Student Placement Records*

*Retain 5 years after the student has graduated or left the university, then destroy. University of Wyoming Archives, American Heritage Center authorizes unit to carry out destruction.*

##### General Management (GMT)

Program and Project Files	ADM-GMT-18	CP	5	Retain 5 years after completion then destroy	Yes
---------------------------	------------	----	---	--	-----

**04-083** *Project Files*

*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.*

Publications	ADM-GMT-19	CR	5	Destroy 5 years after create date	Yes
--------------	------------	----	---	-----------------------------------	-----

**04-160** *Publications*

*Discard after publication is no longer being referenced, or no later than after 3 years. American Heritage Center authorizes unit to carry out disposition.*



## University of Wyoming

### Vice President for Student Affairs (University of Wyoming)

#### Administration and Business Support (ADM)

##### General Management (GMT)

Reports - Annual	ADM-GMT-21	CR	7	Destroy 7 years after create date	Yes
------------------	------------	----	---	-----------------------------------	-----

**98-012** Annual Reports and Publications

*Permanent. Retain for three years after date of creation, then transfer to the University of Wyoming Archives, American Heritage Center. Retain publications only if they are not already held by the University Libraries.*

Reports - General	ADM-GMT-22	CR	5	Destroy 5 years after create date	Yes
-------------------	------------	----	---	-----------------------------------	-----

**04-084** Scrapbooks

*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.*

**98-014** Student Loan Fund Association Committee Records

*Permanent. Retain for three years after date of creation, then transfer to the University of Wyoming Archives, American Heritage Center. Retain the final minutes for each fall and spring semester, which summarize the number of applicants and financial aid distributed.*

Transitory Records	ADM-GMT-26	OBS/SUP 3	Destroy when obsolete or superseded.	No
--------------------	------------	-----------	--------------------------------------	----

**04-080** Administrative Program Records

*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.*

**04-081** Administrative Program Records

*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.*

##### Information Technology and Services (ITS)

Web Management	ADM-ITS-08	CR	3	Destroy 3 years after create date	Yes
----------------	------------	----	---	-----------------------------------	-----

**01-260** Web Site

*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 to the UW Archives, American Heritage Center for evaluation of legal, administrative, and historical value.*

## University of Wyoming

### Vice President for Student Affairs (University of Wyoming)

#### Administration and Business Support (ADM)

##### Information Technology and Services (ITS)

<b>Web Management</b>	<b>ADM-ITS-08</b>	<b>CR</b>	<b>3</b>	<b>Destroy 3 years after create date</b>	<b>Yes</b>
-----------------------	-------------------	-----------	----------	--	------------

**04-085**      *Web Site*

*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 to the University of Wyoming Archives, American Heritage Center and evaluate for historical, legal and administrative value.*

#### Employee Services (EMP)

##### Personnel Management (PER)

<b>Immigration</b>	<b>EMP-PER-09</b>	<b>CP</b>	<b>10</b>	<b>Retain 10 years after completion then destroy</b>	<b>No</b>
--------------------	-------------------	-----------	-----------	--	-----------

**94-472**      *Immigration Files*

*Retain 10 years after last activity, then destroy.*

**94-473**      *Immigration Files - Discontinued*

*Retain 1 year after last activity, then destroy.*

<b>Personnel Files - Short Term</b>	<b>EMP-PER-14</b>	<b>TE</b>	<b>5</b>	<b>Retain 5 years after separation then destroy</b>	<b>No</b>
-------------------------------------	-------------------	-----------	----------	---	-----------

**02-237**      *Staff Personnel Records*

*Retain 5 years after employee separates from the university, then destroy.*

<b>Student Employment</b>	<b>EMP-PER-16</b>	<b>TE</b>	<b>5</b>	<b>Retain 5 years after separation then destroy</b>	<b>No</b>
---------------------------	-------------------	-----------	----------	---	-----------

**02-238**      *Student Employment Records*

*Retain 3 years after student employee separates from the university, then destroy.*

#### Financial and Accounting (FIN)

##### Grant and Scholarship Management (GRM)

<b>Grant Files</b>	<b>FIN-GRM-01</b>	<b>CP</b>	<b>10</b>	<b>Retain 10 years after completion then destroy</b>	<b>No</b>
--------------------	-------------------	-----------	-----------	--	-----------

**98-013**      *Grants and Financial Aid Statements*

*Permanent. Retain for three years after date of creation, then transfer to the University of Wyoming Archives, American Heritage Center.*

## University of Wyoming

### Vice President for Student Affairs (University of Wyoming)

#### Governance and Compliance (GAC)

##### Governance (GOV)

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM	Retain permanently	No
<b>01-258</b> <i>Agenda and Minutes of Meetings</i>				
			<i>Retain 5 years, then transfer to the UW Archives, American Heritage Center for evaluation of legal, administrative, and historical value. Remaining records will be destroyed at discretion of University Archivist.</i>	
<b>04-082</b> <i>Committee Meeting Agendas &amp; Minutes</i>				
			<i>Retain permanently records of those committees that Residence Life &amp; Dining Services administers. Transfer to the University of Wyoming Archives, American Heritage Center after 10 years. Those committee records for which Residence Life &amp; Dining Services participates in, but does not administer, destroy after 2 years.</i>	

##### Records Management (RCM)

Destruction Certificates	GAC-RCM-03	PERM	Retain permanently	No
<b>02-236</b> <i>Record of Documents Destroyed</i>				
			<i>Retain permanently in office of origin.</i>	

#### Legal and Judiciary (LGL)

##### Contract Management (CTR)

General	LGL-CTR-04	EXP	10	Retain 10 years after expiration then destroy	No
<b>01-145</b> <i>Entertainment Contracts</i>					
				<i>Retain 6 years after expiration then destroy</i>	

##### Legal Matter Management (LMM)

Case Files	LGL-LMM-06	CP	10	Retain 10 years after completion then destroy	No
<b>04-161</b> <i>Legal Case Files</i>					
				<i>Retain case file and semester summary both for 10 years, then destroy. Certain case files may require special attention in regard to retention and may require longer retention if there are compelling reasons, including: cases involving minors or incompetent, estate plans for a client who is still alive, contracts, notes and bills paid over time, civil or criminal judgments, real estate basis, corporate books or records, files of problem clients, structured settlements, adoption files and child support and custody files, alimony, wills and probate matters, cases with recyclable work product, and trust deeds. The Student Attorney and the University Archivist will determine an appropriate retention for those files requested to be retain longer than 10 years.</i>	

## University of Wyoming

### Vice President for Student Affairs (University of Wyoming)

---

#### Legal and Judiciary (LGL)

##### Legal Matter Management (LMM)

<b>Hearings and Appeals</b>	<b>LGL-LMM-21</b>	<b>CP</b>	<b>5</b>	<b>Retain 5 years after completion then destroy</b>	<b>Yes</b>
<i>01-248 University Board of Appeals Records</i>					
<i>Retain 3 years after the student has graduated or left the university, then destroy.</i>					

---

#### Public Health Services (PHS)

##### Hospital and Medical (HAM)

<b>Patient Records - Adults</b>	<b>PHS-HAM-18</b>	<b>CP</b>	<b>7</b>	<b>Retain 7 years after completion then destroy</b>	<b>No</b>
<i>96-10 Client Counseling Files</i>					
<i>Retain 7 years from last activity, then destroy.</i>					