

University of Wyoming

Administration and Business Support (ADM)

Archives, Library and Museum Management (ALM)

Lending	ADM-ALM-04	CP	3	Retain 3 years after completion then destroy	No
<i>12/016</i>	<i>Library Records</i>				

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
<i>12-013</i>	<i>Email Correspondence</i>				

Publications	ADM-GMT-19	CR	5	Retain 5 years after create date, then destroy	Yes
<i>12/018</i>	<i>Publications</i>				

Reports - Annual	ADM-GMT-21	CR	7	Retain 7 years after create date, then destroy	Yes
<i>12-012</i>	<i>Annual Reports</i>				

Speeches and Presentations	ADM-GMT-24	CP	5	Retain 5 years after completion then destroy	Yes
<i>12-017</i>	<i>Presentations</i>				

12-019 *Speaker Information*

Employee Services (EMP)

Personnel Management (PER)

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

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
<i>12-015</i>	<i>Inter-Departmental Requests, Invoices, Purchase Orders, and Vouchers</i>				

University of Wyoming

Financial and Accounting (FIN)

Budget Management (BUD)

Annual	FIN-BUD-01	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>12-011 Annual Budget</i>					

Grant and Scholarship Management (GRM)

Grant Files	FIN-GRM-01	CP	10	Retain 10 years after completion then destroy	No
<i>12-014 Grant Proposals</i>					

Governance and Compliance (GAC)

Governance (GOV)

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM		Retain permanently	No
<i>12-010 Advisory Board Records</i>					

College of Arts & Sciences

Administration and Business Support (ADM)

Archives, Library and Museum Management (ALM)

Collection Management	ADM-ALM-02	PERM		Retain permanently	No
<i>10-026 Wyoming Folklife Collection</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
<i>12-033 Space Records</i>					

Maps, Drawings and Plans	ADM-BFI-06	LOA	10	Retain for 10 years after the Life of the Asset then d	Yes
<i>12-040 Building Blueprints</i>					

Education (EDU)

Course Development and Administration	ADM-EDU-02	CR	5	Retain 5 years after create date then destroy	No
<i>12-044 Class Schedule</i>					

Programs	ADM-EDU-09	CP	5	Retain 5 years after completion then destroy	Yes
<i>12-030 UWYO Symphony Foundation Records</i>					

University of Wyoming
College of Arts & Sciences

Administration and Business Support (ADM)

Education (EDU)

Programs		ADM-EDU-09	CP	5	Retain 5 years after completion then destroy	Yes
12-037	<i>General Files</i>					
12-050	<i>Academic Plan</i>					
Student Records		ADM-EDU-12	CP	5	Retain 5 years after completion then destroy	No
12-035	<i>Student Files</i>					
13-032	<i>Undergraduate Recitals</i>					

Equipment and Vehicle Management (EVM)

Maintenance and Repairs		ADM-EVM-02	CP	5	Retain 5 years after completion then destroy	No
12-041	<i>Equipment Files</i>					

General Management (GMT)

Event Management		ADM-GMT-07	CP	3	Retain 3 years after completion then destroy	Yes
12-027	<i>Concert Recordings</i>					
12-029	<i>Concert and Event Programs</i>					
12-042	<i>Conference/Events</i>					
13-033	<i>Graduate Recitals</i>					
Photographs and Visual Arts		ADM-GMT-16	CR	5	Retain 5 years after create date, then destroy	Yes
12-028	<i>Photographs</i>					
Reference Material		ADM-GMT-20	OBS	3	Retain 3 years after obsolete, then destroy	Yes
12-045	<i>Outside Publications</i>					
Surveys		ADM-GMT-25	CP	5	Retain 5 years after completion then destroy	Yes
12-031	<i>Surveys</i>					
Transitory Records		ADM-GMT-26	OBS/SUP3		Retain 3 years after obsolete or superseded, then de	No
12-046	<i>Associations/Organizations Files</i>					

University of Wyoming
College of Arts & Sciences

Administration and Business Support (ADM)

Information Technology and Services (ITS)

Systems and Networks	ADM-ITS-07	SUP	5	Retain 5 years after superseded then destroy	No
<i>12-043 Computer Files</i>					

Employee Services (EMP)

Personnel Management (PER)

Personnel Files - Long Term	EMP-PER-22	CP	10	Retain 10 years after separation then destroy	No
<i>12-034 Personnel Activity Reports</i>					
<i>12-036 General Personnel Files</i>					
<i>12-038 Faculty Files</i>					
<i>12-039 Faculty Hiring Files</i>					

Financial and Accounting (FIN)

Accounting Management (ACC)

Donations	FIN-ACC-02	PERM		Retain permanently	Yes
<i>12-047 Budget - Donation History Files</i>					
Reports - Accounting	FIN-ACC-10	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>12-052 Accounting and Budget Records</i>					

Budget Management (BUD)

Annual	FIN-BUD-01	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>12-048 Budget - History Files</i>					

Investment Management (INV)

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

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
<i>12-032 Statistics</i>					
<i>12-049 Department Accreditation Files</i>					

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
<i>10-028 Office Records</i>					

Employee Services (EMP)

Personnel Management (PER)

Leave Records/UW Tenure & Promotions	EMP-PER-10	CP	3	Retain 3 years after completion then destroy	No
<i>10-029 Tenure and Promotion Packets</i>					
<i>10-030 Outside Letters of Recommendation for Tenure and Promotion</i>					

Staffing and Recruiting (SAR)

Applicants - Not Hired	EMP-SAR-01	CYE	3	Retain 3 year after calendar year end then destroy	No
<i>10-031 Faculty Search Records</i>					

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
<i>00-037 General Files</i>					

Reference Material	ADM-GMT-20	OBS	3	Retain 3 years after obsolete, then destroy	Yes
<i>00-039 Publications</i>					

University of Wyoming

Office of the President (University of Wyoming)

Administration and Business Support (ADM)

General Management (GMT)

Speeches and Presentations	ADM-GMT-24	CP	5	Retain 5 years after completion then destroy	Yes
<i>00-041 Speech/Trip Files</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
<i>00-034 Academic Search Records</i>					

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
<i>00-040 Purchase Orders, Vouchers</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
<i>00-038 Professional Accreditation Records</i>					

Governance (GOV)

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM		Retain permanently	No
<i>00-035 Board of Trustees Records</i>					
<i>00-036 Committee Meeting Records</i>					

Student Affairs (University of Wyoming)

Administration and Business Support (ADM)

Community and Public Relations (COM)

Awards	ADM-COM-01	CR	5	Retain 5 years after create date, then destroy	Yes
<i>13-006 Tobin/Spitaleri Awards</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
<i>13-017 Student Issue records; staff concerns</i>					
Programs	ADM-EDU-09	CP	5	Retain 5 years after completion then destroy	Yes
<i>13-004 Comprehensive Program Reviews</i>					
<i>13-009 Cowboy Parents & APUW Files</i>					
Student Records	ADM-EDU-12	CP	5	Retain 5 years after completion then destroy	No
<i>01-261 Graduate Practicum and Post-Doctoral Resident Records</i>					

General Management (GMT)

Event Management	ADM-GMT-07	CP	3	Retain 3 years after completion then destroy	Yes
<i>13-002 MLK Days of Dialogue</i>					
<i>13-012 Family Weekend Files</i>					
Planning and Development	ADM-GMT-17	CR	5	Retain 5 years after create date, then destroy	Yes
<i>13-001 Planning Documents</i>					
Publications	ADM-GMT-19	CR	5	Retain 5 years after create date, then destroy	Yes
<i>13-021 Publications</i>					
Reference Material	ADM-GMT-20	OBS	3	Retain 3 years after obsolete, then destroy	Yes
<i>13-008 Reference Documents</i>					
Reports - Annual	ADM-GMT-21	CR	7	Retain 7 years after create date, then destroy	Yes
<i>13-022 Annual Reports</i>					
Reports - General	ADM-GMT-22	CR	5	Retain 5 years after create date, then destroy	Yes
<i>13-003 Trustees Documents</i>					
Surveys	ADM-GMT-25	CP	5	Retain 5 years after completion then destroy	Yes
<i>13-018 Assessments and Surveys</i>					

University of Wyoming

Student Affairs (University of Wyoming)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP3	Retain 3 years after obsolete or superseded, then de	No
<i>13-016</i>	<i>General Files A-Z</i>			

Employee Services (EMP)

Personnel Management (PER)

Leave Records/UW Tenure & Promotions	EMP-PER-10	CP 3	Retain 3 years after completion then destroy	No
<i>13-025</i>	<i>Vacation/Sick Leave Records and Time Cards</i>			

Personnel Files - Short Term	EMP-PER-14	TE 5	Retain 5 years after separation then destroy	No
<i>13-019</i>	<i>Personnel Records - Office of the Vice President</i>			
<i>13-020</i>	<i>Personnel Records - Division staff</i>			

Student Employment	EMP-PER-16	TE 5	Retain 5 years after separation then destroy	No
<i>01-262</i>	<i>Student Personnel and Payroll Records</i>			

Staffing and Recruiting (SAR)

Applicants - Not Hired	EMP-SAR-01	CYE 3	Retain 3 year after calendar year end then destroy	No
<i>13-015</i>	<i>Search Files</i>			

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
<i>13-023</i>	<i>IDRs, POs, Invoices, Vouchers</i>			
<i>13-024</i>	<i>Accounting and Budget Records</i>			

Grant and Scholarship Management (GRM)

Grant Files	FIN-GRM-01	CP 10	Retain 10 years after completion then destroy	No
<i>13-005</i>	<i>College Access Challenge Grant</i>			
<i>13-013</i>	<i>Chief Washakie Scholarship Files</i>			

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
<i>13-007</i>	<i>Foundation Reports</i>					
<i>13-010</i>	<i>Endowment Files</i>					
<i>13-014</i>	<i>Northern Arapaho Endowment Files</i>					

Legal and Judiciary (LGL)

Contract Management (CTR)

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

Public Health Services (PHS)

Hospital and Medical (HAM)

Patient Management		PHS-HAM-17	CP	10	Retain 10 years after completion then destroy	No
<i>96-010</i>	<i>Client Counseling Files</i>					

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
<i>02-426</i>	<i>Pre-Employment Medical Examinations - Staff</i>					

Public Health Services (PHS)

Hospital and Medical (HAM)

Immunization/Vaccination Reporting		PHS-HAM-23	CP	3	Retain 3 years after completion then destroy	No
<i>02-360</i>	<i>Measles, Mumps and Rubella Vaccination Form</i>					
Patient Management		PHS-HAM-17	CP	10	Retain 10 years after completion then destroy	No
<i>14806</i>	<i>X-Ray Films</i>					

University of Wyoming

Student Health (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
<i>16076 Student Patient Files</i>					
<i>16077 Student Psychiatric Files</i>					

Vice President and Chief Information Officer (University of Wyoming)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP3		Retain 3 years after obsolete or superseded, then de	No
<i>97-059 Telephone Records</i>					

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
<i>01-215 New Book List</i>					
Collection Management	ADM-ALM-02	PERM		Retain permanently	No
<i>00-194 Collection Case Files</i>					
<i>00-197 Master Copy of Archival Inventories</i>					
<i>00-201 Research Lead Cards</i>					
<i>00-286 Climate Station Reports</i>					
<i>01-226 Deaccession Records</i>					
<i>01-227 Holdings Information</i>					
<i>01-232 Historical Records</i>					
<i>02-410 Collection Photographs and Slides</i>					
<i>02-411 Collection Records</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
<i>02-414 Exhibition Records</i>					
<i>99-049 Oral History Audio Tapes</i>					
Lending	ADM-ALM-04	CP	3	Retain 3 years after completion then destroy	No
<i>01-090 Audio-Visual Materials and Book Rental Forms</i>					
<i>01-214 Inter-Library Loan Records</i>					
<i>01-216 Overdue Records</i>					
Patron Management	ADM-ALM-05	CP	3	Retain 3 years after completion then destroy	No
<i>00-200 Researcher Records</i>					
<i>01-217 Patron Records</i>					

Community and Public Relations (COM)

Awards	ADM-COM-01	CR	5	Retain 5 years after create date, then destroy	Yes
<i>00-029 Awards Records</i>					
Programs	ADM-COM-05	CP	5	Retain 5 years after completion then destroy	Yes
<i>01-115 Membership Records</i>					
<i>05-289 Women with Disabilities Initiative - Program Records</i>					
Publications	ADM-COM-06	CR	5	Retain 5 years after create date, then destroy	Yes
<i>03-198 Public Relations Records - Departmental Newsletter</i>					
Publicity and Promotion	ADM-COM-07	CR	5	Retain 5 years after create date, then destroy	Yes
<i>03-199 Public Relations - Photographs and Negatives</i>					
<i>97-056 Publicity Records</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
<i>00-043 Course Grade Books</i>					
<i>01-073 Grade Collection Forms</i>					
<i>01-084 Credit by Examination Records</i>					
<i>01-093 Conference and Noncredit Class Registrations</i>					
<i>01-095 Course Organization and Request Forms</i>					
<i>01-096 Course Records</i>					
<i>01-098 Extended Degree Program</i>					
<i>01-099 Off-campus Credit Courses</i>					
<i>01-104 Course Records</i>					
<i>01-175 Course Grade Books</i>					
<i>01-176 Course Records</i>					
<i>01-178 Examinations and Test Booklets (aka Blue Books)</i>					
<i>01-199 Continuing Legal Education Programs</i>					
<i>01-206 American Bar Association Self-Study</i>					
<i>01-208 Center for Computer-Assisted Legal Instruction (CALI) Statistics</i>					
<i>02-413 Education Program Records</i>					
<i>05-263 Assistance in Understanding - Handbooks</i>					
<i>05-264 Assistance in Understanding - Training Materials</i>					
<i>05-268 Community Education Program - Effective Partners investing in Children Program Records - Subject Files. (Includes correspondence, contracts, agreements, budgets, etc.)</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
05-269 <i>Community Education Program - Effective Partners investing in Children Program Records. (Includes training materials for parents and teachers.)</i>					
05-270 <i>Community Education Program - Partners in Policymaking Program Records</i>					
05-271 <i>Community Education Program - Partners in Policymaking - Training Materials</i>					
05-284 <i>Courses - Course Records. (Includes syllabi, tests, handouts, and other material documenting course offerings and content.)</i>					
05-285 <i>Disability Studies - Course Records. (Includes syllabi, tests, handouts, and other material documenting course offerings and content.)</i>					
05-286 <i>Family Science Credentialing Project - Course Records. (Includes syllabi, tests, handouts, and other material documenting course offerings and content.)</i>					
Enrollment	ADM-EDU-04	CP	5	Retain 5 years after withdrawal or graduation then d	No
01-092 <i>Enrollment and Withdrawal forms</i>					
97-054 <i>Enrollment Records</i>					
Programs	ADM-EDU-09	CP	5	Retain 5 years after completion then destroy	Yes
00-031 <i>Freshman Interest Group Records</i>					
00-033 <i>University Studies Program Records</i>					
01-068 <i>Academic Program Administrative Records</i>					
01-083 <i>Academic Program Administrative Records</i>					
01-230 <i>Serials Records</i>					
01-234 <i>Western Trial Advocacy Institute Records</i>					
05-274 <i>WIND Family Support Network - Program Records</i>					
05-276 <i>Wyoming New Options in Technology - Outreach Materials</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
<i>05-277 Wyoming New Options in Technology - Program Records</i>					
<i>05-278 Wyoming New Options in Technology - Training Materials</i>					
<i>05-280 Wyoming Core Indicators Program Records</i>					
<i>05-281 Wyoming Early Start Project Program Records</i>					
<i>05-283 Wyoming Lions Early Childhood Vision Project Training Materials</i>					
<i>05-287 Head Start State Collaboration Project - Program Records</i>					
<i>05-290 Wyoming Collaborative Mentorship Academy - Program Records</i>					
<i>97-166 University College Files</i>					
<i>98-004 National Science Foundation Financial Accounts (a.k.a. 5 Accounts)</i>					

Student Records	ADM-EDU-12	CP	5	Retain 5 years after completion then destroy	No
<i>00-283 Student Records</i>					
<i>01-022 Student Records</i>					
<i>01-079 Student Records</i>					
<i>01-082 Thesis</i>					
<i>01-105 Student Records</i>					
<i>01-106 Student Tracking Records</i>					
<i>01-177 Current Student Records</i>					
<i>01-183 Student Advising Records</i>					
<i>01-184 Student Grades</i>					
<i>01-185 Student Photographs</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
<i>01-220 Student Work Records</i>					
<i>02-356 Student Records</i>					
<i>02-445 Student Records</i>					
<i>03-168 Student Records</i>					
<i>03-169 Student Summary Report of Clinical Clock Hours</i>					
<i>06-011 Student Records</i>					
<i>06-040 Student Records</i>					
<i>07-037 Student Records</i>					
<i>12832 Students' Final Examinations (These records are the examinations administered at the end of the semester, which were not returned to the students.)</i>					
<i>97-057 Student Records</i>					
<i>98-002 Graduate Student Records</i>					
<i>98-011 Undergraduate Student Records</i>					
<i>99-006 Student Records and Tracking</i>					
<i>99-052 Student Records</i>					

Student Transcripts - Colleges	ADM-EDU-13	PERM		Retain permanently	No
<i>01-179 Former Student Records</i>					

General Management (GMT)

Associations and Memberships	ADM-GMT-01	OBS	5	Retain 5 years after obsolete then destroy	Yes
<i>01-245 University Faculty Association Records</i>					
<i>01-264 Colorado Alliance of Research Libraries Records</i>					

University of Wyoming

Vice President for Academic Affairs (University of Wyoming)

Administration and Business Support (ADM)

General Management (GMT)

Associations and Memberships		ADM-GMT-01	OBS	5	Retain 5 years after obsolete then destroy	Yes
98-015	<i>University of Wyoming Student Chapter of the American Society of Civil Engineers</i>					
Calendars and Schedules		ADM-GMT-02	OBS	5	Retain 5 years after obsolete then destroy	No
01-269	<i>Staff Calendars</i>					
Correspondence - General		ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
00-271	<i>Correspondence Files</i>					
01-091	<i>Correspondence</i>					
01-223	<i>Bindery Correspondence</i>					
01-239	<i>Correspondence</i>					
01-240	<i>Elections (Series contains correspondence with candidates, their vitae & candidacy statements, & ballots & tallies of election of faculty members to the positions of chair-elect, secretary, & member-at-large.)</i>					
01-265	<i>Correspondence</i>					
02-206	<i>Correspondence, Administrative</i>					
05-255	<i>Correspondence</i>					
Event Management		ADM-GMT-07	CP	3	Retain 3 years after completion then destroy	Yes
01-116	<i>Pledge Forms and Remittance Cards</i>					
01-174	<i>Commencement Records</i>					
01-181	<i>Orientation Records</i>					
01-201	<i>Videotapes of Lecturers</i>					
02-415	<i>Gala Ball Records</i>					
02-419	<i>Special Events Records</i>					
97-159	<i>University Centennial Campaign</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
<i>99-053 Video Interviews of Graduating Seniors</i>					
Historical	ADM-GMT-08	PERM		Retain permanently	No
<i>97-163 Review of Deans Position Records</i>					
Photographs and Visual Arts	ADM-GMT-16	CR	5	Retain 5 years after create date, then destroy	Yes
<i>03-200 Field Photographs</i>					
Planning and Development	ADM-GMT-17	CR	5	Retain 5 years after create date, then destroy	Yes
<i>03-193 Development Records - Donor Files</i>					
<i>03-194 Development Records - Funding Proposals</i>					
<i>03-195 Development Records - Subject Files</i>					
Program and Project Files	ADM-GMT-18	CP	5	Retain 5 years after completion then destroy	Yes
<i>00-192 Administrative Records</i>					
<i>00-279 Program Files</i>					
<i>97-167 Subject Files</i>					
<i>99-004 Office Records</i>					
Publications	ADM-GMT-19	CR	5	Retain 5 years after create date, then destroy	Yes
<i>00-032 Publications</i>					
<i>00-044 Departmental Newsletter</i>					
<i>00-288 Newsletter</i>					
<i>01-076 Publications</i>					
<i>01-192 Publications</i>					
<i>01-198 Brochures</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	Retain 5 years after create date, then destroy	Yes
--------------	------------	----	---	--	-----

01-200 Newsletter

01-235 Wyoming Law Review Records

01-268 Publications (Non-Record Copies)

02-418 Publications

05-259 Publications

Reference Material	ADM-GMT-20	OBS	3	Retain 3 years after obsolete, then destroy	Yes
--------------------	------------	-----	---	---	-----

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

01-211 LegalTrac Records

6942 Reference Material - Journals and Periodicals

Reports - Annual	ADM-GMT-21	CR	7	Retain 7 years after create date, then destroy	Yes
------------------	------------	----	---	--	-----

00-270 Annual Reports

Reports - General	ADM-GMT-22	CR	5	Retain 5 years after create date, then destroy	Yes
-------------------	------------	----	---	--	-----

01-189 Faculty Committee records

01-238 Committee Records

01-266 Institutional Administrative Technology Advisory Committee Records

02-417 National Advisory Board of the UW Art Museum Records

99-045 Committee to Establish Womens Studies Department Records

99-050 Scrapbooks

Research	ADM-GMT-23	CP	5	Retain 5 years after completion then destroy	Yes
----------	------------	----	---	--	-----

00-280 Research Project Records

00-290 Research Request Forms

University of Wyoming

Vice President for Academic Affairs (University of Wyoming)

Administration and Business Support (ADM)

General Management (GMT)

Research	ADM-GMT-23	CP	5	Retain 5 years after completion then destroy	Yes
----------	------------	----	---	--	-----

01-207 American Bar Association Statistics

01-233 Legal Research Service Records

Transitory Records	ADM-GMT-26	OBS/SUP3	Retain 3 years after obsolete or superseded, then de	No
--------------------	------------	----------	--	----

00-042 Activity Report Forms

00-045 Directors Subject Files

00-284 Student Score Sheets

00-291 Water and Hydrology Reports and Off-prints

01-080 Student Score Sheets

01-100 Regional Offices Records

01-173 Class Scheduling and Exam Records

01-180 General Bulletins and Class Schedules

01-188 Administrative Program Records

01-197 Alumni Employment Surveys and Final Summary Report

01-205 UW Foundation Subject Files

01-209 Directors Subject Files

01-212 After Hours Sign-In

01-213 Circulation Records

01-218 Reference Statistics

01-219 Reserve Records

01-221 Study Room Records

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	Retain 3 years after obsolete or superseded, then de	No
<i>01-224 Bindery Slips</i>				
<i>01-225 Cataloging Statistics</i>				
<i>01-242 Monthly Accounting Report</i>				
<i>01-243 Senate Replacements</i>				
<i>01-244 Subject Files</i>				
<i>01-263 Administrative Program Records</i>				
<i>03-192 Administrative Records - Historical Records</i>				
<i>05-254 Administrative Program Records</i>				
<i>05-437 Graduate Student Unsuccessful Applicant Records</i>				
<i>06-091 Daily Financial Batches</i>				
<i>06-095 Monthly Financial Records</i>				
<i>07-142 Credit by Examination Records</i>				
<i>97-055 Office Records</i>				
<i>97-170 Inactive Student Files</i>				
<i>97-171 Graduated Student Files</i>				
<i>97-172 Administrators Subject Files</i>				
<i>97-173 Fiscal Year Files</i>				
<i>98-005 Office Records</i>				
<i>98-009 Telephone Billings</i>				
<i>99-046 Directors Subject Files</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	Retain 3 years after obsolete or superseded, then de	No
<i>99-051 Speakers Files</i>				
<i>99-114 Student Score Sheets</i>				

Information Technology and Services (ITS)

Backup and Restore	ADM-ITS-02	ROT	Rotate tapes per schedule and destroy when useful I	No
<i>05-291 Connect Wyoming Database</i>				

Databases	ADM-ITS-03	OBS 3	Retain until obsolete, then destroy	No
<i>00-289 Program Records - Electronic Data Base</i>				
<i>05-267 Community Education Program - Wyoming Employment Systems Development Project Database</i>				
<i>05-292 Victims of Crime Resource Guide Database</i>				

Help Desk	ADM-ITS-04	CP 2	Retain 2 years after completion then destroy	No
<i>01-102 Technical Support Records</i>				

Systems and Networks	ADM-ITS-07	SUP 5	Retain 5 years after superseded then destroy	No
<i>01-210 Integrated Library System Records</i>				
<i>01-267 Integrated Library System Records</i>				

Web Management	ADM-ITS-08	CR 3	Destroy 3 years after create date	Yes
<i>01-202 Web Site</i>				
<i>02-359 Web Site</i>				
<i>02-421 Web Site</i>				
<i>05-262 Web Site</i>				

University of Wyoming

Vice President for Academic Affairs (University of Wyoming)

Employee Services (EMP)

Personnel Management (PER)

Grievances and Investigations	EMP-PER-07	CP	7	Retain 7 years after completion then destroy	No
<i>97-158 Faculty Grievance Files</i>					
Leave Records/UW Tenure & Promotions	EMP-PER-10	CP	3	Retain 3 years after completion then destroy	No
<i>02-212 Tenure and Promotion Packets</i>					
<i>97-160 Sabbatical Requests</i>					
Personnel Files - Short Term	EMP-PER-14	TE	5	Retain 5 years after separation then destroy	No
<i>00-198 Personnel Records</i>					
<i>00-272 Faculty Personnel Records</i>					
<i>00-277 Personnel Activity Reports (aka PARs)</i>					
<i>00-278 Personnel Record & Recommendation Form & Personnel/ Payroll Record - Benefitted and Non-Benefitted (aka PRR and PPR)</i>					
<i>00-281 Staff Personnel Records</i>					
<i>00-285 Tenure and Promotion Packets</i>					
<i>01-070 Faculty Personnel Records</i>					
<i>01-074 Instructor Evaluation Forms</i>					
<i>01-077 Staff Personnel Records</i>					
<i>01-078 Staff Personnel and Payroll Records</i>					
<i>01-081 Tenure and Promotion Packets</i>					
<i>01-085 Faculty Personnel Records</i>					
<i>01-087 Staff Personnel Records</i>					
<i>01-089 Tenure and Promotion Packets</i>					
<i>01-117 Staff Personnel Records</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
<i>01-190</i>	<i>Faculty Personnel Records</i>				
<i>01-195</i>	<i>Staff Personnel Records</i>				
<i>01-196</i>	<i>Tenure and Promotion Packets</i>				
<i>01-270</i>	<i>Tenure and Promotion Records</i>				
<i>02-207</i>	<i>Faculty Personnel Records</i>				
<i>02-211</i>	<i>Staff Personnel Files</i>				
<i>02-235</i>	<i>Faculty Personnel Records</i>				
<i>02-352</i>	<i>Faculty Personnel Records</i>				
<i>02-355</i>	<i>Staff Personnel Records</i>				
<i>02-358</i>	<i>Tenure and Promotion Packets</i>				
<i>02-420</i>	<i>Staff Personnel Records</i>				
<i>02-441</i>	<i>Faculty Personnel Records</i>				
<i>02-443</i>	<i>Staff Personnel Records</i>				
<i>03-127</i>	<i>Instructor Evaluation Forms</i>				
<i>03-197</i>	<i>Personnel Records - Awards and Nominations</i>				
<i>05-260</i>	<i>Staff Personnel Records</i>				
<i>05-436</i>	<i>Transcribed and Scanned Instructor Evaluation Forms</i>				
<i>06-007</i>	<i>Faculty Personnel Records</i>				
<i>06-009</i>	<i>Staff Personnel Records</i>				
<i>06-034</i>	<i>Faculty Personnel Records</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
------------------------------	------------	----	---	--	----

06-038	<i>Staff Personnel Records</i>
07-034	<i>Faculty Personnel Records</i>
07-035	<i>Instructor Evaluation Forms</i>
07-036	<i>Staff Personnel Records</i>
97-162	<i>Outside Letters of Recommendation For Tenure and Promotion.</i>
97-169	<i>Faculty and Staff Personnel Files</i>
98-001	<i>Faculty Records</i>
98-006	<i>Personnel Activity Reports</i>
98-010	<i>Tenure and Promotion Packets</i>
99-047	<i>Faculty Records</i>
99-113	<i>Instructor Evaluation Forms</i>

Student Employment	EMP-PER-16	TE	5	Retain 5 years after separation then destroy	No
--------------------	------------	----	---	--	----

00-282	<i>Student Personnel and Payroll Records</i>
01-021	<i>Student Personnel and Payroll Records</i>
02-357	<i>Student Personnel Records</i>
02-444	<i>Student Personnel Records</i>
05-261	<i>Student Personnel Records</i>
06-010	<i>Student Personnel Records</i>
06-041	<i>Student Personnel Records</i>
98-008	<i>Student Personnel and Payroll Records</i>

University of Wyoming

Vice President for Academic Affairs (University of Wyoming)

Employee Services (EMP)

Personnel Management (PER)

Time and Attendance	EMP-PER-18	CYE	5	Retain 5 years after calendar year end then destroy	No
<i>00-046 Time and Leave Slips</i>					

Staffing and Recruiting (SAR)

Applicants - Not Hired	EMP-SAR-01	CYE	3	Retain 3 year after calendar year end then destroy	No
<i>00-195 Faculty Position Search Records</i>					
<i>00-273 Faculty Search Records</i>					
<i>01-071 Faculty Search Records</i>					
<i>01-182 Recruitment Records</i>					
<i>01-194 Search Committee Records</i>					
<i>02-234 Academic Search Records</i>					
<i>04-184 Faculty Position Search Records</i>					
<i>05-258 Position Search Records</i>					
<i>06-035 Faculty Position Search Records</i>					
<i>06-036 Graduate Student Applicant Records</i>					
<i>07-038 Unsuccessful Position Applications</i>					
<i>99-003 Faculty Search Records</i>					

Training Management (TRM)

Course Management	EMP-TRM-01	CP	3	Retain 3 years after completion then destroy	No
<i>05-288 Trainee Program - Program Records</i>					

University of Wyoming

Vice President for Academic Affairs (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
00-047	<i>Vouchers and Inter-departmental Requests</i>					
01-097	<i>Credit Card Charges and Cash Receipts</i>					
01-107	<i>Credit Card Charges and Cash Receipts</i>					
02-422	<i>Credit Card Receipts</i>					
New	<i>Budget and Accounting Records/Payables (formerly part of 99-002)</i>					
Accounts Receivable and Revenue		FIN-ACC-12	FYE	7	Retain 7 years after the fiscal year end then destroy	No
02-350	<i>Academic Program Administrative Records</i>					
02-423	<i>Daily Sales Report</i>					
06-096	<i>Receipt Books</i>					
Interdepartmental Requests		FIN-ACC-05	FYE	3	Retain 3 years after the fiscal year end then destroy	No
00-199	<i>Purchase Orders, Invoices, Inter-Departmental Requests and Vouchers</i>					
00-276	<i>Inter Departmental Financial Accounts (aka state accounts)</i>					
01-075	<i>Inter-Departmental Requests, Invoices, Purchase Orders, and Vouchers</i>					
01-191	<i>Inter-Departmental Requests, Invoices, Purchases Orders, and Vouchers</i>					
01-241	<i>Inter-Departmental Requests, Invoices, Purchase Orders, and Vouchers</i>					
02-210	<i>Inter-Departmental Requests, Invoices, Purchase Orders, and Vouchers</i>					
02-354	<i>Inter-Departmental Requests, Invoices, Purchase Orders, and Vouchers</i>					
02-416	<i>Inter-Departmental Requests, Invoices, Purchase Orders, and Vouchers</i>					
05-257	<i>Inter-Departmental Requests, Invoices, Purchase Orders, and Vouchers</i>					
97-161	<i>Supply and Travel Vouchers and Inter-Departmental Requests</i>					

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
-----------------------------------	-------------------	------------	----------	--	-----------

98-003 Inter-Departmental Financial Accounts (a.k.a. 4 Accounts)

99-002 Budget and Accounting Records/Interdepartmental Requests (This also relates to 00-040)

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

00-193 Budget and Accounting Records

01-069 Accounting and Budget Records

01-088 Telephone Billings

01-108 Financial records, Trial balances and Reports

01-113 Financial records, Trial Balances and Reports

01-186 Accounting and Budget Records

01-222 Accounting and Budget Records

01-229 Offers List

02-205 Accounting and Budget Records

02-409 Accounting and Budget Records

02-425 Monthly Summary Report

06-039 State Financial Accounts

06-092 Nursing Home Charges

06-093 Hospital Charges

06-094 Insurance Payment Batches

07-033 Accounting and Budget Records

97-058 Financial Records

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
<i>98-007 State and Local Financial Accounts (a.k.a. 2 Accounts)</i>					
<i>99-005 Statement of Accounts</i>					
<i>99-048 Financial Records</i>					
<i>New Budget and Accounting Records/Accounting Reports (formerly part of 99-002)</i>					

Asset Management (ASM)

Inventories	FIN-ASM-03	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>02-424 Inventory</i>					

Bank Administration (BNK)

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

Budget Management (BUD)

Annual	FIN-BUD-01	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>02-351 Accounting and Budget Records</i>					
<i>99-044 Budget and Accounting Records</i>					
Workpapers	FIN-BUD-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>01-103 Accounting Records</i>					

Grant and Scholarship Management (GRM)

Grant Files	FIN-GRM-01	CP	10	Retain 10 years after completion then destroy	No
<i>00-196 Grant Records</i>					
<i>00-274 Federal / State Financial Records (aka grants)</i>					
<i>01-114 Grant Applications</i>					
<i>02-208 Grant Records</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
<i>02-353 Grant Records</i>					
<i>02-442 Grant Records</i>					
<i>03-191 Accounting Records - Grant Records</i>					
<i>05-256 Grant Records</i>					
<i>05-265 Disability & Business Technical Assistance Center - Grant Records</i>					
<i>05-266 Community Education Program - Grant Records</i>					
<i>05-272 Sports and Outdoor Assistive Recreation Grant Records</i>					
<i>05-273 Unlocking the Door to Learning Grant Records</i>					
<i>05-275 Wyoming New Options in Technology - Community Grants</i>					
<i>05-282 Wyoming Lions Early Childhood Vision Project Database</i>					
<i>06-008 Grant Records</i>					
<i>06-037 Grant Records</i>					
Grant Files - Federal	FIN-GRM-05	CP	3	Retain 3 years after completion then destroy	No
<i>21-001 Grant Files - Federal</i>					
Scholarships	FIN-GRM-03	CP	3	Retain 3 years after completion then destroy	Yes
<i>01-101 Scholarships</i>					
<i>01-193 Scholarships</i>					
<i>01-204 Scholarships</i>					
<i>03-196 Development Records - Scholarships</i>					

University of Wyoming

Vice President for Academic Affairs (University of Wyoming)

Financial and Accounting (FIN)

Investment Management (INV)

Endowments and Funds	FIN-INV-02	PERM	Retain permanently	Yes
<i>01-203 Donor Files</i>				

Procurement (PRO)

Purchase Orders and Requisitions	FIN-PRO-02	CP	5	Retain 5 years after completion then destroy	No
<i>01-086 Inter-Departmental Requests, Purchase Orders and Vouchers</i>					
<i>01-109 Inter-Departmental Requests, Purchase Orders, Invoices, and Vouchers</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
<i>01-187 Accreditation Records</i>					
<i>97-165 College Accreditation Reviews/Self-Studies</i>					

Audit, Oversight and Compliance (AOC)

Federal Programs and Reporting	GAC-AOC-03	CP	5	Retain 5 years after completion then destroy	Yes
<i>01-072 Government Research Bureau Records</i>					

Governance (GOV)

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM	Retain permanently	No
<i>00-030 Committee Meeting Records</i>				
<i>01-236 Agenda and Minutes of Meetings</i>				

Legislation and Regulation Management (LRM)

General	GAC-LRM-07	SUP	5	Retain 5 years after superseded then destroy	Yes
<i>01-237 Bills and Resolutions</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
<i>01-094 Contracts and Agreements Records</i>					
General	LGL-CTR-04	EXP	10	Retain 10 years after expiration then destroy	No
<i>01-110 Personal Services / Small Project Contracts</i>					
<i>01-118 Underwriting Contracts and Associated Materials</i>					
<i>02-412 Contracts</i>					

Legal Matter Management (LMM)

Hearings and Appeals	LGL-LMM-21	CP	5	Retain 5 years after completion then destroy	Yes
<i>07-149 Graduate Student Appeals Board Records</i>					
<i>97-164 Tenure and Promotion Dispute Records</i>					

Licensing and Registration (LAR)

Federal Communications Commission	LGL-LAR-19	EXP	8	Retain 8 years after expiration then destroy	No
<i>01-112 Federal Communications Commission Public File Records and Station Logs</i>					

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
<i>02-214 Veterinarian Case Files</i>					
Disease Management	NRM-ALS-05	PERM		Retain Permanently	No
<i>02-209 Histopath Slides</i>					
<i>02-213 Tissue Samples</i>					
<i>11-014 Accession Records</i>					

University of Wyoming

Vice President for Academic Affairs (University of Wyoming)

Public Health Services (PHS)

Hospital and Medical (HAM)

Admissions	PHS-HAM-01	PERM		Retain permanently	Yes
<i>01-172 Admission Records</i>					
Drugs and Controlled Substances	PHS-HAM-07	CR	5	Retain 5 years after create date, then destroy	No
<i>03-126 Drug Information Center Requests</i>					
Patient Records - Adults	PHS-HAM-18	CP	7	Retain 7 years after completion then destroy	No
<i>06-003 Active Patient Files, Child and Adult</i>					
<i>06-004 Corporate Accounts Patient Files</i>					
<i>06-005 Deceased Patient Files, Child and Adult</i>					
<i>06-006 Nursing Home Patient Files</i>					
<i>91-136 Client Files, Child and Adult</i>					
<i>91-137 Client Files, Child and Adult Deceased</i>					
Programs	PHS-HAM-21	CP	7	Retain 7 years after completion then destroy	Yes
<i>01-231 Clinical Programs</i>					
<i>05-279 Early Hearing Detection and Intervention Program Records</i>					

Vice President for Administration (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
<i>00-159 Decommissioning Records</i>					

Buildings, Facilities and Infrastructure Management (BFI)

Building Files	ADM-BFI-02	LOA	10	Retain for the Life of the Asset then destroy	Yes
<i>00-148 Site Close Out Records</i>					

University of Wyoming

Vice President for Administration (University of Wyoming)

Administration and Business Support (ADM)

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
<i>00-100 Maintenance Requests</i>					
Safety, Security and Access	ADM-BFI-07	EXP	2	Retain 2 years after expiration then destroy	No
<i>15774 Key Checkout Log</i>					

Community and Public Relations (COM)

Publicity and Promotion	ADM-COM-07	CR	5	Retain 5 years after create date, then destroy	Yes
<i>07-098 Marketing files</i>					

Education (EDU)

Course Development and Administration	ADM-EDU-02	CR	5	Retain 5 years after create date then destroy	No
<i>07-094 Course Packet Order Records</i>					
Fees - Students	ADM-EDU-05	CP	5	Retain 5 years after completion then destroy	No
<i>2599 Fee Cards, Student</i>					
Insurance - Student	ADM-EDU-07	EXP	4	Retain 4 years after expiration then destroy	No
<i>10-019 Student Health Insurance</i>					
Registration	ADM-EDU-10	CYE	30	Retain 30 year after calendar year end then destroy	No
<i>00-144 Registration Records</i>					
Student Loans	ADM-EDU-11	EXP	5	Retain 5 years after expiration then destroy	No
<i>2602 Student Loan Applications</i>					
Student Records	ADM-EDU-12	CP	5	Retain 5 years after completion then destroy	No
<i>07-044 Student Work Study Applications</i>					

Equipment and Vehicle Management (EVM)

Maintenance and Repairs	ADM-EVM-02	CP	5	Retain 5 years after completion then destroy	No
<i>06-103 Vehicle Records</i>					
<i>15776 Tow Book</i>					

University of Wyoming

Vice President for Administration (University of Wyoming)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - Directors	ADM-GMT-03	PERM		Retain permanently	No
<i>94-379 Administrative Files</i>					
Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
<i>00-152 Correspondence</i>					
<i>06-023 Correspondence</i>					
<i>07-069 Correspondence</i>					
<i>07-097 General Correspondence</i>					
<i>10-010 Correspondence</i>					
Indexes and Finding Aids	ADM-GMT-09	PERM		Retain permanently	No
<i>15769 Master Name Card Index</i>					
Photographs and Visual Arts	ADM-GMT-16	CR	5	Retain 5 years after create date, then destroy	Yes
<i>06-032 Photograph Permission Forms</i>					
Program and Project Files	ADM-GMT-18	CP	5	Retain 5 years after completion then destroy	Yes
<i>10-017 Special Projects</i>					
Publications	ADM-GMT-19	CR	5	Retain 5 years after create date, then destroy	Yes
<i>00-155 Newsletter</i>					
Reports - Annual	ADM-GMT-21	CR	7	Retain 7 years after create date, then destroy	Yes
<i>94-386 Monthly/Quarterly/Annual Statistical Reports</i>					
Reports - General	ADM-GMT-22	CR	5	Retain 5 years after create date, then destroy	Yes
<i>94-407 Life Insurance Premium Sheets</i>					
Transitory Records	ADM-GMT-26	OBS/SUP3		Retain 3 years after obsolete or superseded, then de	No
<i>00-108 Phone Logs</i>					
<i>00-151 Background Publications</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	Retain 3 years after obsolete or superseded, then de	No
06-027				
	<i>Identification Card Account Closing Records</i>			
06-033				
	<i>Postal Billing Records</i>			
06-099				
	<i>Bus Tallies</i>			
06-100				
	<i>Car Pool Rental Forms</i>			
06-101				
	<i>End of Month Reports</i>			
07-039				
	<i>Bulk Mail Work Order Forms</i>			
07-040				
	<i>Daily Departmental Postal Mail Slips</i>			
07-045				
	<i>United States Postal Service Form 3600</i>			
07-046				
	<i>United States Postal Service Form 3602</i>			
07-047				
	<i>United States Postal Service Form 3849</i>			
07-053				
	<i>Day Lot Shift Balance Report</i>			
07-054				
	<i>Day Lot Shift Report</i>			
07-055				
	<i>Day Lot Tickets</i>			
07-061				
	<i>Permit Affirmations</i>			
07-062				
	<i>Permit Applications</i>			
07-063				
	<i>Refund Request Forms</i>			
07-075				
	<i>Postal Accounts</i>			
07-086				
	<i>Copier Usage Data</i>			
07-095				
	<i>Customer Files and Order Forms</i>			
07-096				
	<i>Daily Financial Deposits/Reconciliation Worksheets</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	Retain 3 years after obsolete or superseded, then de	No
10-027	<i>Transit/Charter Log Sheets</i>				
15770	<i>Dissemination Log</i>				
15771	<i>Telephone Log</i>				
15772	<i>Radio Log</i>				
15773	<i>Sound Recordings of Telephone Calls and Radio Communications</i>				
15775	<i>Radio Checkout Log</i>				
15777	<i>Condition Report</i>				
15779	<i>Lost and Found Property File</i>				
15780	<i>Teletype Reports</i>				
97-174	<i>Office Records</i>				
98-092	<i>Student Information Systems-Account Receivable Reports</i>				
98-093	<i>Student Information Systems-Billing Reports</i>				
98-094	<i>Student Information Systems-Calculation Reports</i>				
98-095	<i>Student Information Systems-Daily Account Summary Report</i>				
98-096	<i>Student Information Systems-Financial Aid Packages Reports</i>				

Travel Administration		ADM-GMT-27	CYE	2	Retain 2 year after calendar year end then destroy	No
10-025	<i>Pre-Trip Forms</i>					

Information Technology and Services (ITS)

Databases		ADM-ITS-03	OBS	3	Retain until obsolete, then destroy	No
94-415	<i>Computer Database Records (On-line Service Cards and Employee Data)</i>					

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
<i>00-096 Accident Reports</i>					
<i>00-150 Accident Reports</i>					
<i>06-102 Vehicle Insurance Claims</i>					
<i>10-007 Claim Files</i>					
Incident Management	ADM-RSK-03	CP	10	Retain 10 years after completion then destroy	No
<i>10-018 Motor Vehicle Records</i>					
Insurance Certificates	ADM-RSK-04	CP	10	Retain 10 years after completion then destroy	No
<i>10-008 Certificate of insurance Forms</i>					
Insurance Policies	ADM-RSK-05	EXP	10	Retain 10 years after expiration then destroy	No
<i>10-009 Insurance Policies</i>					
<i>10-016 Coverage Questions</i>					

Employee Services (EMP)

Benefits Management (BEN)

Enrollment	EMP-BEN-02	CP	5	Retain 5 years after completion then destroy	No
<i>94-410 Insurance Reports</i>					
<i>94-411 Flexible Benefits Enrollment Forms</i>					
Notifications	EMP-BEN-03	CR	2	Destroy 2 years after create date	No
<i>94-402 COBRA Notification</i>					
<i>94-408 Insurance Premium/Deposit Form</i>					
Tuition/Courses Waiver Form	EMP-BEN-06	CR	4	Retain 4 years after create date, then destroy	No
<i>94-409 Tuition Waiver Forms</i>					

University of Wyoming

Vice President for Administration (University of Wyoming)

Employee Services (EMP)

Payroll Management (PRL)

Reports - Payroll	EMP-PRL-03	CYE	7	Retain 7 years after calendar year end then destroy	No
2601 <i>Earning Records (Payroll)</i>					
94-370 <i>Personnel/Payroll Printouts</i>					
94-373 <i>Information Circular Authorization</i>					
94-401 <i>Personnel/Payroll Record for Limited Service</i>					

Personnel Management (PER)

I-9s	EMP-PER-08	TE	3	Retain 3 years after separation then destroy	No
03-254 <i>Immigration and Naturalization Records and I-9 Forms</i>					
Leave Records/UW Tenure & Promotions	EMP-PER-10	CP	3	Retain 3 years after completion then destroy	No
94-381 <i>Vacation/Sick Leave Records and Time Cards</i>					
94-400 <i>FLSA Determination Letter</i>					
94-404 <i>Sick Leave Donation Files</i>					
94-414 <i>U.W. On-line Sick, Annual, and Other Leave Records</i>					
Medical Records	EMP-PER-11	TE	30	Retain 30 years after separation then destroy	No
00-101 <i>Medical Reports</i>					
00-140 <i>Bloodborne Pathogen Accidents / Exposure Records</i>					
00-161 <i>NRC Form 4, Determination of Prior Occupational Doses</i>					
00-170 <i>Hazardous Materials Employee Records</i>					
Military Files/University Wyoming Personnel Files	EMP-PER-12	PERM		Retain permanently	Yes
03-279 <i>Termination Files</i>					
Personnel Files - Short Term	EMP-PER-14	TE	5	Retain 5 years after separation then destroy	No
00-102 <i>Personnel Records - Certificates of Training</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
00-103	<i>Personnel Records - Correspondence</i>					
00-105	<i>Personnel Records - Performance Appraisals</i>					
00-106	<i>Personnel Records - Position Description Questionnaire</i>					
07-043	<i>Staff Personnel Records</i>					
07-064	<i>Staff Personnel Records</i>					
07-067	<i>Staff Personnel Records</i>					
07-071	<i>Staff Personnel Records</i>					
07-077	<i>Staff Personnel Records</i>					
10-014	<i>Staff Personnel Records</i>					
15781	<i>Personnel File</i>					
94-403	<i>Exit Interviews</i>					
94-412	<i>Insurance Cards</i>					
94-413	<i>Personnel Record & Recommendation Form & Personnel/Payroll Record - Benefit & Non-Benefit</i>					

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

Salary and Compensation Management (SCM)

Salary Surveys		EMP-SCM-02	CP	2	Retain 2 years after completion then destroy	No
94-369	<i>Salary Survey Records</i>					
94-371	<i>Point Counts Records</i>					

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
<i>03-278 Recruitment Files</i>					
<i>07-099 Position Applications</i>					
<i>2600 Personnel Requests/Personnel Record Card</i>					

Background Checks - Not Hired	EMP-SAR-02	CYE	3	Retain 3 year after calendar year end then destroy	No
<i>10-033 Background Screenings</i>					

Positions and Classifications	EMP-SAR-04	SUP	5	Retain 5 years after superseded then destroy	No
<i>94-368 Classification Studies (organizational, class, etc.)</i>					
<i>94-372 Classification Description Records</i>					
<i>94-374 PDQ's (Position Description Questionnaire)</i>					
<i>94-375 PAF (Position Authorization Form)</i>					

Vacancy Announcements	EMP-SAR-06	CP	2	Retain 2 years after completion then destroy	No
<i>94-383 Job Opportunities Bulletin</i>					

Training Management (TRM)

Course Management	EMP-TRM-01	CP	3	Retain 3 years after completion then destroy	No
<i>00-294 Employee Training Records</i>					

Employee Training File	EMP-TRM-02	TE	3	Retain 3 years after separation then destroy	No
<i>00-097 Employee Training Records</i>					
<i>00-141 Bloodborne Pathogen Training Records</i>					
<i>00-149 Training Records</i>					
<i>00-295 Hazardous Materials Employee Training Records</i>					
<i>94-416 Employee Training Record</i>					

University of Wyoming

Vice President for Administration (University of Wyoming)

Employee Services (EMP)

Workers Compensation and Unemployment (WCU)

Claims	EMP-WCU-01	CP	5	Retain 5 years after completion then destroy	No
<i>15783 Worker's Compensation Claim Records and Supporting Records</i>					
<i>94-394 Unemployment Claims</i>					
<i>94-396 Unemployment Quarterly Statements</i>					
<i>94-405 Worker's Compensation Accident Files</i>					
Employer Reports	EMP-WCU-04	CYE	2	Retain 2 year after calendar year end then destroy	No
<i>94-406 Worker's Compensation Monthly Report</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
<i>06-025 Debit Card Transactions Reports</i>					
<i>06-029 Invoices and Vouchers</i>					
<i>06-030 Invoices and Vouchers for Isotopes</i>					
<i>06-098 Accounts Payable Records</i>					
<i>07-041 Daily Postal Expense Printouts</i>					
<i>07-051 Credit Card Receipts</i>					
<i>07-087 Invoices</i>					
<i>07-088 Invoicing Worksheets</i>					
<i>8358 Vouchers, Interdepartmental Requests, and Attachments - State and Local Funds</i>					
<i>8359 Vouchers, Interdepartmental and Attachments - Federal Funds</i>					
Accounts Receivable and Revenue	FIN-ACC-12	FYE	7	Retain 7 years after the fiscal year end then destroy	No
<i>06-022 Cash Register Deposit Records</i>					

University of Wyoming

Vice President for Administration (University of Wyoming)

Financial and Accounting (FIN)

Accounting Management (ACC)

Accounts Receivable and Revenue	FIN-ACC-12	FYE	7	Retain 7 years after the fiscal year end then destroy	No
--	-------------------	------------	----------	--	-----------

07-049 Cashier's Office Citation Reports

07-050 Cashier's Office Deposit Receipts

2604 Cash Receipts

Input/Output Financial	FIN-ACC-99	VER	1	Retain 1 year after verification then destroy	No
-------------------------------	-------------------	------------	----------	--	-----------

15782 Payroll Data Input Records and Output Reports - Originals & Duplicates

15784 Wyoming Uniform Accounting System Input Records - Originals & Duplicates

15785 Wyoming Uniform Accounting System Output Reports - Originals & Duplicates

Interdepartmental Requests	FIN-ACC-05	FYE	3	Retain 3 years after the fiscal year end then destroy	No
-----------------------------------	-------------------	------------	----------	--	-----------

06-028 Inter-Departmental Requests, Invoices, Purchase orders and Vouchers

06-097 Inter-Departmental Requests, Invoices, Purchase Orders and Vouchers

07-042 Inter-Departmental Requests, Invoices, Purchase Orders, and Vouchers

07-057 Inter-Departmental Requests, Invoices, Purchase Orders, and Vouchers

07-066 Inter-Departmental Requests, Invoices, Purchase Orders, and Vouchers

07-070 Inter-Departmental Requests, Invoices, Purchase Orders, and Vouchers

07-074 Inter-Departmental Requests, Invoices, Purchase Orders, and Vouchers

10-013 Inter-Departmental Requests, Invoices, Purchase Orders, and Vouchers

Ledgers - Subsidiary	FIN-ACC-08	FYE	6	Retain 6 years after the fiscal year end then destroy	No
-----------------------------	-------------------	------------	----------	--	-----------

2606 Expense Ledgers

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

00-293 Alcohol Semi-Annual Accounting Records

06-024 Credit and Debit Account Slips

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
<i>07-048 Accounting and Budget Records</i>					
<i>07-065 Accounting and Budget Records</i>					
<i>07-068 Accounting and Budget Records</i>					
<i>07-073 Accounting and Budget Records</i>					
<i>07-089 Monthly Financial Reconciliation files.</i>					
<i>07-092 Account Charge Slips</i>					
<i>10-011 Accounting and Budget Records</i>					
<i>2597 Summary Voucher Registers</i>					
<i>2598 Summary Warrant Registers</i>					
<i>94-377 Accounting Input Records and Output Reports</i>					
<i>94-397 JTPA Ledger Sheets/Records</i>					

Asset Management (ASM)

Inventories	FIN-ASM-03	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>00-292 Alcohol Monthly Inventories</i>					
<i>07-093 Annual Inventories</i>					
<i>15786 Inventory Records and Reports - Originals and Duplicates</i>					

Bank Administration (BNK)

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

University of Wyoming

Vice President for Administration (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
<i>07-056 Grant Records</i>					

Investment Management (INV)

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

Procurement (PRO)

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

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

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

Governance (GOV)

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM		Retain permanently	No
<i>06-031 Office Minutes</i>					

Human Rights Management (HRM)

ADA Accommodations	GAC-HRM-02	CP	5	Retain 5 years after completion then destroy	No
<i>07-059 Paratransit Applications and Records</i>					
<i>10-024 Paratransit Schedules</i>					
Affirmative Action/EEOC	GAC-HRM-03	CR	5	Retain 5 years after create date, then destroy	No
<i>03-277 Affirmative Action/Blue Sheets</i>					
<i>94-376 EEO/AA Plan</i>					

University of Wyoming

Vice President for Administration (University of Wyoming)

Governance and Compliance (GAC)

Inspections and Monitoring (ISP)

Buildings and Construction	GAC-ISP-04	CP	5	Retain 5 years after completion then destroy	Yes
<i>00-169 Building Inspection Reports</i>					
Equipment and Vehicles	GAC-ISP-06	CP	5	Retain 5 years after completion then destroy	No
<i>06-026 Fume Head Inspection Reports</i>					
General	GAC-ISP-08	CP	5	Retain 5 years after completion then destroy	No
<i>00-153 Inspection Reports</i>					
<i>00-160 Monitoring Results</i>					
Hazardous Materials	GAC-ISP-09	CP	5	Retain 5 years after completion then destroy	No
<i>00-138 Explosive Inspections</i>					
Investigations	GAC-ISP-12	CP	5	Retain 5 years after completion then destroy	No
<i>00-110 Violations Correspondence and Supporting Documentation</i>					
Laboratory	GAC-ISP-13	CP	10	Retain 10 years after completion then destroy	No
<i>00-146 Laboratory Inspection Reports</i>					
<i>00-147 Laboratory Inspection Results Records</i>					
Mine Inspections/Building Material Samples	GAC-ISP-03	CP	30	Retain 30 years after completion then destroy	No
<i>00-145 Building Materials Sampling Results Records</i>					

Policy and Standards Management (PSM)

Policies, Procedures and Manuals	GAC-PSM-02	SUP	5	Retain 5 years after superseded then destroy	Yes
<i>00-109 Policies and Revisions</i>					
<i>94-378 Manuals and Handbooks</i>					

University of Wyoming

Vice President for Administration (University of Wyoming)

Legal and Judiciary (LGL)

Contract Management (CTR)

General		LGL-CTR-04	EXP	10	Retain 10 years after expiration then destroy	No
<i>07-090</i>	<i>University Department Contract Records</i>					
<i>07-091</i>	<i>Vendor Contract Records</i>					
<i>2603</i>	<i>Agreements and Contracts</i>					

Legal Matter Management (LMM)

Case Files		LGL-LMM-06	CP	10	Retain 10 years after completion then destroy	No
<i>94-380</i>	<i>Legal Actions Records, Grievances, Lawsuits, etc.</i>					
Hearings and Appeals		LGL-LMM-21	CP	5	Retain 5 years after completion then destroy	Yes
<i>07-058</i>	<i>Parking Appeals Records</i>					
<i>07-076</i>	<i>Room and Board Contract Appeals</i>					
Investigations		LGL-LMM-22	CP	5	Retain 5 years after completion then destroy	Yes
<i>00-098</i>	<i>Investigation Findings and Correspondence</i>					

Licensing and Registration (LAR)

General		LGL-LAR-22	EXP	5	Retain 5 years after expiration then destroy	No
<i>00-139</i>	<i>Licenses to Dispense Alcohol</i>					

Litigation Management (LIT)

Case Files		LGL-LIT-01	CP	5	Retain 5 years after completion then destroy	Yes
<i>10-012</i>	<i>Litigation Files</i>					

Public Health Services (PHS)

Hazardous Material Management (HMM)

Radioactive Material		PHS-HMM-02	EXP	5	Retain 5 years after expiration then destroy	No
<i>00-165</i>	<i>Radioactive Materials Disposal Records</i>					
<i>00-166</i>	<i>Radioactive Material Receipt Records</i>					

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
----------------------	------------	-----	---	--	----

00-167 Radioactive Material Transfer Records

00-168 Surveys, Measurement and Calculations Evaluating the Release of Radioactive Effluents into the Environment

Safety Data Sheets	PHS-HMM-03	OBS	30	Retain 30 years after chemicals are no longer used o	No
--------------------	------------	-----	----	--	----

00-154 Material Safety Data Sheets

Safety Programs	PHS-HMM-04	SUP	5	Retain 5 years after superseded then destroy	No
-----------------	------------	-----	---	--	----

00-162 Planned Exposure Records

00-163 Public Exposure Dosages Records

00-164 Radiation Safety Program Records

Waste Reports	PHS-HMM-05	CR	30	Retain 30 years after create date then destroy	Yes
---------------	------------	----	----	--	-----

00-143 Laboratories Biological Hazards Surveys

00-171 Hazardous Waste Manifests

00-173 Hazardous Waste Tracking Records

00-296 Waste Analyses and Classification Records

Hospital and Medical (HAM)

Incidents	PHS-HAM-11	CP	10	Retain 10 years after completion then destroy	No
-----------	------------	----	----	---	----

10-015 Incident Files

Laboratory Management (LAB)

Plans - Chemical Hygiene	PHS-LAB-03	PERM		Retain permanently	No
--------------------------	------------	------	--	--------------------	----

00-156 University Chemical Hygiene Plan and Revisions

00-157 University Department Chemical Hygiene Plans

University of Wyoming

Vice President for Administration (University of Wyoming)

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
<i>00-142 Exposure Control Plans</i>					

Law Enforcement (LAE)

Accidents and Incidents	PSS-LAE-02	CP	10	Retain 10 years after completion then destroy	Yes
<i>15767 Miscellaneous Incident Report Case File</i>					
<i>15768 Miscellaneous Incident Report Case File Log</i>					

Citation Management	PSS-LAE-05	CP	1	Retain 1 year after completion, then destroy	No
<i>07-052 Citation Payment Plans</i>					
<i>15778 Citation Log</i>					

Citation Management - Parking	PSS-LAE-07	CP	2	Retain 2 years after completion then destroy	No
<i>07-060 Parking Citations</i>					
<i>95-172 Parking Tickets - Paid or Voided</i>					

Training Management (TGM)

Law Enforcement	PSS-TGM-01	CR	50	Retain 50 years after create date then destroy	No
<i>00-172 Hazardous Waste Operating Training Manuals</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
<i>99-054 Art and Artifacts</i>					
<i>99-058 Motion Picture Film (Mens Basketball & Football)</i>					

University of Wyoming

Vice President for Intercollegiate Athletics (University of Wyoming)

Administration and Business Support (ADM)

Buildings, Facilities and Infrastructure Management (BFI)

Construction Project Files	ADM-BFI-03	LOA	10	Retain for the Life of the Asset then destroy 10 years	Yes
<i>99-065 War Memorial Stadium Construction Files</i>					

Community and Public Relations (COM)

Press and News Releases	ADM-COM-04	CR	5	Retain 5 years after create date, then destroy	Yes
<i>99-061 Press Releases</i>					

Education (EDU)

Programs	ADM-EDU-09	CP	5	Retain 5 years after completion then destroy	Yes
<i>11-012 NCAA Demographic & Sport Sponsorship form</i>					
<i>99-059 Mountain States Intercollegiate Athletic Conference Minutes</i>					

General Management (GMT)

Event Management	ADM-GMT-07	CP	3	Retain 3 years after completion then destroy	Yes
<i>99-057 Game Day Files</i>					

Photographs and Visual Arts	ADM-GMT-16	CR	5	Retain 5 years after create date, then destroy	Yes
<i>99-060 Photograph Files</i>					

Reports - General	ADM-GMT-22	CR	5	Retain 5 years after create date, then destroy	Yes
<i>99-062 Scrapbooks</i>					
<i>99-064 UW Board of Athletics Control Files</i>					

Transitory Records	ADM-GMT-26	OBS/SUP3		Retain 3 years after obsolete or superseded, then de	No
<i>99-056 Directors Subject Files</i>					
<i>99-063 Subject Files</i>					

University of Wyoming

Vice President for Intercollegiate Athletics (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
<i>99-055 Biographical Files</i>					

Governance and Compliance (GAC)

Accreditation and Certification (AAC)

UW Football Bowl Subdivision	GAC-AAC-05	CR	10	Retain 10 years after create date, then destroy	Yes
<i>11-013 Football Bowl Subdivision Sponsorship Requirement form</i>					

Governance (GOV)

Bylaws	GAC-GOV-01	PERM		Retain permanently	No
<i>11-005 Personnel, NCAA Bylaw 11</i>					
<i>11-006 Amatuerism, NCAA Bylaw 12</i>					
<i>11-007 Recruiting, NCAA Bylaw 13</i>					
<i>11-008 Eligibility, NCAA Bylaw 14</i>					
<i>11-009 Financial Aid, NCAA Bylaw 15</i>					
<i>11-010 Awards & Benefits, NCAA Bylaw 16</i>					
<i>11-011 Playing & Practice Seasons, NCAA Bylaw 17</i>					

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
<i>98-118 Personnel Activity Report Forms</i>					

University of Wyoming

Vice President for Research (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
<i>98-120 Accounts Payable Records</i>					
Accounts Receivable and Revenue	FIN-ACC-12	FYE	7	Retain 7 years after the fiscal year end then destroy	No
<i>98-119 Accounts Receivable Records</i>					

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
<i>01-246 Discipline Records (aka Citizenship Records)</i>					
Programs	ADM-EDU-09	CP	5	Retain 5 years after completion then destroy	Yes
<i>01-247 SPURS Records</i>					
<i>01-259 Program Records</i>					
Student Records	ADM-EDU-12	CP	5	Retain 5 years after completion then destroy	No
<i>02-239 Student Records</i>					
<i>03-167 Student Placement Records</i>					

General Management (GMT)

Program and Project Files	ADM-GMT-18	CP	5	Retain 5 years after completion then destroy	Yes
<i>04-083 Project Files</i>					
Publications	ADM-GMT-19	CR	5	Retain 5 years after create date, then destroy	Yes
<i>04-160 Publications</i>					
Reports - Annual	ADM-GMT-21	CR	7	Retain 7 years after create date, then destroy	Yes
<i>98-012 Annual Reports and Publications</i>					
Reports - General	ADM-GMT-22	CR	5	Retain 5 years after create date, then destroy	Yes
<i>04-084 Scrapbooks</i>					

University of Wyoming

Vice President for Student Affairs (University of Wyoming)

Administration and Business Support (ADM)

General Management (GMT)

Reports - General	ADM-GMT-22	CR	5	Retain 5 years after create date, then destroy	Yes
<i>98-014 Student Loan Fund Association Committee Records</i>					

Transitory Records	ADM-GMT-26	OBS/SUP3		Retain 3 years after obsolete or superseded, then de	No
<i>04-080 Administrative Program Records</i>					
<i>04-081 Administrative Program Records</i>					

Information Technology and Services (ITS)

Web Management	ADM-ITS-08	CR	3	Destroy 3 years after create date	Yes
<i>01-260 Web Site</i>					
<i>04-085 Web Site</i>					

Employee Services (EMP)

Personnel Management (PER)

Immigration	EMP-PER-09	CP	10	Retain 10 years after completion then destroy	No
<i>94-472 Immigration Files</i>					
<i>94-473 Immigration Files - Discontinued</i>					

Personnel Files - Short Term	EMP-PER-14	TE	5	Retain 5 years after separation then destroy	No
<i>02-237 Staff Personnel Records</i>					

Student Employment	EMP-PER-16	TE	5	Retain 5 years after separation then destroy	No
<i>02-238 Student Employment Records</i>					

Financial and Accounting (FIN)

Grant and Scholarship Management (GRM)

Grant Files	FIN-GRM-01	CP	10	Retain 10 years after completion then destroy	No
<i>98-013 Grants and Financial Aid Statements</i>					

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
<i>01-258</i> <i>Agenda and Minutes of Meetings</i>				
<i>04-082</i> <i>Committee Meeting Agendas & Minutes</i>				

Records Management (RCM)

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

Legal and Judiciary (LGL)

Contract Management (CTR)

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

Legal Matter Management (LMM)

Case Files	LGL-LMM-06	CP	10	Retain 10 years after completion then destroy	No
<i>04-161</i> <i>Legal Case Files</i>					
Hearings and Appeals	LGL-LMM-21	CP	5	Retain 5 years after completion then destroy	Yes
<i>01-248</i> <i>University Board of Appeals Records</i>					

Public Health Services (PHS)

Hospital and Medical (HAM)

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