

**SENATE BILL #2057**

**Title: Students' Attorney File Retention Schedule**

**Date: October 24, 2003**

**Authors: Students' Attorney Advisory Board**

**Sponsors: Senators Chandler, Chollak, Christian, Goodson, A. Owens**

1. WHEREAS, the Students' Attorney has retained files in the past on all matters
2. in which the attorney consulted with students; and
3. WHEREAS, there is no current policy mandating the destruction of files that
4. have been retained by the Students' Attorney; and
5. WHEREAS, this has resulted in 30 years of retained files; and
6. WHEREAS, the Students' Attorney has retained outdated publications; and
7. WHEREAS, on April 1, 2004, all agreed upon storage space for said files and
8. publications in the Student Union must be vacated; and
9. WHEREAS, the standard set forth by the legal community and the University
10. of Wyoming dictates a retention schedule for files and publications.
11. THEREFORE, be it enacted by the Student Senate of the Associated Students
12. of the University of Wyoming that the Students' Attorney destroy files after
13. ten (10) years (see Addendum A); and
14. THEREFORE, be it further enacted by the Student Senate of the Associated
15. Students of the University of Wyoming that the Students' Attorney destroy
16. publications after three (3) years (see Addendum B); and
17. THEREFORE, be it further enacted by the Student Senate of the Associated
18. Students of the University of Wyoming that the Students' Attorney destroy

19. will, trust, and estate files only upon final decree of distribution and/or the  
20. closing of the estate; and  
21. THEREFORE, be it further enacted by the Student Senate of the Associated  
22. Students of the University of Wyoming that files relating to minors be  
23. destroyed at the time they reach the age of majority or after ten (10) years,  
24. whichever comes later; and  
25. THEREFORE, be it further enacted by the Student Senate of the Associated  
26. Students of the University of Wyoming that the Students' Attorney has  
27. discretion to retain binding legal documents after the destruction date set  
28. forth by this legislation.

**Referred to:** Committee of the Whole

**Date of Passage:** November 18, 2003

**Signed:**

Sabrina Tabassum Baug  
(ASUW Chairperson)

“Being enacted on 11-20-03, I do hereby sign my name hereto and  
approve this Senate action.”

[Signature]  
ASUW President

**ANALYSIS OF RECORDS**

AR-1# \_\_\_\_\_

\_\_\_\_\_  
(Disposition Number)

Department University of Wyoming

Division Vice-President for Student Affairs

Dean of Students, Office of Student Life;

Section Students' Attorney

Title of Records Legal case files

Statutes Affecting Retention \_\_\_\_\_

**Description and Use** (Includes confidentiality of information)

This series includes materials relating to provision of a legal advice on variety of topics, excluding those situations between students and between a student and the university. Cases may involve family or marital matters, criminal activities, contract disputes, and other issues. The students' attorney acts only in an advisory capacity and does not enter into litigation.

Series includes correspondence, meeting notes, research materials, and other documents in relation to the case. A summary is generated each semester containing information on number of contacts and the nature of the case.

**CONTINUING AUTHORITY ACTION REQUESTED:**

Retain case file and semester summary both for 10 years upon close of file, then destroy.

Date Request Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

W.S. 9-2-401 through 9-2-419

State Records Committee:

Mark A. Greene  
Department Head / Records Officer

\_\_\_\_\_, Chairperson  
Department of State Parks & Cultural Resources

(Signature)

Office of the Attorney General

Attorney (local records)

Department of Audit

**ANALYSIS OF RECORDS**

AR-1# \_\_\_\_\_

\_\_\_\_\_  
(Disposition Number)

Department University of Wyoming

Division Vice-President for Student Affairs

Dean of Students, Office of Student Life;

Section Students' Attorney

Title of Records Publications

Statutes Affecting Retention \_\_\_\_\_

**Description and Use** (Includes confidentiality of information)

This series includes publications used as reference and reading materials.

**CONTINUING AUTHORITY ACTION REQUESTED:**

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

Date Request Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

W.S. 9-2-401 through 9-2-419

State Records Committee:

Mark A. Greene

Department Head / Records Officer

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