



August 8, 2024

To: Tara Evans, UW General Counsel, Co-Chair
Paul Flesher, Director, American Heritage Center, Co-Chair
Bethany Allen, Senior Director, Office of Sponsored Projects
Chad Baldwin, Associate Vice President for Marketing & Communications
Jesse Ballard, Director, Academic Technology Services
Tami Benham-Deal, Senior Vice Provost
Sam Brodie, Associate Athletic Director
Adam Comeau, Staff Senate President (or delegate)
Ray Fertig, Faculty Senate Chair (or delegate)
Andara Frasier, Associate General Counsel
William Hopkins, Collections Manager, American Heritage Center
Cass Kvenild, Dean, Libraries
Megan Levin, Administrative Operations Manager, Office of the President
RoseMarie London, Executive Director and Deputy Secretary, UW Board of Trustees
Dinah Miles, Born Digital Archivist, American Heritage Center
Ryan O'Neil, Dean of Students and Associate Vice President for Student Affairs
Arun Pradhan, Deputy Vice President for Research & Innovation
Mike Samp, Associate Vice President for Campus Operations
John Stark, President of UW Foundation (or delegate)
John Waggener, Archivist, American Heritage Center

From: Ed Seidel, President 

Re: UW Records Management and Historical Data Working Group

The University of Wyoming is required by state law and internal regulation to appropriately manage its business records. This management includes the retention of records for a number of years and the subsequent evaluation of them for destruction or permanent retention. With the move of so many of the University's records into digital formats and the required revision of University Regulation 2-118, the university needs to revisit how it retains and manages its records to remain compliant and to update its procedures. I am forming this task force to:

1. Create an annual retention procedure for paper records and virtual paper equivalent records (e.g., Microsoft Word, Excel, PowerPoint, etc.).
2. Determine how to retain and manage records in the most common Proprietary Software Packages used across the university (e.g., WyoCloud/HCM, WyoVita/WyoFolio, Banner, Canvas, Website CMS, Teams).
3. Design a way strategically to retain email so that the university's activities are represented in a way that does not overwhelm storage capacity.

4. Consider what records need to be retained permanently for the preservation of UW's history.
5. Form a permanent committee to manage these processes and to improve upon them.
6. Develop revisions to University Regulation 2-118, which will require approval by the Board of Trustees, and a corresponding Standard Administrative Policy (SAP).

This working group will build on the efforts of the Open Access, Open Science and Records Retention Working Group I charged in 2021. I append their charge here for your reference.

I want to empower this task force to make decisions that advance UW's record management and retention processes. Therefore, you do not need my approval to make decisions that do not require new funding or that do not place additional duties on UW units. Requests for new funding, personnel or significant workflow changes may be brought to me, and the respective Vice President(s), at any time for review.

I have asked Tara Evans, Vice President and General Counsel, and Paul Flesher, Director of the American Heritage Center to co-chair this working group, and they will be in touch with additional information. This working group will be in effect through December 2025 (with potential for renewal) and I ask that the co-chairs provide written, quarterly updates as the task with the first report being due in December 2024.

I appreciate in advance your assistance, collaboration, and input on this important requirement.

cc: President's Cabinet