



**SENATE BILL #2753**

**TITLE:** Updating Student Legal Services Document Retention Policy

**DATE INTRODUCED:** September 7, 2021

**AUTHOR:** President Swilling and Vice President Anderson

**SPONSORS:** Senators Talamantes and Wilkins

1. WHEREAS, the purpose of the Associated Students of the University of Wyoming (ASUW)
2. Student Government is to serve our fellow students in the best manner possible; and,
3. WHEREAS, the ASUW funds Student Legal Services, which provides free, confidential,
4. legal assistance to all full-fee paying University of Wyoming students and assists with a wide
5. variety of legal issues; and,
6. WHEREAS, these legal services lead to the creation of documents that may be essential in
7. the future, and thus need to be retained for a certain amount of time; and,
8. WHEREAS, the document retention policy for Student Legal Services (SLS) has not been
9. updated since October 24<sup>th</sup>, 2003, by Senate Bill #2057, as shown in Addendum A; and,
10. WHEREAS, the University of Wyoming's policies regarding document retention were
11. updated on June 1<sup>st</sup>, 2014, as shown in Addendum B; and,
12. WHEREAS this means Student Legal Services document retention policy is severely out of
13. date.
14. THEREFORE, be it enacted by the Associated Students of the University of Wyoming that
15. Student Legal Services shall follow and remain in compliance with the University of
16. Wyoming's policies regarding document retention for legal documents; and,
17. THEREFORE, be it further enacted that the Student Legal Services attorney shall create an
18. official policy regarding document retention that is fully in compliance with the University of
19. Wyoming's document retention policy; and, in such cases where the University's policy does
20. not provide for a specific situation that Student Legal Services needs to address, the SLS

21. attorney shall be empowered to create a policy regarding document retention that complies
22. with Wyoming's Rules of Professional Conduct for Attorneys at Law; and,
23. THEREFORE, be it further enacted that this policy shall be updated no less than every five
24. years, or whenever the University of Wyoming comes out with new regulations regarding
25. document retention; and,
26. THEREFORE, be it further enacted that, in order to ensure transparency, this policy shall be
27. fully accessible to students on the SLS website.

**Referred to:** Programming and Institutional Development; Advocacy, Diversity, and Policy

**Date of Passage:** September 14, 2021 **Signed:**   
(ASUW Chairperson)

**"Being enacted on September 14, 2021, I do hereby sign my name hereto and**  
**approve this Senate action."** 

**ASUW President**

## **Addendum A**

### **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
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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 Talbot Baumgardner  
(ASUW Chairperson)

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

[Signature]  
ASUW President

## Addendum B

### LEGAL AND JUDICIARY (LGL)

#### CONTRACT MANAGEMENT (CTR)

Capital Improvement: LOA 10, Retain 10 years after the Life of the Asset then review for transfer to archives

General: EXP 10, Retain 10 years after expiration then destroy

*Includes, but is not limited to, legally binding contracts and other documents.*

#### LEGAL MATTER MANAGEMENT (LMM)

Case Files: CP 10, Retain 10 years after completion 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. Includes records documenting legal actions and law suits. For grievances related to personnel, see EMP-PER.*

Hearings and Appeals: CP 5, Retain 5 years after completion then review for transfer to archives

*Includes, but is not limited to, tenure and promotion dispute records*

Investigations: CP 5, Retain 5 years after completion then review for transfer to archives

#### LICENSING AND REGISTRATION (LAR)

Federal Communications Commission: EXP 8, Retain 8 years after expiration then destroy

General: EXP 5, Retain 5 years after expiration then destroy

#### LITIGATION MANAGEMENT (LIT)

Case Files: CP 5, Retain 5 years after completion then destroy