



WYOMING STATE

ARCHIVES

Accountants, Board of

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

- 09-071** *CPA Firm and CPA Office Files (Active)*
- 93-180** *General Correspondence and Administrative Files*

Governance and Compliance (GAC)

Governance (GOV)

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM		Retain permanently	No
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Superseded Schedules

- 93-182** *Minutes of the State Board of Certified Public Accountants*

Legislation and Regulation Management (LRM)

General	GAC-LRM-07	SUP	5	Retain 5 years after superseded then destroy	Yes
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Superseded Schedules

- 07-150** *Rules and Regulations Records*

Legal and Judiciary (LGL)

Contract Management (CTR)

Settlements	LGL-CTR-10	CP	50	Retain 50 years after completion then destroy	Yes
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Superseded Schedules

- 05-434** *Settlement Agreements and Associated Investigative Files*

Licensing and Registration (LAR)

Certification, CPA	LGL-LAR-10	EXP	10	Retain 10 years after expiration then destroy	No
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Superseded Schedules

- 04-097** *Certificate Holder Files*
- 09-072** *Denied or Withdrawn Exam Files*
- 09-073** *Expired, Denied, and Withdrawn CPA Firm and CPA Office Files*
- 09-074** *CPA Expired, Withdrawn, Denied, or Voluntarily Surrendered Certificate Files*
- 09-075** *CPA Revoked or Suspended Certificate Files*

Accountants, Board of

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Certification, CPA - Exams	LGL-LAR-09	EXP	75	Retain 75 years after expiration then destroy	No
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Superseded Schedules

93-178 *Examination Files*

97-043 *Exam Candidate Files (Individuals who have taken and passed the CPA exam, but have not applied for certification in Wyoming.)*

Certification, CPA - Peer Reviews	LGL-LAR-11	EXP	8	Retain 8 years after expiration then destroy	No
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Superseded Schedules

04-151 *Peer Reviews*

Certification, CPA - Retired (excludes deceased)	LGL-LAR-08	CR	50	Retain 50 years after create date then destroy.	No
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Superseded Schedules

04-102 *Retired Certificate Holder Files*

Continuing Education	LGL-LAR-13	CR	3	Destroy 3 years after create date	No
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Superseded Schedules

93-179 *Continuing Professional Education (CPE) Reports and Correspondence*

Discipline and Investigations - General	LGL-LAR-16	CP	50	Retain 50 years after completion then destroy	Yes
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Superseded Schedules

02-075 *Disciplinary Action Index*

04-100 *Document Self Reported by Certificate or Permit (as required by Chapter 3 of the rules)*

05-433 *Dismissal and Advisory Letters and Associated Investigative File*

Professional Licenses	LGL-LAR-32	EXP	50	Retain 50 years after expiration then destroy	Yes
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Superseded Schedules

09-070 *Administrative Grade Reports*

Adjutant General

Employee Services (EMP)

Personnel Management (PER)

Military Files/University Wyoming Personnel Files	EMP-PER-12	PERM		Retain permanently	Yes
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Superseded Schedules

- 12755** Selective Service Index Cards, World War II
- 2801** Military Personnel Records 201 Files (Inactive)

Military Facilities Const./projects (Adjutant General)

Financial and Accounting (FIN)

Asset Management (ASM)

Fixed Assets	FIN-ASM-02	LOA	4	Retain 4 years after the Life of the Asset then destroy	No
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Superseded Schedules

- 11367** Inventory Records - Input Documents
- 11368** Inventory Records - Listings
- 11369** Property Records

Records (Adjutant General)

Employee Services (EMP)

Personnel Management (PER)

Military Files/University Wyoming Personnel Files	EMP-PER-12	PERM		Retain permanently	Yes
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Superseded Schedules

- 08-063** Certificate of Release or Discharge from Active Duty (Form DD 214/215 Series)
- 13156** Orders - Army Guard and Air Guard (This request includes all types of orders, including Permanent Orders, Numerical and Unit Numbers Orders, Special Orders, and Executive Orders)

State Fiscal Office (Adjutant General)

Employee Services (EMP)

Benefits Management (BEN)

Claims	EMP-BEN-01	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

- 11363** Personnel Records - State Group Medical Insurance Claims

Adjutant General
State Fiscal Office (Adjutant General)

Employee Services (EMP)

Personnel Management (PER)

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

11358 *Employees Sick Leave, Vacation and Compensatory Time Records*

17488 *Leave Request Form (Form No. AGO WY 35)*

Personnel Files - Long Term	EMP-PER-22	CP	10	Retain 10 years after separation then destroy	No
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Superseded Schedules

11362 *Personnel Records*

Staffing and Recruiting (SAR)

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

11361 *Personnel Hiring Records - Unsuccessful*

Admin & Information

Accounting Division (Admin & Information)

Administration and Business Support (ADM)

Buildings, Facilities and Infrastructure Management (BFI)

Building Certification	ADM-BFI-01	CR	4	Retain 4 years after create date then destroy.	No
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Superseded Schedules

94-516 *Annual Building Certification (A&I PSD-13)*

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3		Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

94-511 *Accounting Memorandum*

94-520 *Monthly Updates*

94-521 *State Property Listing aka Yearly Inventory*

Employee Services (EMP)

Personnel Management (PER)

Transfers	EMP-PER-19	CP	6	Retain 6 years after completion then destroy	No
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Superseded Schedules

94-614 *Intra-Agency Transfer Records*

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
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Superseded Schedules

9295 *Paid Vouchers - Alphabetical File by Vendor*

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

94-513 *Governor's Residence WIN (Wyoming Information Network), formerly WUAS (Wyo. Uniform Accounting System) Input Documents*

94-613 *Governor's Residence Wyoming Information Network System (WIN) formerly WUAS Input Records*

94-615 *Wyoming Information Network System (WIN) formerly WUAS Output Records*

Admin & Information

Accounting Division (Admin & Information)

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
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Superseded Schedules

94-515 *Lease Billing Files*

Asset Management (ASM)

Capital	FIN-ASM-01	LOA	10	Retain for 10 years after the Life of the Asset then destroy	Yes
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Superseded Schedules

9294 *Capital Outlay Records - Completed Projects*

Fixed Assets	FIN-ASM-02	LOA	4	Retain 4 years after the Life of the Asset then destroy	No
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Superseded Schedules

94-518 *Fixed Asset Transaction Forms*

Inventories	FIN-ASM-03	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

94-517 *Annual Inventory Certification (A&I-PSD-12)*

94-519 *Inventory Report of Transactions*

Admin Div (Admin & Information)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - Directors	ADM-GMT-03	PERM		Retain permanently	No
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Superseded Schedules

92-082 *Director's Correspondence*

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

92-084 *Administration and Information All Agency Memos*

92-085 *Division or Section and Other Agency Correspondence*

Historical	ADM-GMT-08	PERM		Retain permanently	No
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Superseded Schedules

92-083 *Department Reorganization and Organization Records*

Admin & Information

Budget Div (Admin & Information)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

93-090 *General Correspondence and Memorandums*

Reports - Annual Agency	ADM-GMT-28	PERM		Retain permanently	Yes
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Superseded Schedules

93-082 *Annual Report - A&I*

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

93-100 *Joint Appropriations Committee Chairmen Reports*

Transitory Records	ADM-GMT-26	OBS/SUP 3		Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

93-084 *Budget Division Staff Meeting Agenda*

93-087 *Financial Advisory Council Records*

93-093 *Policy and Procedure Work Papers*

Employee Services (EMP)

Personnel Management (PER)

Personnel Files - Long Term	EMP-PER-22	CP	10	Retain 10 years after separation then destroy	No
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Superseded Schedules

93-092 *Personnel Files*

Salary and Compensation Management (SCM)

Salary Surveys	EMP-SCM-02	CP	2	Retain 2 years after completion then destroy	No
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Superseded Schedules

93-083 *Annual Salary Survey*

Admin & Information

Budget Div (Admin & Information)

Financial and Accounting (FIN)

Accounting Management (ACC)

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

93-091 Office Expenditure File (WIN Input/Output Records)

93-095 WIN Output Reports for All Agencies

Budget Management (BUD)

Annual	FIN-BUD-01	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

93-088 Funds Request Resource Statement

93-089 General Fund Revenue Summary

93-098 Budget Analysts' Agency Files

State Budget	FIN-BUD-02	PERM		Retain permanently	Yes
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Superseded Schedules

93-096 Agency's Biennium Budget Request and Supplemental Budget Request

93-097 Wyoming State Budget

Statewide Cost Allocation Plans	FIN-BUD-03	PERM		Retain permanently	Yes
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Superseded Schedules

93-102 Statewide Cost Allocation Plans

Workpapers	FIN-BUD-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

93-085 Budget Division Studies

93-099 Request to Revise Approved Budgets/Authorize Employees (A&I-B-11)

93-101 Statewide Cost Allocation Plans - Work Folders

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

Financial	GAC-AOC-04	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

93-094 Special Audits and Financial Reports of State Funds and Accounting Procedures

Admin & Information

Budget Div (Admin & Information)

Governance and Compliance (GAC)

Governance (GOV)

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM		Retain permanently	No
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Superseded Schedules

93-086 Capitol Building Commission Minutes and Related Records

Construction Management (Admin & Information)

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 after that date.	Yes
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Superseded Schedules

11-080 Project File / Capital Construction or Major Maintenance

Economic Analysis Div (Admin & Information)

Administration and Business Support (ADM)

General Management (GMT)

Distribution, Mailing and Contact Lists	ADM-GMT-06	SUP	3	Retain 3 years after superseded then destroy	Yes
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Superseded Schedules

9721 Mailing Lists

Historical	ADM-GMT-08	PERM		Retain permanently	No
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Superseded Schedules

9714 Research Reports

Facilities Mgt Div (Admin & Information)

Administration and Business Support (ADM)

Buildings, Facilities and Infrastructure Management (BFI)

Building Files	ADM-BFI-02	LOA	10	Retain for the Life of the Asset then destroy	Yes
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Superseded Schedules

9352 Engineer - Operating Files Includes: Correspondence, Floor Plans, Reference Material

Admin & Information

Facilities Mgt Div (Admin & Information)

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
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Superseded Schedules

9698 Service Work Orders a/k/a Repair Orders

9699 Gas Log Sheets a/k/a Gas and Oil Charge Slip (DAFC-CS-95)

Maps, Drawings and Plans	ADM-BFI-06	LOA	10	Retain for 10 years after the Life of the Asset then destroy	Yes
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Superseded Schedules

9350 Blueprints

Safety, Security and Access	ADM-BFI-07	EXP	2	Retain 2 years after expiration then destroy	No
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Superseded Schedules

92-009 Visitors' Register

Equipment and Vehicle Management (EVM)

Maintenance and Repairs	ADM-EVM-02	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

92-008 Equipment Operation/Maintenance Manual

9694 Vehicle Maintenance Requests (A&I-DF-264)

Vehicle Files	ADM-EVM-04	LOA	5	Retain 5 years after the Life of the Asset then destroy	No
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Superseded Schedules

9693 Vehicle File

9697 Card Files - Game and Fish Vehicles

9702 Application for Regular Assignment of Passenger Vehicle and Information for Review of Regularly Assigned Vehicle a/k/a P.A. List a/k/a Permanent Assignment List (A&I-30)

9704 Vehicle Request and Operation Report (A&I-96)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

92-002 Correspondence File

92-007 Correspondence

Admin & Information

Facilities Mgt Div (Admin & Information)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

94-624 *Administrative Correspondence*

94-625 *Visitor Correspondence*

94-631 *Scheduling Correspondence*

9707 *Correspondence*

Distribution, Mailing and Contact Lists	ADM-GMT-06	SUP	3	Retain 3 years after superseded then destroy	Yes
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Superseded Schedules

94-627 *Personnel Update*

Event Management	ADM-GMT-07	CP	3	Retain 3 years after completion then destroy	Yes
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Superseded Schedules

94-629 *Scheduling Calendar - Hathaway Auditorium*

94-630 *Scheduling Calendar - Herschler Building*

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

9381 *Monthly Tourist Report*

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

92-004 *Memos and Memo Log - Facilities Management*

9349 *Internal Reading File*

9356 *Capital Outlay Expenditures Control Sheets*

94-626 *Information Desk Government Directory*

94-628 *Quick Reference Cards*

9700 *Inventory Card File*

9713 *Report of Telephone Calls (DAFC-22)*

Admin & Information

Facilities Mgt Div (Admin & Information)

Employee Services (EMP)

Personnel Management (PER)

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

9703 *Personnel (MVMS) Files*

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
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Superseded Schedules

9705 *Vouchers (WUAS-101 and DAFC-55)*

9708 *Vendors' Receipts*

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

9362 *Wyoming Uniform Accounting System Input Forms - Duplicates*

9363 *Wyoming Uniform Accounting System Output Forms - Duplicate p/o*

9711 *Wyoming Uniform Accounting System (WUAS) Input Forms - Duplicates*

9712 *Wyoming Uniform Accounting System (WUAS) Output - Duplicates*

Asset Management (ASM)

Inventories	FIN-ASM-03	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

92-010 *Vehicle Inventory Report*

Budget Management (BUD)

Workpapers	FIN-BUD-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

9364 *Budget Preparation Records*

9701 *Budget Preparation Records*

Procurement (PRO)

Vendor Management	FIN-PRO-03	EXP	5	Retain 5 years after expiration then destroy	No
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Superseded Schedules

92-003 *Vendor File*

Admin & Information

Facilities Mgt Div (Admin & Information)

Financial and Accounting (FIN)

Procurement (PRO)

Vendor Management	FIN-PRO-03	EXP	5	Retain 5 years after expiration then destroy	No
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Superseded Schedules

92-006 Vendor File - Custodial Services

Governance and Compliance (GAC)

Governance (GOV)

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM		Retain permanently	No
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Superseded Schedules

9353 Capitol Building Commission Includes: Meeting Minutes, Agenda Forms, Correspondence, Tape Recordings

Legal and Judiciary (LGL)

Contract Management (CTR)

Leases	LGL-CTR-08	EXP	10	Retain 10 years after expiration then destroy	No
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Superseded Schedules

92-005 Property Lease File

Real Property (RPR)

Reports - Property	LGL-RPR-05	PERM		Retain permanently	Yes
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Superseded Schedules

9367 Annual Property Reports

General Services Div (Admin & Information)

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 after that date.	Yes
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Superseded Schedules

93-105 Construction Building Plans and Specifications

93-120 Capital Construction Files

Admin & Information

General Services Div (Admin & Information)

Administration and Business Support (ADM)

Buildings, Facilities and Infrastructure Management (BFI)

Safety, Security and Access	ADM-BFI-07	EXP	2	Retain 2 years after expiration then destroy	No
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Superseded Schedules

9673 Sign-In Register

Equipment and Vehicle Management (EVM)

Equipment Files	ADM-EVM-01	LOA	5	Retain 5 years after the Life of the Asset then destroy	No
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Superseded Schedules

9399 Card File - Equipment Records

Vehicle File - Loss	ADM-EVM-03	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

93-144 Vehicle Loss Log

Vehicle Files	ADM-EVM-04	LOA	5	Retain 5 years after the Life of the Asset then destroy	No
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Superseded Schedules

9661 Certificate of Release

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

93-123 General Correspondence

93-134 General Correspondence

93-155 General Correspondence

93-158 General Correspondence

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

93-152 State Self-Insurance Program Annual Report

94-013 Monthly Reports

9613 Monthly Report for Section

9675 Monthly Report Information

9692 Monthly Report for Section

Admin & Information

General Services Div (Admin & Information)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

- 06-463** *Replacement Cost Appraisal*
- 18014** *Foodstuffs Inventory*
- 18020** *Monthly Statement of Values*
- 93-121** *United Parcel Services (UPS) Record Book*
- 93-122** *Postage Ledger Sheets (A&I-82)*
- 93-124** *Memorandums*
- 93-130** *Office Copier Charges (A&I-104)*
- 93-133** *Credit Approvals a/k/a Credit Memos (A&I-3)*
- 9400** *U.S. Mail Registry Books*
- 9401** *U.S. Mail Receipts*
- 9402** *Postage Due Bill Slips*
- 9404** *Meter Register Readings*
- 9407** *Request for Stamps*
- 9689** *Freight Bills*

Risk Management (RSK)

General Liability	ADM-RSK-02	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

- 93-136** *Fine Arts Claims*
- 93-137** *General Liability Claims*
- 93-139** *Police Professional Liability Claims*
- 93-140** *Property Claims*
- 93-143** *Vehicle Claims*
- 94-007** *Aircraft Claims*
- 94-008** *Boiler Claims*
- 94-010** *Error and Omission Claims*

Admin & Information

General Services Div (Admin & Information)

Administration and Business Support (ADM)

Risk Management (RSK)

Insurance Policies	ADM-RSK-05	EXP	10	Retain 10 years after expiration then destroy	No
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Superseded Schedules

93-138 *Insurance Policies*

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
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Superseded Schedules

9664 *Eligibility Applications File*

Training Management (TRM)

Employee Training File	EMP-TRM-02	TE	3	Retain 3 years after separation then destroy	No
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Superseded Schedules

93-145 *Defensive Driving List*

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
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Superseded Schedules

9665 *Billing File*

Collections and Bankruptcy	FIN-ACC-01	CP	7	Retain 7 years after completion then destroy	No
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Superseded Schedules

9669 *Accounts Receivable and Delinquent Breakdown Report*

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

9656 *Accounts Receivable Ledger*

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

9666 *GSA Sales (Outside Wyoming)*

Admin & Information

General Services Div (Admin & Information)

Financial and Accounting (FIN)

Asset Management (ASM)

Inventories	FIN-ASM-03	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

93-157 *Inventory Sheet and Inventory Adjustment Voucher (SF 3040)*

9652 *Inventory Status Report*

Surplus and Disposal	FIN-ASM-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

18008 *Sold Vehicle Titles (Federal copies)*

18009 *Surplus Property Log*

18010 *Surplus Property Sales*

9668 *Items Available for Donation*

Procurement (PRO)

Bids, Proposals and Quotes	FIN-PRO-01	CP	4	Retain 4 years after completion then destroy	No
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Superseded Schedules

99-149 *Vendor Response to Bid Files (unsuccessful)*

Purchase Orders and Requisitions	FIN-PRO-02	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

93-113 *Purchase Orders (WIN-PC) Files*

93-129 *Purchase Orders (WIN-PC)*

Vendor Management	FIN-PRO-03	EXP	5	Retain 5 years after expiration then destroy	No
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Superseded Schedules

9397 *Vendor's Files - Equipment Records*

Tax Management (TAX)

Sales and Use	FIN-TAX-12	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

18007 *Sales Tax Reports*

Admin & Information

General Services Div (Admin & Information)

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

General	GAC-AOC-05	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

9658 Agency Audit, Reviews, and Compliance

Legal and Judiciary (LGL)

Contract Management (CTR)

Leases	LGL-CTR-08	EXP	10	Retain 10 years after expiration then destroy	No
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Superseded Schedules

9660 Leases - Federal Surplus Property Warehouse

Legal Matter Management (LMM)

Case Files	LGL-LMM-06	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

94-009 Court Cases

Real Property (RPR)

Transfers - Property	LGL-RPR-07	CP	3	Retain 3 years after completion then destroy	No
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Superseded Schedules

9667 State Transfers of Property

Human Resources (Admin & Information)

Administration and Business Support (ADM)

General Management (GMT)

Consultant Reports	ADM-GMT-31	CYE	20	Retain 20 years after calendar year end then destroy	No
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Superseded Schedules

91-179 Consultant Reports

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

94-417 General Correspondence

94-424 Correspondence - States aka 50 State File

94-435 General Correspondence and Memorandums

Admin & Information

Human Resources (Admin & Information)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

- 98-057** *General Correspondence and Memorandums*
- 98-063** *General Correspondence*
- 98-143** *Agency Correspondence Files*
- 98-146** *Office Correspondence*

Transitory Records	ADM-GMT-26	OBS/SUP 3		Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

- 15516** *Alpha Address List*
- 15517** *Insurance Deductions Report*
- 16091** *Eligibility Report*
- 91-176** *Board Election Information*
- 94-426** *Error Listing to Position Allocation\ Incumbent Listing*
- 94-437** *Lists of New Hires, Terminations, Name Changes, and Transfers*
- 94-438** *Log Books*
- 94-439** *Monthly Longevity Report*
- 94-440** *Permanent Appointment List aka Annual Pay Increase Eligibility List*
- 94-448** *Applicant Flow Data*
- 94-450** *Certification Request Records*
- 9484** *Agency File*
- 9487** *Division Reports*
- 9494** *Insurance Operating Fund Report (microfiche)*
- 98-054** *Applicant Flow Data Base*
- 98-149** *Table Sort Report*

Risk Management (RSK)

General Liability	ADM-RSK-02	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

- 91-177** *Claims Analyses - Annual*

Admin & Information

Human Resources (Admin & Information)

Employee Services (EMP)

Benefits Management (BEN)

Claims	EMP-BEN-01	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

- 02-216** *Employees Flexible Spending Account Claims*
- 9498** *Life Insurance Claims*
- 9499** *Group Disability Claim Form - Life*
- 9501** *Claims Correspondence*

Enrollment	EMP-BEN-02	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

- 91-178** *COBRA - Election*
- 91-182** *Flexible Benefit Plan Enrollment*
- 9495** *Pending Applications - Health and Life*

Insurance - Other	EMP-BEN-07	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

- 13276** *Correspondence (Relates to insurance matters)*
- 91-175** *Board Correspondence*
- 91-184** *Monthly Life and Health Deduction Reports (Agency) (Microfiche)*
- 92-039** *Monthly Life & Health Deduction Reports (U.W. & DOT [Highway])*
- 9496** *Life - Premium Statements*
- 9497** *Health - Premium Statements*

Payroll Management (PRL)

Deductions and Garnishments	EMP-PRL-01	EXP	5	Retain 5 years after expiration then destroy	No
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Superseded Schedules

- 01-043** *Acceptance and Payroll Deductions Authority Master Card File - Dental Insurance*
- 01-044** *Acceptance and Payroll Deductions Authority Master Card File - Life Insurance*
- 92-040** *Retiree Health & Life Insurance Deduction Authorization*
- 9489** *Acceptance and Payroll Deductions Authority Master Card File - Health Insurance*

Admin & Information

Human Resources (Admin & Information)

Employee Services (EMP)

Personnel Management (PER)

Awards	EMP-PER-01	CYE	3	Retain 3 year after calendar year end then destroy	No
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Superseded Schedules

98-148 *Suggestion Award Program Applicants (Successful and Unsuccessful)*

Employee Dismissal/RIF/Suspension Appeals	EMP-PER-26	CP	7	Retain 7 years after completion then destroy	No
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Superseded Schedules

98-018 *Dismissal/ Reduction In Force Personnel Appeal Hearing Records*

98-019 *Dismissal/Reduction In Force Appeal Records*

98-020 *Disciplinary Suspension Appeal File*

Evaluations - Performance	EMP-PER-04	CP	10	Retain 10 years after separation then destroy	No
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Superseded Schedules

98-056 *Employee Performance Appraisal Records*

Grievances and Investigations	EMP-PER-07	CP	7	Retain 7 years after completion then destroy	No
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Superseded Schedules

91-183 *Grievance Files*

98-016 *Grievance Hearing Record*

98-017 *Grievance File/ Records*

Personnel Files - Long Term	EMP-PER-22	CP	10	Retain 10 years after separation then destroy	No
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Superseded Schedules

01-151 *Personnel History Card Active & Inactive (A&I-PM51)*

02-446 *Master Personnel Files (Inactive)*

02-447 *Master Personnel Files (Active)*

03-184 *Employee Information Roster*

95-011 *Monthly Personnel (COM)*

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

98-064 *Registrar Database*

Admin & Information

Human Resources (Admin & Information)

Employee Services (EMP)

Salary and Compensation Management (SCM)

Salary Surveys	EMP-SCM-02	CP	2	Retain 2 years after completion then destroy	No
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Superseded Schedules

94-419 Annual Salary Survey File

Staffing and Recruiting (SAR)

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

98-055 Employment Application - Unsuccessful and Not Qualified

98-058 Notice of Evaluation Results - Not Hired

98-060 Resumes and Interest Files

Exams and Tests	EMP-SAR-03	SUP	3	Retain 3 years after superseded then destroy	No
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Superseded Schedules

94-449 Applicant Testing Manuals aka Tests - Testing Instruments

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

94-425 Employee Qualification Statement aka Incumbent Qualification Form - Unsuccessful

94-429 Position Description Questionnaire (PDQ) (A&I-PM101 and A&I-PM102)

98-144 Classification Specification

98-145 Classification System Change Sheet

Staff Planning	EMP-SAR-05	SUP	3	Retain 3 years after superseded then destroy	No
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Superseded Schedules

98-147 Position Allocation Incumbent Listing (P.A.I.L.)

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

98-059 Open Continuous Vacancy Announcements (A&I PM 29)

98-061 Vacancy Announcements (A&I PM 54)

Admin & Information

Human Resources (Admin & Information)

Employee Services (EMP)

Training Management (TRM)

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

98-062 *Class File*

Training Materials	EMP-TRM-06	SUP	3	Retain 3 years after superseded then destroy	No
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Superseded Schedules

98-065 *Training Course Material*

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
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Superseded Schedules

91-181 *Employee Reimbursement Accounts Deposits Report (Microfiche)*

9503 *Refund Files*

Bank Administration (BNK)

Statements and Reports	FIN-BNK-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

91-173 *Bank Statements*

9500 *Deposit Receipts*

Budget Management (BUD)

Workpapers	FIN-BUD-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

9485 *Budget File*

Procurement (PRO)

Bids, Proposals and Quotes	FIN-PRO-01	CP	4	Retain 4 years after completion then destroy	No
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Superseded Schedules

91-172 *Analysis of Bid Proposals*

91-174 *Bid Proposals*

91-186 *Requests for bid Proposals*

Admin & Information

Human Resources (Admin & Information)

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

Financial	GAC-AOC-04	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

9506 Auditors List of Hand Warrants

Human Rights Management (HRM)

Affirmative Action/EEOC	GAC-HRM-03	CR	5	Retain 5 years after create date, then destroy	No
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Superseded Schedules

94-433 Agency Affirmative Action Plans

94-434 Annual Equal Employment Opportunity Report aka EEOC-4 Report

Info Plng Coordination (Admin & Information)

Administration and Business Support (ADM)

Community and Public Relations (COM)

Press and News Releases	ADM-COM-04	CR	5	Retain 5 years after create date, then destroy	Yes
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Superseded Schedules

98-130 Public Service Announcement Tape (Copy)

Programs	ADM-COM-05	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

98-126A Community Files

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

98-116 Administrative Correspondence

98-125A Administrative Correspondence Files

98-129 Program/Sponsor Correspondence Files

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

16624 Federal Assistance Award Data System Computer Tape and Printout

98-115 Project Files

Admin & Information

Info PIng Coordination (Admin & Information)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

98-131 *State Files*

Information Technology and Services (ITS)

Databases	ADM-ITS-03	OBS	3	Retain until obsolete, then destroy	No
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Superseded Schedules

98-127 *Netday Program Database*

Employee Services (EMP)

Personnel Management (PER)

Volunteer Files	EMP-PER-20	TE	5	Retain 5 years after separation then destroy	No
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Superseded Schedules

98-132 *Volunteer List*

Financial and Accounting (FIN)

Grant and Scholarship Management (GRM)

Grant Files	FIN-GRM-01	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

98-114 *Grant Review Files*

State Library (Admin & Information)

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
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Superseded Schedules

98-153 *Wyoming Center for the Books Program*

Requests	ADM-ALM-06	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

06-483 *Reference Request Materials*

Admin & Information

State Library (Admin & Information)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

92-135 *General Correspondence*

Event Management	ADM-GMT-07	CP	3	Retain 3 years after completion then destroy	Yes
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Superseded Schedules

06-482 *Education Materials*

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

06-481 *Agency Account Records*

Financial and Accounting (FIN)

Grant and Scholarship Management (GRM)

Grant Files	FIN-GRM-01	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

98-151 *Grant Files*

Grant Files - Construction	FIN-GRM-02	CP	20	Retain 20 years after completion of the grant	Yes
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Superseded Schedules

06-472 *Library Services and Construction Act Construction Grant File*

Admin Hearing, Office of

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

17138 General Correspondence

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

97-071 Sound Recordings, Electronic

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

Closure Packets	LGL-LMM-48	CP	1	Retain 1 year after hearings and appeals have been completed and then destroyed	No
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Superseded Schedules

97-067 Case Closure Sheets and Final Order

All Others (Admin Hearing, Office of)

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

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

97-070 Case Files - All Other Case Referrals

Driver License (Admin Hearing, Office of)

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

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

97-068 Case Files - Drivers License

Admin Hearing, Office of
Worker Compensation (Admin Hearing, Office of)

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

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

97-069 Case Files - Workers Compensation

Agriculture

Admin (Agriculture)

Administration and Business Support (ADM)

Archives, Library and Museum Management (ALM)

Collection Management	ADM-ALM-02	PERM		Retain permanently	No
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Superseded Schedules

96-119 *National High School Rodeo - 1981*

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 after that date.	Yes
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Superseded Schedules

96-126 *State Fair Property and Construction Records*

Maintenance and Repairs/Space Records	ADM-BFI-05	LOA	10	Retain for the Life of the Asset then destroy.	No
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Superseded Schedules

10649 *Repairs and Maintenance Records*

Safety, Security and Access	ADM-BFI-07	EXP	2	Retain 2 years after expiration then destroy	No
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Superseded Schedules

96-099 *Monthly Visitor Report*

96-100 *Visitor Registration Book*

Community and Public Relations (COM)

Awards	ADM-COM-01	CR	5	Retain 5 years after create date, then destroy	Yes
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Superseded Schedules

96-105 *Awards Records aka Special Awards Records*

Publicity and Promotion	ADM-COM-07	CR	5	Retain 5 years after create date, then destroy	Yes
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Superseded Schedules

10647 *Publicity Files*

General Management (GMT)

Associations and Memberships	ADM-GMT-01	OBS	5	Retain 5 years after obsolete then destroy	Yes
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Superseded Schedules

96-104 *Association File*

96-223 *Associations & Organizations Files*

Agriculture

Admin (Agriculture)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

96-097 *General Correspondence*

96-117 *General Correspondence*

96-181 *General Correspondence*

96-226 *General Correspondence*

96-246 *General Correspondence*

96-247 *General Correspondence*

Distribution, Mailing and Contact Lists	ADM-GMT-06	SUP	3	Retain 3 years after superseded then destroy	Yes
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Superseded Schedules

96-115 *Fair Exhibitors Mailing List*

Event Management	ADM-GMT-07	CP	3	Retain 3 years after completion then destroy	Yes
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Superseded Schedules

96-108 *Boy's State File*

96-109 *Camps, Clinics, Sales, and Shows Records (Non-Fair)*

Historical	ADM-GMT-08	PERM		Retain permanently	No
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Superseded Schedules

96-111 *End of Year Reports*

96-121 *Photographs*

96-123 *Publications aka Catalogues, and Premium Books*

Surveys	ADM-GMT-25	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

96-128 *Surveys/Critiques for Improvement of Fair*

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

10590 *Appreciation Letters*

96-103 *Advance Ticket Sales*

Agriculture

Admin (Agriculture)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

- 96-113** *Entry Tags and Lot Summary*
- 96-120** *Newspaper Articles and Clippings*
- 96-122** *Property Loan Out Records*
- 96-178** *Duplicate Vouchers*
- 96-190** *Telecommunications Records*
- 96-222** *Request for Configuration/Dept. Computer Projects*
- 96-227** *Information Files*
- 96-228** *New Business File*
- 96-245** *Project Files*
- 96-249** *Issues File*
- 96-250** *Subject Files*
- 96-251** *Reader File*
- 96-252** *Monday Memos*
- 96-499** *Activity Report*
- 96-501** *Client Sample Submissions*
- 96-502** *Computer Controlled Instrument Run Information*

Risk Management (RSK)

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

- 96-102** *Accident Reports - (Non-employee)*

Insurance Policies	ADM-RSK-05	EXP	10	Retain 10 years after expiration then destroy	No
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Superseded Schedules

- 96-118** *Insurance - Liability*

Agriculture
Admin (Agriculture)

Employee Services (EMP)

Personnel Management (PER)

Evaluations - Performance	EMP-PER-04	CP	10	Retain 10 years after separation then destroy	No
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Superseded Schedules

96-110 *Employee Performance Records*

Time and Attendance	EMP-PER-18	CYE	5	Retain 5 years after calendar year end then destroy	No
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Superseded Schedules

96-125 *Request for Overtime*

Staffing and Recruiting (SAR)

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

16967 *Unsuccessful Employment Applications*

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
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Superseded Schedules

96-191 *Warrant Cancellation/Replacement Records and Attachments*

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

96-124 *Receipt Books*

96-186 *Receipts*

Collections and Bankruptcy	FIN-ACC-01	CP	7	Retain 7 years after completion then destroy	No
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Superseded Schedules

94-491 *Accounts Uncollectible*

96-187 *Returned/NSF Checks and Attachments*

Donations	FIN-ACC-02	PERM		Retain permanently	Yes
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Superseded Schedules

96-095 *Card Catalog Files*

96-098 *Monetary Donation Record*

Agriculture
Admin (Agriculture)

Financial and Accounting (FIN)

Accounting Management (ACC)

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

96-192 *WIN Input Forms and Attachments*

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

10640 *Postage Records (Includes postage meter, register mail, postage, postage due, etc.)*

96-101 *Anonymous Donations Log Book*

96-177 *Close of Year Workpapers*

96-179 *GAAP Surveys*

96-184 *Manual Warrants and Attachments*

96-193 *WIN Monthly Reports*

Asset Management (ASM)

Capital	FIN-ASM-01	LOA	10	Retain for 10 years after the Life of the Asset then destroy	Yes
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Superseded Schedules

96-175 *Capital Outlay Correspondence and Vouchers*

Fixed Assets	FIN-ASM-02	LOA	4	Retain 4 years after the Life of the Asset then destroy	No
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Superseded Schedules

96-219 *Computer File*

96-221 *Purchase File*

Surplus and Disposal	FIN-ASM-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

96-220 *Hardware/Software Disposition File*

Bank Administration (BNK)

Statements and Reports	FIN-BNK-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

96-172 *Bank Statements, Deposit Slips and Cancelled Checks*

96-176 *Checking/Savings Account Reports for State Treasurer*

Agriculture
Admin (Agriculture)

Financial and Accounting (FIN)

Budget Management (BUD)

Workpapers	FIN-BUD-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

- 96-173** *Budget Preparation Workpapers*
- 96-174** *Budgets and Supplemental Budgets Records*
- 96-182** *Indirect Cost Rates*
- 96-183** *Line Item Budget Reports*

Financial Statements and Reports (FSR)

Audited	FIN-FSR-02	PERM		Retain permanently	No
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Superseded Schedules

- 96-194** *Wyoming State Fair Financial Statements*

Grant and Scholarship Management (GRM)

Grant Files	FIN-GRM-01	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

- 96-180** *Federal Programs and Grants*
- 96-185** *Pass-thru and Other Grants (Non-Federal)*
- 96-225** *Financial/Grant Records*

Procurement (PRO)

Bids, Proposals and Quotes	FIN-PRO-01	CP	4	Retain 4 years after completion then destroy	No
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Superseded Schedules

- 96-106** *Bids and Proposals - Successful*
- 96-107** *Bids and Proposals - Unsuccessful*

Vendor Management	FIN-PRO-03	EXP	5	Retain 5 years after expiration then destroy	No
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Superseded Schedules

- 10603** *Catalogs, Price Lists and Reference Material (Sometimes filed under the heading of Supplies, Trophies and Ribbons, Entertainment, Equipment, etc.)*

Agriculture

Admin (Agriculture)

Financial and Accounting (FIN)

Tax Management (TAX)

Sales and Use	FIN-TAX-12	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

96-188 *Sales Tax Returns*

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

General	GAC-AOC-05	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

96-171 *Audit Workpapers*

96-189 *State Examiner's Report of Examination*

Inspections and Monitoring (ISP)

Fire and Electrical	GAC-ISP-07	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

96-116 *Fire and Electrical Inspection Reports*

Health	GAC-ISP-10	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

96-503 *EPA Public Water Supply Chemistry Results*

Weights and Measures	GAC-ISP-17	SUP	3	Retain 3 years after superseded, then destroy	No
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Superseded Schedules

10655 *Scale Inspection Records*

Permit Management (PMT)

Water Rights and NSR Permits	GAC-PMT-08	PERM		Retain permanently	No
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Superseded Schedules

10670 *Water Well - Drilling Permit*

96-196 *Wyoming State Fair Water Rights File*

Agriculture
Admin (Agriculture)

Legal and Judiciary (LGL)

Contract Management (CTR)

General	LGL-CTR-04	EXP	10	Retain 10 years after expiration then destroy	No
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Superseded Schedules

- 96-127** *State Rental Records - Premises Use Agreements*
- 96-129** *Trailer Spaces - Rentals*

Legal Matter Management (LMM)

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

- 5644** *Dairy Market Order Section File*
- 96-248** *Dairy Marketing Hearings File*

Licensing and Registration (LAR)

Dealers and Agents and Outfitters	LGL-LAR-15	EXP	7	Retain 7 years after expiration then destroy	No
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Superseded Schedules

- 96-224** *Company Files*
- 96-500** *Antifreeze Application & Registration File*

Real Property (RPR)

Land and Easements	LGL-RPR-03	PERM		Retain permanently	No
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Superseded Schedules

- 96-195** *Wyoming State Fair Land File*

Natural Resource Management (NRM)

Agriculture Management (AGR)

Entry and Awards - Fair	NRM-AGR-04	CYE	2	Retain 2 year after calendar year end then destroy	Yes
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Superseded Schedules

- 10621** *F.F.A. and 4-H File*
- 96-112** *Entry and Awards Ledgers - Fair*
- 96-114** *Fair Date Entry Cards*

Agriculture

Analytical Services (Agriculture)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

10-042 General Correspondence

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

10-041 Quality Assurance Log

10-043 Laboratory Information Management System

Governance and Compliance (GAC)

Inspections and Monitoring (ISP)

Health	GAC-ISP-10	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

10-044 Meat Inspection Program Quarterly Summary of Hours, Tests, and Material Costs

Public Health Services (PHS)

Laboratory Management (LAB)

Reports - Lab	PHS-LAB-04	CR	7	Retain 7 years after create date then destroy	No
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Superseded Schedules

10-040 Lab Reports

Beef Council (Agriculture)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

15803 General Correspondence

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

96-169 Beef Promotion & Research Board Monthly Reports

Agriculture

Beef Council (Agriculture)

Administration and Business Support (ADM)

General Management (GMT)

Surveys	ADM-GMT-25	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

94-485 *Producer's Attitude Survey*

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

04-158 *Promotional Material*

04-159 *Brochure Orders*

15804 *Publications*

Governance and Compliance (GAC)

Governance (GOV)

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM		Retain permanently	No
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Superseded Schedules

15802 *Minutes of Council Meetings*

Legal and Judiciary (LGL)

Litigation Management (LIT)

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

04-157 *Litigation Files*

Consumer Health Svcs (Agriculture)

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 after that date.	Yes
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Superseded Schedules

07-013 *Plans, Specifications and Plan Reviews (Inspector's copies)*

07-023 *Plans and Specifications*

Agriculture

Consumer Health Svcs (Agriculture)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

- 07-014** *Reference/Resource Publications*
- 07-015** *Temporary Food Service Permits*
- 07-017** *Consumer Health Services Review Results*
- 07-018** *Federal Review Results*
- 07-022** *Meat Plant Review*
- 07-025** *Sanitation Inspection Reports*
- 07-026** *Slaughter/Processing Plants Monthly Reports*
- 07-027** *State Compliance Staff Monthly Activity Report*
- 07-030** *WDA Sampling Forms and Results*
- 5544** *Memos to Producers and Processors*
- 96-149** *Disease Cards - Photo Copies*
- 96-157** *Summer Feeding Program Location Inspections*
- 96-159** *FDA Confectionery File*
- 96-161** *FDA Purchase Order (Copy)*

Risk Management (RSK)

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

- 07-016** *Truck Wreck Information Report Form*

Governance and Compliance (GAC)

Inspections and Monitoring (ISP)

Health	GAC-ISP-10	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

- 07-020** *Meat Plant Compliance and Violation Files*

Investigations	GAC-ISP-12	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

- 07-028** *Vendor Violations (Door-to-Door Meat Sales)*

Agriculture

Consumer Health Svcs (Agriculture)

Legal and Judiciary (LGL)

Contract Management (CTR)

General	LGL-CTR-04	EXP	10	Retain 10 years after expiration then destroy	No
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Superseded Schedules

07-029 *Veterinarian Contracts*

Licensing and Registration (LAR)

Facilities, Establishments and Products	LGL-LAR-18	EXP	5	Retain 5 years after expiration then destroy	Yes
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Superseded Schedules

07-010 *Establishment / Facilities Applications and Permits*

96-151 *Establishment/Facilities Applications and Permits*

Natural Resource Management (NRM)

Agriculture Management (AGR)

Companies and Plants	NRM-AGR-03	TE	25	Retain 5 years after termination then destroy	No
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Superseded Schedules

07-021 *Meat Plant Files*

Food and Drug Information	NRM-AGR-05	SUP	3	Retain 3 years after superseded, then destroy	No
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Superseded Schedules

02-001 *Egg Information File*

96-160 *FDA Drug Information File*

Food and Drug Recalls	NRM-AGR-06	CR	5	Retain 5 years after create date then destroy	No
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Superseded Schedules

07-011 *FDA Recall File*

Indexes	NRM-AGR-07	PERM		Retain permanently	Yes
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Superseded Schedules

5555 *Indices to Producers-Processors*

Plans and Studies	NRM-AGR-08	SUP	3	Retain until superseded then destroy	Yes
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Superseded Schedules

07-024 *Self Assessment Plan*

Agriculture

Consumer Health Svcs (Agriculture)

Natural Resource Management (NRM)

Agriculture Management (AGR)

Surveys and Inspections	NRM-AGR-09	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

07-009 Dairy Survey / Check Rating

07-012 Field Inspector's File (Establishment)

07-019 General Inquiries, Information, Complaints, Correspondence and Meat Reports

Natural Resources (Agriculture)

Administration and Business Support (ADM)

Community and Public Relations (COM)

Press and News Releases	ADM-COM-04	CR	5	Retain 5 years after create date, then destroy	Yes
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Superseded Schedules

96-293 News Releases

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

96-237 Coordinate Resource Management Executive Committee Correspondence

96-238 General Correspondence

96-296 General Correspondence

96-476 General Correspondence

Organization	ADM-GMT-15	PERM		Retain permanently	No
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Superseded Schedules

96-234 Books, Publications, Pamphlets

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

5560 Agenda, Legislation, Publications

96-239 Project/Information File

96-242 Conservation Districts Elections File

96-243 Watershed Districts' Elections File

Agriculture

Natural Resources (Agriculture)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

96-292 *Reference Files*

96-473 *Accounting Files (Copies)*

Financial and Accounting (FIN)

Budget Management (BUD)

Annual	FIN-BUD-01	FYE 5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

96-482 *State Allocation Committee Fiscal File (Weed and Pest Districts)*

Workpapers	FIN-BUD-04	FYE 5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

96-240 *Budget File (Copies)*

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

Environmental	GAC-AOC-02	CP 10	Retain 10 years after completion then destroy	No
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Superseded Schedules

11149 *Required Record and Customer Notification (Job Reports and Daily Work Reports) (Contains detailed information about each days activities including location, chemical applied, and climate data)*

Governance (GOV)

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM	Retain permanently	No
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Superseded Schedules

96-235 *Conservation Commission Minutes*

96-241 *Conservation Districts Minutes (Copies) (These minutes are not official signed copies and are not received from every district)*

Agriculture

Natural Resources (Agriculture)

Governance and Compliance (GAC)

Legislation and Regulation Management (LRM)

General	GAC-LRM-07	SUP	5	Retain 5 years after superseded then destroy	Yes
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Superseded Schedules

96-291 NEPA (National Environmental Protection Act) Correspondence File

96-295 State Policy, Regulations and Statutes Correspondence

96-297 Proposed Congressional Legislation

Legal and Judiciary (LGL)

Contract Management (CTR)

Cooperative Agreements	LGL-CTR-02	EXP	10	Retain 10 years after expiration then destroy	Yes
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Superseded Schedules

96-475 Federal Cooperative Agreement (Memorandum of Understanding)

General	LGL-CTR-04	EXP	10	Retain 10 years after expiration then destroy	No
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Superseded Schedules

96-488 University of Wyoming Cooperative Agreement

96-490 Wyoming Department of Transportation Cooperative Agreement

Natural Resource Management (NRM)

Land and Water Resource Management (LWR)

Land Management	NRM-LWR-06	PERM		Retain permanently	No
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Superseded Schedules

96-236 Conservation Districts, Boundaries and Names Files

Public Safety Services (PSS)

Emergency and Disaster Management (EDM)

Disaster Files	PSS-EDM-04	PERM		Retain permanently	Yes
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Superseded Schedules

96-294 Agriculture Disaster Declaration Evaluation

Agriculture

Technical Services (Agriculture)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

06-056 Environmental Protection Agency (EPA) Correspondence

06-066 Rodent / Predator General Correspondence

06-073 General Correspondence

06-085 General Correspondence File

96-274 Correspondence File

Distribution, Mailing and Contact Lists	ADM-GMT-06	SUP	3	Retain 3 years after superseded then destroy	Yes
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Superseded Schedules

06-054 Wyoming Beekeepers Listing

Organization	ADM-GMT-15	PERM		Retain permanently	No
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Superseded Schedules

06-051 Publications

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

96-265 Reference Files

Reports - Annual Agency	ADM-GMT-28	PERM		Retain permanently	Yes
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Superseded Schedules

06-063 Annual Reports (Rodent/Predator)

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

06-084 Weed Reports

96-073 Cooperative Grasshopper and Mormon Cricket Control Program Narrative Report

96-091 Crop Count Sheet

96-092 Certified Seed Analysis Report

Agriculture

Technical Services (Agriculture)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

06-048	<i>Leafcutter Bee File</i>
06-065	<i>Historical Files (Rodent/Predator)</i>
06-072	<i>Educational Videos</i>
96-069	<i>Product Data Sheet</i>
96-085	<i>Monthly Summary</i>
96-255	<i>Package Checking Report File</i>
96-264	<i>Subject Files</i>

Employee Services (EMP)

Personnel Management (PER)

Organizational Charts	EMP-PER-13	SUP	3	Retain for 3 years superseded, then destroy	No
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Superseded Schedules

06-075	<i>Organization / Groups Files</i>
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Training Management (TRM)

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

06-081	<i>Training Class Roster</i>
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Training Materials	EMP-TRM-06	SUP	3	Retain 3 years after superseded then destroy	No
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Superseded Schedules

06-082	<i>Training Materials</i>
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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
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Superseded Schedules

5635	<i>Wyoming Grain Warehouse Receipts</i>
96-070	<i>Official Receipts</i>

Agriculture

Technical Services (Agriculture)

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
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Superseded Schedules

06-078 *State Allocation Committee Fiscal File*

Governance and Compliance (GAC)

Governance (GOV)

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM		Retain permanently	No
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Superseded Schedules

06-074 *Intermountain Noxious Weed Advisory Council Minutes*

06-079 *State Allocation Committee Minutes (Weed and Pest Districts)*

Inspections and Monitoring (ISP)

Equipment and Vehicles	GAC-ISP-06	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

06-046 *Device Inspection Reports*

General	GAC-ISP-08	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

06-062 *Inspection Reports / Certificate File*

96-084 *Official Inspection Log*

96-086 *Inspection Sample Seed Analysis Report (WDA-131)*

96-089 *General Inspection Report (Form WDA-100)*

96-093 *Agriculture Sampling System Log*

Herbicide, Pesticide and Chemicals	GAC-ISP-11	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

06-050 *Pesticide & Predator Applicator Files*

06-057 *Pesticide Applicator Inspection / Violation Reports*

06-058 *Pesticide Inspection file*

06-061 *Registrations (Soil Conditioners, Fertilizers, Pesticides, and Soil Amendments)*

06-069 *Letter Advising Dealer of a Registered Pesticide*

06-083 *USGS Herbicide Monitoring Program Files*

Agriculture

Technical Services (Agriculture)

Governance and Compliance (GAC)

Inspections and Monitoring (ISP)

Herbicide, Pesticide and Chemicals	GAC-ISP-11	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

6014 Letter Advising Dealer of a Registered Pesticide (Form letter-duplicate copy)

Investigations	GAC-ISP-12	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

06-070 Notice of Alleged Violation

06-071 Re-Inspection of Alleged Violation

96-071 Notice of Alleged Violation

96-075 Reinspection of Alleged Violation

Permit Management (PMT)

Special or Temporary	GAC-PMT-06	EXP	5	Retain 5 years after expiration then destroy	No
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Superseded Schedules

06-067 Predator Permit and Report Files

96-266 Predator Fees Listing

Policy and Standards Management (PSM)

Policies, Procedures and Manuals	GAC-PSM-02	SUP	5	Retain 5 years after superseded then destroy	Yes
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Superseded Schedules

06-089 Quality Assurance Manual

Standards	GAC-PSM-03	SUP	3	Retain 3 years after superseded, then destroy	Yes
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Superseded Schedules

06-076 Plastic Agriculture Pesticides Containers Operation / Inspection Standards

96-263 Code Books

Legal and Judiciary (LGL)

Contract Management (CTR)

Leases	LGL-CTR-08	EXP	10	Retain 10 years after expiration then destroy	No
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Superseded Schedules

06-080 State Land Leases (Copies)

Agriculture

Technical Services (Agriculture)

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Chemicals, Agriculture	LGL-LAR-12	EXP	5	Retain 5 years after expiration then destroy	No
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Superseded Schedules

96-267 *Pesticide Applicator Files*

Dealers and Agents and Outfitters	LGL-LAR-15	EXP	7	Retain 7 years after expiration then destroy	No
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Superseded Schedules

06-064 *Dealer Record (Rodent/Predator)*

96-090 *Violation Information Form*

Facilities, Establishments and Products	LGL-LAR-18	EXP	5	Retain 5 years after expiration then destroy	Yes
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Superseded Schedules

06-047 *Establishment Licensing and Permit Files*

06-053 *Apiary Certificate of Registration File*

06-055 *Grain Dealers and Grain Warehouseman Licenses and Bonds*

06-059 *Certificate of Registration (Form No. DP-32)*

5594 *Feed Registrations*

96-074 *Registrations*

Forage Certification	LGL-LAR-20	PERM		Retain permanently	No
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Superseded Schedules

06-077 *Regional Forage Certification Program Files*

Weights and Measures	LGL-LAR-45	EXP	3	Retain 3 years after expiration then destroy	No
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Superseded Schedules

06-090 *Registered Servicemen and Weightmasters Certification File*

Natural Resource Management (NRM)

Agriculture Management (AGR)

Analysis - Seeds	NRM-AGR-01	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

6021 *Sampling and Analysis Checklist (Form #DP-71)*

6024 *Seed Inspector's Report (Form #DP-70)(White copy)*

96-076 *Tetrazolium Test Report (Form WDA-142)*

Agriculture

Technical Services (Agriculture)

Natural Resource Management (NRM)

Agriculture Management (AGR)

Analysis - Seeds	NRM-AGR-01	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

- 96-077** *Service Seed Analysis Report*
- 96-078** *Seed Samples (No Fees Charged) Work Card #WDA-199A*
- 96-079** *Seed Samples (Fees Charged) Work Card #WDA-199*
- 96-080** *Seed Sample Envelopes*
- 96-081** *Samples Containing Over 2% Weed Seeds*
- 96-082** *Samples Containing Noxious Weed Seeds*
- 96-083** *Preliminary Purity Report*
- 96-087** *Initial Sample Form*

Calibration Worksheet	NRM-AGR-02	SUP	3	Retain until superseded, then destroy	No
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Superseded Schedules

- 06-088** *Mass Calibration Work Sheet*
- 96-259** *Mass Calibration Work Sheet*

Food and Drug Information	NRM-AGR-05	SUP	3	Retain 3 years after superseded, then destroy	No
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Superseded Schedules

- 06-060** *Product Label (Approved)*

Plans and Studies	NRM-AGR-08	SUP	3	Retain until superseded then destroy	Yes
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Superseded Schedules

- 06-068** *Predator Subject Files (Rodent/Predator)*

Surveys and Inspections	NRM-AGR-09	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

- 06-049** *Package Checking Report" File*

Weights and Measures	NRM-AGR-10	SUP	5	Retain 5 years after superseded then destroy	No
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Superseded Schedules

- 06-052** *Weights and Measures File (Establishment)*
- 06-086** *In-House Metrology Laboratory Log*

Agriculture

Technical Services (Agriculture)

Public Health Services (PHS)

Laboratory Management (LAB)

Calibration	PHS-LAB-01	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

06-087 *Laboratory Calibration Log*

96-088 *Index/Account Card (Form WDA-193)*

Wheat Marketing Commission (Agriculture)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

96-064 *Refund Correspondence*

Organization	ADM-GMT-15	PERM		Retain permanently	No
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Superseded Schedules

96-066 *Wheat Marketing Commission Membership File*

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

96-060 *Monthly Reports - Copies*

96-062 *Producer File*

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
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Superseded Schedules

96-061 *Payment Vouchers - Copies*

96-065 *Wheat Assessment Refund Application*

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

96-063 *Receipts of Collection*

Agriculture

Wheat Marketing Commission (Agriculture)

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
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Superseded Schedules

96-067 *Wheat Assessment Reporting Form (Form WWC 12/91)*

Grant and Scholarship Management (GRM)

Grant Files	FIN-GRM-01	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

96-059 *Grant Correspondence*

Attorney General

Financial and Accounting (FIN)

Accounting Management (ACC)

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

00-001 *Administrative Files*

Legal and Judiciary (LGL)

Litigation Management (LIT)

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

00-002 *Administrative Hearing Files (Subject Index 06)*

00-003 *Client Administrative Files (Subject Index 04)*

Admin (Attorney General)

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
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Superseded Schedules

00-015 *Subrogation Files (Subject Index 10)*

Financial and Accounting (FIN)

Grant and Scholarship Management (GRM)

Grant Files	FIN-GRM-01	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

02-217 *Federal Grant Voucher Files*

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

Advice and Opinions	LGL-LMM-03	PERM		Retain permanently	No
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Superseded Schedules

00-012 *Opinion files (Subject Index 03)*

Attorney General
Admin (Attorney General)

Legal and Judiciary (LGL)

Litigation Management (LIT)

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

- 00-005** *Employment Litigation Files (Subject Index 19)*
- 00-006** *General Client Activity File (Subject Index 00)*
- 00-007** *Governmental Claim Files (Subject Index 12)*
- 00-010** *License and Permit Files (Subject Index 05)*
- 00-013** *Rules and Regulations Files (Subject Index 01)*
- 02-218** *North Platte Litigation Files*

Case Files - Victims/Attorney General Litigation Files	LGL-LIT-08	CP	15	Retain 15 years after completion then destroy	No
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Superseded Schedules

- 00-011** *Litigation Files (Subject Index 02)*

Criminal Investigation (Attorney General)

Administration and Business Support (ADM)

Equipment and Vehicle Management (EVM)

Equipment Files	ADM-EVM-01	LOA	5	Retain 5 years after the Life of the Asset then destroy	No
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Superseded Schedules

- 9854** *Equipment Files*

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

- 5017** *Correspondence, Official and General*
- 9860** *Correspondence*

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

- 05-382** *WCJIN and Teletype Records*

Attorney General

Criminal Investigation (Attorney General)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

- 90-036** Criminal Intelligence Reports
- 96-042** Criminal History Dissemination Log
- 96-051** NCIC Validation listing
- 96-053** Teletypes
- 9862** Memoranda - AGDCI
- 9863** Memoranda - Other Divisions and State Agencies
- 9864** Monthly Activity Report
- 9880** Requests for Assistance

Risk Management (RSK)

Incident Management	ADM-RSK-03	CP 10	Retain 10 years after completion then destroy	No
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Superseded Schedules

- 14159** Attorney General's Uniform Crime Report
- 14160** Law Enforcement Agency's Uniform Crime Report
- 96-045** Domestic Violence Report Documents

Employee Services (EMP)

Personnel Management (PER)

Certifications	EMP-PER-02	EXP 2	Retain 2 years after expiration then destroy	No
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Superseded Schedules

- 05-381** Terminal Operators Certificate/License Test

Fingerprints - Non-Criminal Justice Applicants	EMP-PER-06	CYE 99	Retain 99 years after calendar year end then destroy	No
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Superseded Schedules

- 96-058** Non-Criminal Justice Position Applicant Fingerprint/Waiver Card

Attorney General

Criminal Investigation (Attorney General)

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

General	GAC-AOC-05	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

96-039 *Compliance Audit - State Agencies*

96-040 *Control Terminal Compliance Audit*

Policy and Standards Management (PSM)

Policies, Procedures and Manuals	GAC-PSM-02	SUP	5	Retain 5 years after superseded then destroy	Yes
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Superseded Schedules

9853 *Division Manual for AGDCI*

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

Case Files	LGL-LMM-06	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

11370 *Laboratory Case Files*

9834 *Case Files, Open-Active*

9835 *Case Files, Open-Inactive*

9836 *Case Files, Closed*

9837 *Case File Index a/k/a Cases Index*

9848 *Crime Lab Reports*

9855 *Evidence Disposition File*

Concealed Firearms	LGL-LMM-13	EXP	5	Retain 5 years until expiration then destroy	No
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Superseded Schedules

96-041 *Concealed Firearms Program File*

Missing Persons File	LGL-LMM-24	CP	1	Retain 1 years after completion then destroy	No
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Superseded Schedules

96-048 *Missing Person Clearing House File*

Missing Persons Report	LGL-LMM-25	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

05-380 *Missing Person Clearing House Annual Report*

Attorney General

Criminal Investigation (Attorney General)

Public Safety Services (PSS)

Correctional Institutions (CIM)

Fingerprint Card - Criminal/Criminal Justice Applicants	PSS-CIM-06	CR	99	Retain 99 years after create date, then destroy	No
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Superseded Schedules

96-056 *Criminal Offender Fingerprint Card*

96-057 *Criminal Justice Position Applicant Fingerprint Cards*

Jacket File - Criminal	PSS-CIM-16	CR	99	Retain 99 years after create date, then destroy	No
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Superseded Schedules

96-043 *Criminal Jacket File*

Law Enforcement (LAE)

Sex Offender Registration	PSS-LAE-10	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

96-052 *Sex Offender Registration File*

Gov Png Council Dev Disabil (Attorney General)

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
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Superseded Schedules

12-020 *Mega Conference*

Medicaid Fraud Control Unit (Attorney General)

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

Case Files	LGL-LMM-06	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

04-163 *Case Files*

Attorney General

Peace Officers Stds&Tng (Attorney General)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

17644 *General Correspondence*

Public Safety Services (PSS)

Training Management (TGM)

Law Enforcement	PSS-TGM-01	CR	50	Retain 50 years after create date then destro	No
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Superseded Schedules

10-002 *Peace Officers Standards & Training Records File*

17642 *Accreditation of In-service Training Course*

17645 *Lists of Course Attendees*

Planning Council on Developmental Disabilities (Attorney General)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

96-211 *General Correspondence*

Planning and Development	ADM-GMT-17	CR	5	Retain 5 years after create date, then destroy	Yes
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Superseded Schedules

96-209 *Family Support Network Records*

96-210 *Federal Annual Performance Report*

96-213 *State Plan*

Financial and Accounting (FIN)

Grant and Scholarship Management (GRM)

Grant Files	FIN-GRM-01	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

96-207 *ADD Basic Grant*

96-212 *Project Grants*

96-214 *Unfunded Grants*

Attorney General

Victim Services (Attorney General)

Financial and Accounting (FIN)

Grant and Scholarship Management (GRM)

Grant Files	FIN-GRM-01	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

- 01-160** *Americorps and VOCA (Victims of Crime Act) Grant Files*
- 99-021** *Family Violence and Sexual Assault Checklist*
- 99-022** *Program Complaint / Grievance Files*
- 99-023** *Yearly Maintenance Report*
- 99-024** *Yearly on Site Visit / Evaluation Report*

Legal and Judiciary (LGL)

Contract Management (CTR)

General	LGL-CTR-04	EXP	10	Retain 10 years after expiration then destroy	No
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Superseded Schedules

- 01-161** *Americorps Member File*

Legal Matter Management (LMM)

Case Files - Victims	LGL-LMM-12	CP	15	Retain 15 years after completion then destroy	No
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Superseded Schedules

- 02-074** *Client File*

Litigation Management (LIT)

Case Files - Victims/Attorney General Litigation Files	LGL-LIT-08	CP	15	Retain 15 years after completion then destroy	No
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Superseded Schedules

- New** *Case Files - Victims*

Wyo Law Enforcemt Acdmy (Attorney General)

Administration and Business Support (ADM)

Education (EDU)

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

- 08-090** *Examination File and Examination Answer Sheet File*

Attorney General

Wyo Law Enforcemt Acdmy (Attorney General)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

08-091 *General Correspondence and General Correspondence Log*

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

08-085 *Activity Logs: Outside Agency Use of Academy Facility, Tours Schedule, and Regional Training, Public Relations Appearances*

08-087 *Administrative Memos File*

08-088 *Critical Incident File*

08-096 *Application of Force Survey*

08-097 *Menu*

Employee Services (EMP)

Training Management (TRM)

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

08-083 *Academy Instructor Evaluation File*

08-089 *Departmental Training and Training Log*

08-100 *School Documentation, Curriculum File and Curriculum Handout File*

Individual Training File - Law	EMP-TRM-03	TE	60	Retain 60 years after separation then destroy	No
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Superseded Schedules

08-095 *Individual Training File and Training Schedule*

Instructor Management	EMP-TRM-04	TE	1	Retain 1 year after termination then destroy	No
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Superseded Schedules

08-084 *Academy Instructor Resource List and Course Evaluation*

08-092 *Instructor Confirmation Letter*

08-093 *Instructor Information Sheet & Instructor Information File*

Attorney General

Wyo Law Enforcemt Acdmy (Attorney General)

Financial and Accounting (FIN)

Grant and Scholarship Management (GRM)

Grant Files	FIN-GRM-01	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

08-094 *Grant File*

Public Safety Services (PSS)

Law Enforcement (LAE)

Assessment Plans and Studies	PSS-LAE-03	PERM		Retain permanently	No
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Superseded Schedules

08-098 *Needs Assessment Study and Location Consideration Study*

08-099 *Original Grant and Memorandum of Agreement*

Audit, Dept of
Admin (Audit, Dept of)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

15119 *Legislative Files*

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

Advice and Opinions	LGL-LMM-03	PERM	Retain permanently	No
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Superseded Schedules

15118 *Attorney General's Opinion*

Banking Division (Audit, Dept of)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR 3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

08-107 *General Correspondence*

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

08-102 *Board Work Papers*

Financial and Accounting (FIN)

Financial Statements and Reports (FSR)

Annual	FIN-FSR-01	FYE 5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

08-105 *Financial Institution Annual Reports, Examinations & Uniform Consumer Credit Code Examinations*

Audit, Dept of
Banking Division (Audit, Dept of)

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

Financial	GAC-AOC-04	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

- 04-165** *Call Report of Bank*
- 08-103** *Examination Work papers, Creditors Notification Returns, and Surety Bonds*
- 08-104** *Financial Institutions*
- 08-106** *Financial Institution Charter Applications and Mergers*
- 08-109** *License Files*
- 08-110** *Resident Manager Examination*

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

Advice and Opinions	LGL-LMM-03	PERM		Retain permanently	No
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Superseded Schedules

- 08-101** *Attorney General's Opinions and Memoranda*

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

- 08-108** *Hearing Files*

Excise (Audit, Dept of)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

- 91-092** *Correspondence, General*

Financial and Accounting (FIN)

Tax Management (TAX)

Sales and Use	FIN-TAX-12	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

- 91-091** *Sales and Use Tax Returns Microfilm*

Audit, Dept of
Excise (Audit, Dept of)

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

Financial	GAC-AOC-04	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

91-090 *Excise Audit Cost Sheet*

Reports	GAC-AOC-13	CP	15	Retain 15 years after completion then destroy.	No
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Superseded Schedules

94-366 *Excise Final Audit Report and Work Papers*

Minerals (Audit, Dept of)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

91-097 *Correspondence, General*

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
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Superseded Schedules

96-513 *Time and Billing Reports*

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

Reports	GAC-AOC-13	CP	15	Retain 15 years after completion then destroy.	No
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Superseded Schedules

96-512 *Mineral Audit Files(Reports, Workpapers, Settlement Media, Maps)*

Audit, Dept of
Public Funds (Audit, Dept of)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - Elected Officials	ADM-GMT-04	PERM		Retain permanently	No
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Superseded Schedules

09-030 *Correspondence – Elected Officials*

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

09-032 *General Correspondence*

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

4858 *Acknowledgments of Receipt of Report of Examination*

Financial and Accounting (FIN)

Accounting Management (ACC)

Collections and Bankruptcy	FIN-ACC-01	CP	7	Retain 7 years after completion then destroy	No
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Superseded Schedules

16632 *Report of Uncollectible Debts*

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

General	GAC-AOC-05	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

09-031 *Examination Work Papers of State Agencies & Political Subdivisions*

Reports	GAC-AOC-13	CP	15	Retain 15 years after completion then destroy.	No
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Superseded Schedules

09-033 *Investigative Work Papers RESTRICTED SHRED*

09-034 *Reports and Reports of Examinations*

4861 *Office Opinions for Political Subdivisions*

Audit, Dept of
Public Funds (Audit, Dept of)

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

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

09-035 *Self Audits and Budget Hearings*

Auditor

Admin (Auditor)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

10024 Correspondence

Employee Services (EMP)

Training Management (TRM)

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

10035 Training Courses

Financial and Accounting (FIN)

Budget Management (BUD)

Workpapers	FIN-BUD-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

10037 Budget Preparation Files

Financial Statements and Reports (FSR)

Annual	FIN-FSR-01	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

08-047 Comprehensive Annual Financial Reports (CAFR) Working Files

Procurement (PRO)

Vendor Management	FIN-PRO-03	EXP	5	Retain 5 years after expiration then destroy	No
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Superseded Schedules

94-469 IRS Form 1099 File

Governance and Compliance (GAC)

Policy and Standards Management (PSM)

Memorandums, Orders and Directives	GAC-PSM-01	PERM		Retain permanently	No
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Superseded Schedules

10025 Memoranda

Auditor

Audit Division (Auditor)

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
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Superseded Schedules

10114 *Financial Systems Unit Records a/k/a Systems Development Unit a/k/a Financial Research and Analysis Unit. Includes Financial Advisory Council(Development and preparation of WUAS system)*

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
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Superseded Schedules

94-555 *Vouchers (Includes P-1, WIN 102, 103, 104, 105, JV, continuation forms, and attachments) RESTRICTED SHRED*

94-557 *Warrant Cancellation/Replacement Records and Attachments(Includes WIN 106 and CX)*

94-559 *Manual Warrants and Attachments(Includes WIN 102, 103, and MW.)*

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

94-554 *Receipts and Transmittals(WIN 101)*

94-556 *Interface Records(Includes, but is not limited to, WIN 114, WIN Interface Reformat Reports, Payment Vouchers-Certification (printouts), and supporting documentation relating to the various interfaces which currently include: 1-Workers' Compensation; 2-Me*

Collections and Bankruptcy	FIN-ACC-01	CP	7	Retain 7 years after completion then destroy	No
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Superseded Schedules

94-558 *Returned/NSF Checks and Attachments(Includes WIN 107 and CV)*

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

94-560 *Wyoming Information Network (WIN) Input Forms and Source Documents - electronic records and paper records(Includes, but not limited to, internal (intra-governmental) payment vouchers, requisitions, documents relating to revenue modifications and expenditu*

94-561 *WIN Payee Information Form(WIN 109)*

94-566 *Wyoming Information Network (WIN)Reports on Computer-Output Microfiche (COM)(Includes, but is not limited to: SUSFR 1 and 2, WOO2, WOO3, WOO4, WOO6, A270, A601, A602, A604, A605, A613, A614, A616, A657, A680, A690, B101, B102, and WFAGF1, 2, 3 and 4)*

Auditor

Audit Division (Auditor)

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
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Superseded Schedules

94-564 GAAP Administrative Records and Reports

Payroll (Auditor)

Administration and Business Support (ADM)

General Management (GMT)

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

94-608 Retirement Report (Microfiche) (CD)

Employee Services (EMP)

Payroll Management (PRL)

Audited Taxes - Payroll Auditor's Office	EMP-PRL-04	CYE	60	Retain 60 years after calendar year end then destroy	No
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Superseded Schedules

02-246 Payroll Deduction Reports (Microfiche) (CD) (Deduction Processing Exceptions-HAR1200; Deduction Register-HAR4100; Direct Deposit Deduction Register HAR4500; Employee Reimbursement Account (ERA) Deduction Report; External Adjustment Report-HAR1400; Family

02-249 Payroll Register-HAR5200 (Dec report-microfiche) (Jan - Nov reports - Hard Copy/CD)

03-137 FICA Refund Reports 1978 - 1981

90-023 W-2 Audit Report (Microfiche) (CD)

Reports - Payroll	EMP-PRL-03	CYE	7	Retain 7 years after calendar year end then destroy	No
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Superseded Schedules

02-243 Payroll Balancing Reports (Hard Copy) (CD) (Retired Judges FIT Report-HMRRJFWT; Run to Run Control (Cycle and On-Line)-HAR7100; G/L Exception Reports-HMRCOMP; Workers Compensation Error Report-HABHMRCOMP)

02-244 Payroll Balancing Reports (Microfiche) (CD) (Cost Analysis Report-HMRPCAR; External Adjustment Report-HAR1400; General Ledger Detail Cycle and Online-HAB4200; Hours to Gross Register-HAR5300; Multi-County Employers Quarterly Report-HMRQMCE)

02-251 Payroll Savings Bond Reports (Microfiche) (CD) (Savings Bond Purchase Register-HAR4900; Savings Bond Detail Control-HAR4910; Savings Bond Summary Control-HAR4920)

Auditor

Payroll (Auditor)

Employee Services (EMP)

Payroll Management (PRL)

Reports - Payroll	EMP-PRL-03	CYE	7	Retain 7 years after calendar year end then destroy	No
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Superseded Schedules

02-252 Payroll Statistical Reports (Hard Copy) (CD) (Database Update Statistics-HAB2400; Pay Check Format Statistics-HAR1000; Document Format Statistics Report-HAB2810; Gross to Net Statistics-HAB2100; Leave Statistics-HAB2800)

94-593 Employer's Quarterly Wages Report-HMRQWCE (microfiche) (CD)

94-595 Garnishments, including Child Supports, Student Loan and Tax Levy File RESTRICTED SHRED

Salary and Compensation Management (SCM)

Reports - Salary	EMP-SCM-01	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

02-240 Alpha List and Work Force Salary Report (Microfiche) (CD)

Financial and Accounting (FIN)

Accounting Management (ACC)

Reports - Annual	FIN-ACC-11	FYE	10	Retain 10 years after the fiscal year end then destroy	No
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Superseded Schedules

02-241 Check Cancellation Register-HAR1300 (Microfiche) (CD)

Barber Examiners, Board of
Admin (Barber Examiners, Board of)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

14803 *Correspondence*

Indexes and Finding Aids	ADM-GMT-09	PERM		Retain permanently	No
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Superseded Schedules

05-223 *Index Cards*

Governance and Compliance (GAC)

Governance (GOV)

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM		Retain permanently	No
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Superseded Schedules

14801 *Minutes of State Board of Barber Examiners*

Inspections and Monitoring (ISP)

General	GAC-ISP-08	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

18041 *Sanitary Inspection Reports*

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Continuing Education	LGL-LAR-13	CR	3	Destroy 3 years after create date	No
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Superseded Schedules

14804 *Student Records*

Professional Licenses	LGL-LAR-32	EXP	50	Retain 50 years after expiration then destroy	Yes
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Superseded Schedules

05-206 *Schools of Barbering and Instructors Records*

05-218 *Annual Testing Report*

05-219 *Application for Renewal of License*

05-220 *Barber Registration Records*

05-222 *Barber Shop License Records*

14805 *Apprentice Logs*

Barber Examiners, Board of
Admin (Barber Examiners, Board of)

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Tests and Examinations	LGL-LAR-42	CP	50	Retain 50 years after completion then destroy	No
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Superseded Schedules

14800 *Barber Examination Papers*

Board of Equalization

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

07-031	<i>Central Filing Records</i>
17832	<i>Working Papers of the State Board of Equalization Secretary</i>
96-001	<i>Statement of Consideration</i>

Financial and Accounting (FIN)

Tax Management (TAX)

Tax Assessments	FIN-TAX-13	FYE 10	Retain 10 years after the fiscal year end then destroy	No
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Superseded Schedules

90-172	<i>Abstract of Assessment Roll (Form)</i>
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Valuations	FIN-TAX-15	FYE 10	Retain 10 years after the fiscal year end then destroy	No
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Superseded Schedules

90-179	<i>Report of Valuations, Levies and Taxes (Form ATD 11)</i>
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Governance and Compliance (GAC)

Policy and Standards Management (PSM)

Memorandums, Orders and Directives	GAC-PSM-01	PERM	Retain permanently	No
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Superseded Schedules

90-251	<i>Special Directives</i>
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Legal and Judiciary (LGL)

Legal Matter Management (LMM)

Tax Appeals	LGL-LMM-36	PERM	Retain permanently	No
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Superseded Schedules

01-271	<i>Appeal Files</i>
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Board of Outfitters and Professional Guides

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

91-165 *General Correspondence*

Governance and Compliance (GAC)

Legislation and Regulation Management (LRM)

General	GAC-LRM-07	SUP	5	Retain 5 years after superseded then destroy	Yes
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Superseded Schedules

91-168 *Rules and Regulations*

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

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

91-163 *Complaints*

91-166 *Hearing Files*

Licensing and Registration (LAR)

Dealers and Agents and Outfitters	LGL-LAR-15	EXP	7	Retain 7 years after expiration then destroy	No
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Superseded Schedules

91-162 *Application Files (Outfitters and Professional Guides)*

91-167 *License (Numerical File)*

Community College Com

Budget and Finance (Community College Com)

Administration and Business Support (ADM)

Archives, Library and Museum Management (ALM)

Requests	ADM-ALM-06	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

94-321 *College District Request Records (Including Campbell Countys request for 8th district)*

Administration and Business Support (ADM)

Buildings, Facilities and Infrastructure Management (BFI)

Building Certification	ADM-BFI-01	CR	4	Retain 4 years after create date then destroy.	No
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Superseded Schedules

94-210 *Building Certification*

Construction Project Files	ADM-BFI-03	LOA	10	Retain for the Life of the Asset then destroy 10 years after that date.	Yes
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Superseded Schedules

08-068 *Construction Records*

97-053 *WSP Stabilization Files*

Maintenance and Repairs/Space Records	ADM-BFI-05	LOA	10	Retain for the Life of the Asset then destroy.	No
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Superseded Schedules

97-216 *Maintenance Checklist*

97-217 *Maintenance Department Work Schedule*

Maps, Drawings and Plans	ADM-BFI-06	LOA	10	Retain for 10 years after the Life of the Asset then destroy	Yes
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Superseded Schedules

08-116 *Maps, Plans, and Specifications*

Safety, Security and Access	ADM-BFI-07	EXP	2	Retain 2 years after expiration then destroy	No
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Superseded Schedules

15077 *Key Control Inventory*

95-057 *Visitor's Registration Book*

95-144 *Record of Visitors*

97-144 *Site Visit Reports*

97-248 *Master Key and Lock Inventory*

Community and Public Relations (COM)

Press and News Releases	ADM-COM-04	CR	5	Retain 5 years after create date, then destroy	Yes
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Superseded Schedules

04-068 *Public Information Office Files including Press Releases*

Corrections, Dept of

Administration and Business Support (ADM)

Equipment and Vehicle Management (EVM)

Equipment Files	ADM-EVM-01	LOA	5	Retain 5 years after the Life of the Asset then destroy	No
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Superseded Schedules

94-090 *Equipment History and Manuals*

94-138 *Equipment Warranties*

94-144 *Operators Manuals*

99-093 *Equipment Manuals*

Maintenance and Repairs	ADM-EVM-02	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

95-309 *Vehicle Repair Authorization Form*

97-212 *Equipment and Vehicle Maintenance Files*

Vehicle Files	ADM-EVM-04	LOA	5	Retain 5 years after the Life of the Asset then destroy	No
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Superseded Schedules

95-235 *Vehicle Sign-Out Sheet - Staff*

General Management (GMT)

Calendars and Schedules	ADM-GMT-02	OBS	5	Retain 5 years after obsolete then destroy	No
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Superseded Schedules

94-088 *Calendar*

Correspondence - Directors	ADM-GMT-03	PERM		Retain permanently	No
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Superseded Schedules

08-050 *Director and Deputy Director Correspondence, Memos and Directives*

08-054 *Wardens' Correspondence*

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

07-072 *Miscellaneous/Generic Correspondence*

08-049 *General Correspondence*

08-051 *Division Administrator Correspondence*

15033 *Board of Charities and Reform Letters*

Administration and Business Support (ADM)

General Management (GMT)

Distribution, Mailing and Contact Lists	ADM-GMT-06	SUP	3	Retain 3 years after superseded then destroy	Yes
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Superseded Schedules

97-082 Community Corrections Boards Membership Listing

Indexes and Finding Aids	ADM-GMT-09	PERM		Retain permanently	No
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Superseded Schedules

5027 File Index

Logs	ADM-GMT-11	CR	3	Retain 3 years after create date, then destroy	No
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Superseded Schedules

- 15094** Weapons Control Log
- 94-112** Block Clothing Return Log (WSP #347A)
- 94-116** General Laundry Block Receiving Log (WSP #347-B)
- 94-127** Drivers Daily Log
- 94-157** Sign Shop Sales Log
- 94-158** Tag Plant Production Log
- 94-159** Clothing/Bedding Card (WSP #173)
- 94-160** Garment Shop Inventory Log (WSP #346)
- 94-167** Cash Receipt Log
- 94-168** Certified Mail Log
- 94-170** Document Log
- 94-171** Legal Mail Log
- 94-178** Tracking Log
- 94-181** Boiler Maintenance Log
- 94-245** Assessment and Orientation Restraint Log
- 94-249** Daily Log Book aka Reports from Shift Commander
- 94-260** Pass on Log
- 94-263** Sally Port Log
- 94-277** Telephone Log
- 95-065** School Release/Work Release Log
- 95-095** Vehicle History and Equipment Log

Corrections, Dept of

Administration and Business Support (ADM)

General Management (GMT)

Logs	ADM-GMT-11	CR	3	Retain 3 years after create date, then destroy	No
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Superseded Schedules

- 95-106 Induction Log
- 95-110 Motivation Log Roster
- 95-121 Orientation Process Log
- 95-128 Hospital Log
- 95-132 Inmate Search Log
- 95-135 Key Inventory Log
- 95-139 Official Log
- 95-149 Verbal/Written Warning Write Up Log
- 95-184 Field Purchase Order Log
- 95-205 Cleaning Supplies Log
- 95-213 Daily Log
- 95-215 Evidence Storage Log
- 95-217 Furlough Call in Log (WHF #13)
- 95-232 Staff Movement Log
- 95-233 Staff and Inmate Checkout Log (WHF-16F)
- 95-236 Visitor Movement Log (WHF #16-F)
- 95-237 Visitor Registration Log
- 95-243 Beef Animal Facts Sheet
- 95-245 Brand File
- 95-248 Chemical File
- 95-252 Equipment/Tool History Log
- 97-239 Silverware Control Sheet
- 97-244 General Area Search Log
- 97-246 Key Control Log
- 97-251 Perimeter Security Log
- 97-252 Physical Search Log
- 97-253 Radio Communications Log
- 97-254 Room/Cell Search Log

Corrections, Dept of

Administration and Business Support (ADM)

General Management (GMT)

Logs	ADM-GMT-11	CR	3	Retain 3 years after create date, then destroy	No
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Superseded Schedules

- 97-256** *Vehicle Search Log*
- 97-257** *Visitors Log*
- 98-028** *Laundry Report*

Meeting Management	ADM-GMT-12	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

- 04-064** *Minutes and Related Records*
- 95-088** *Team Meeting Minutes*
- 97-010** *Weekly ISP (Intensive Supervision Program) Meeting Minutes*
- 97-018** *Management Team Meeting Minutes*
- 97-021** *Professional Staff Meeting Minutes*
- 99-102** *Staff Meeting Minutes*

Planning and Development	ADM-GMT-17	CR	5	Retain 5 years after create date, then destroy	Yes
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Superseded Schedules

- 04-074** *Strategic Reports/Plans*

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

- 04-066** *Operational Files/Program Files*
- 04-091** *Program Files*

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

- 95-246** *Calf Inventory Work Sheet*

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

- 04-052** *Annual Reports*

Administration and Business Support (ADM)

General Management (GMT)

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

- 00-111** Monthly Status Report
- 04-058** Department of Justice Files
- 04-060** Governor's Office Files
- 04-062** Inmate Industries/Vendor Files
- 04-087** Counts Files
- 06-107** Intensive Supervision Program Offender Payment History Report
- 06-110** Intensive Supervision Program Supervision Fee Receipt Book
- 08-062** Monthly Correctional Facility Operational Report
- 08-114** Classification Records
- 09-068** Daily Management Report (DMR)
- 13-028** Incident/Staff Report
- 15108** Standard Ration Report
- 5045** Office Monthly Reports
- 94-079** Monthly Report to Department of Corrections
- 94-085** Special Commissary Slip (WSP #40A)
- 94-108** Progress Notes (WSP #281)
- 94-110** Statistical Reports
- 94-155** Monthly Industries Report
- 94-183** Department of Environmental Quality (DEQ) Report
- 94-184** Environmental Protection Agency (EPA) Report
- 94-251** Escape or Attempted Escape Record
- 94-258** Memorandum of Special Visit
- 95-038** Monthly Count
- 95-039** Monthly Population Report
- 95-040** Movement by Counties
- 95-212** Contraband Reports
- 95-267** Health Record
- 95-280** Parole Board Summary Report

Corrections, Dept of

Administration and Business Support (ADM)

General Management (GMT)

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

- 97-005** *Electronic Monitoring Program Documentation*
- 97-007** *Monthly Caseload Summary*
- 97-019** *Monthly Workload Report*
- 97-025** *Reclassification Record*
- 97-077** *Annual Termination Report*
- 97-084** *Community Corrections Facilities Directors Monthly Report*
- 97-134** *Monthly Caseload Report*
- 99-069** *Attorney Generals Report on Population*

Transitory Records	ADM-GMT-26	OBS/SUP 3		Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

- 04-051** *Administrative/FYI Files*
- 04-057** *Contractors/Consultants/Vendors Samples and Brochures*
- 04-072** *Special Project Files*
- 04-073** *Statistical Information/Database Tables*
- 04-075** *Technology Files*
- 04-086** *Conferences Files*
- 08-052** *Memos*
- 10243** *Production Records*
- 10284** *Count Sheet (source document)*
- 10285** *Inmate Daily Count Sheet*
- 10352** *Discharge List*
- 10353** *Inmate Daily Count and Count Slips*
- 12-021** *Inmate Communication Form (320)*
- 12-022** *Resident Request Form*
- 15030** *Report of Annual Census*
- 15031** *Attorney Generals Report on Finger print Cards*

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

- 15080** *Master Census Sheet*
- 15095** *Bid Order*
- 15096** *Cleaning Schedule*
- 15097** *Dishwasher Service Report*
- 15098** *Equipment Checklist for Night Shift*
- 15100** *Inventory Checklist*
- 94-068** *Commissary Request Form*
- 94-082** *Receipt Listing (WSP #1313)*
- 94-092** *Food Service Daily Report (WSP #178)*
- 94-107** *Over-the-Counter (OTC) Medication (Med-10)*
- 94-111** *Transportation Schedule*
- 94-113** *Clothing/Bedding Issuance Record (WSP #173)*
- 94-114** *Daily Laundry Production Totals*
- 94-119** *Laundry Discrepancy Report (WSP #459)*
- 94-120** *Laundry List (WSP #272)*
- 94-121** *Laundry Poundage*
- 94-124** *Administrative Reports*
- 94-140** *Industries Approval Form (WSP #473)*
- 94-141** *Industries Order Form (WSP #445)*
- 94-146** *Print Shop Monthly Report (WSP #469B)*
- 94-149** *Validation Plant Monthly Report*
- 94-156** *Sign Shop File*
- 94-162** *Industries Monthly Report*
- 94-173** *Package Received List*
- 94-174** *Receipt/Listing*
- 94-196** *Repair Work Orders (WSP #227)*
- 94-213** *Materials Needed (WSP #125)*

Corrections, Dept of

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

- 94-221 Canteen Evaluation
- 94-231 Craft Transfer Receipts (OUT #004)
- 94-237 Change of Status (WSP #121)
- 94-243 Special Good Time Work Sheets
- 94-248 Change Sheets
- 94-250 Disciplinary Action File
- 94-254 Inmate Transportation Itinerary
- 94-259 Monthly Alpha and Numeric Inmate Roster
- 94-266 Tower Inventory
- 94-281 Special Project Records
- 94-285 Training Tests and Test Scores
- 94-286 Weapons Qualification Records
- 94-287 Activity Schedule
- 95-049 Camp Count
- 95-051 Communications (Form #315)
- 95-070 Alphabetical Roster
- 95-077 Personnel Transaction Reports
- 95-085 Resident Levels Sheet
- 95-092 Repair Slip Request (Form #306-2)
- 95-100 Sugar Control Sheet
- 95-101 Alternative Training List
- 95-102 Boot Camp Inventory
- 95-103 Cycle Scheduling Sheet
- 95-112 Weekly Inspection Record
- 95-115 Daily Forestry Assignment List
- 95-116 Group Excursion Form
- 95-117 Individual Excursion Form (#720-2)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

- 95-119** *Kitchen Equipment Temperature and Check Sheet*
- 95-136** *Master Count Sheet*
- 95-138** *Off Campus Movement Records*
- 95-142** *Physical Plant (Gym) Inspection Report*
- 95-146** *Sign Out Sheet - Gym and Weight Room*
- 95-175** *Inmate Performance Report and Monthly Special Good Time Report (Form #WF-91)*
- 95-193** *Reproduction of Records*
- 95-202** *Warehouse Order Form*
- 95-204** *Bedding Issuance Record*
- 95-206** *Laundry Ticket*
- 95-209** *Internal Vacancy Announcements*
- 95-223** *Inmate Security Schedule*
- 95-224** *Inmate Sign-Out Roster (WHF #16-E)*
- 95-244** *Beef Monthly Profit and Loss Statement*
- 95-258** *Repair Manuals*
- 95-260** *Tool Check Out Register*
- 95-276** *Furlough Follow-Up*
- 96-449** *Transcription Tapes*
- 97-003** *Client Weekly Schedule*
- 97-008** *On Call Work Schedule*
- 97-009** *Pending Files*
- 97-012** *Pre-Release Investigation File (Parole Plan)*
- 97-013** *Pre-sentence Investigation File*
- 97-015** *Community Alternative Test Scores*
- 97-024** *M.I.S Reports*
- 97-026** *Restitution Payment Report*
- 97-030** *Monthly Restitution Record*

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

- 97-050** *Project Summary*
- 97-063** *General Files (Letters from Attorney Generals Office, status changes, and FYI-type files)*
- 97-064** *Quarterly Program Progress Report*
- 97-066** *Statistical Information File*
- 97-091** *Project Files*
- 97-097** *Weekly Resident Roster*
- 97-104** *Class Schedules*
- 97-107** *Even Start Training Information*
- 97-109** *Inmate Attendance Record*
- 97-113** *Project/Working Files*
- 97-154** *Monthly ISP Supervision Fee Collection List*
- 97-218** *Tool Checkout Control Sheet*
- 97-221** *Maintenance Work Order*
- 97-222** *Tool Inventory*
- 97-235** *Meal Count*
- 97-236** *Menu*
- 97-237** *Sharp Control Sheet*
- 97-238** *Sharp Inventory Control*
- 97-242** *Class Attendance Record*
- 97-243** *Daily Activity Sheet*
- 98-030** *Monthly Canteen Report*
- 98-031** *Request for Repair/Exchange*
- 98-032** *Weekly Supply Distribution Sheet*
- 98-045** *Applicant Recruitment or Referral of Eligibility*
- 98-049** *Inmate Work Schedule*
- 98-050** *Stock Status Report*
- 98-053** *Weekly Supply Distribution List*

Corrections, Dept of

Administration and Business Support (ADM)

General Management (GMT)

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

95-148 *Trip Authorization Sheet (Form 310)*

99-077 *Trip Authorization Request*

Risk Management (RSK)

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

94-190 *Insurance Underwriters Inspection Report*

95-261 *Vehicle Damage Report*

Waivers and Releases	ADM-RSK-06	CYE	5	Retain 5 years after calendar year end then destroy	No
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Superseded Schedules

95-307 *Legal Matter Managemetrn*

Employee Services (EMP)

Employer and Labor Services (ELS)

Training and Rehabilitation	EMP-ELS-04	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

11-052 *In-Service Individual File*

Personnel Management (PER)

Drug and Alcohol Testing	EMP-PER-03	CP	3	Retain 3 years after completion then destroy	No
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Superseded Schedules

95-234 *Urine Testing Records*

Grievances and Investigations	EMP-PER-07	CP	7	Retain 7 years after completion then destroy	No
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Superseded Schedules

94-093 *Grievances*

97-094 *Site/Staff Investigation*

Employee Services (EMP)

Personnel Management (PER)

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

95-072 *Application for Leave (WSP 920)*

Personnel Files - Long Term	EMP-PER-22	CP	10	Retain 10 years after separation then destroy	No
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Superseded Schedules

New *Personnel Files - Long Term*

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

94-215 *Return of State Property*

94-284 *Personnel Background Data Form*

98-035 *Employee Use of Force Record*

Surveys	EMP-PER-17	SUP	3	Retain for 3 years superseded, then destroy	No
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Superseded Schedules

11-075 *Employee Exit Interviews and Surveys*

Time and Attendance	EMP-PER-18	CYE	5	Retain 5 years after calendar year end then destroy	No
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Superseded Schedules

95-073 *Compensatory/Overtime Request Forms*

98-046 *Compensatory/Overtime Authorization Form*

98-048 *Time Card Proof List*

Volunteer Files	EMP-PER-20	TE	5	Retain 5 years after separation then destroy	No
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Superseded Schedules

09-174 *Volunteer Applications - Approved*

09-175 *Volunteer Applications - Denied*

Work Schedules	EMP-PER-21	CYE	1	Retain 1 year after calendar year end then destroy	No
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Superseded Schedules

95-203 *Work Schedule*

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
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Superseded Schedules

00-117 *Unsuccessful/Withdrawn Applications*

Exams and Tests	EMP-SAR-03	SUP	3	Retain 3 years after superseded then destroy	No
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Superseded Schedules

04-092 *Pre-employment Substance Abuse Screening Results (UAs) Files*

94-207 *Promotion Test and Test Instruments*

98-047 *Promotion Tests and Instruments*

Staff Planning	EMP-SAR-05	SUP	3	Retain 3 years after superseded then destroy	No
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Superseded Schedules

09-016 *Correctional Officer Recruitment Files*

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

98-042 *Postings*

Training Management (TRM)

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

04-076 *Training Records (Includes course materials)*

11-054 *Academy Individual File*

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
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Superseded Schedules

94-217 *Weekly Food Cost*

94-220 *Accounts Payable*

94-229 *WSP Receiving Record (WSP #1354)*

95-283 *Room and Board Charges*

95-284 *Urinalysis Test Charges*

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
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Superseded Schedules

97-233 *Food Costs*

99-071 *Petty Cash Fund*

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

98-097 *Commissary Sales Receipt*

Collections and Bankruptcy	FIN-ACC-01	CP	7	Retain 7 years after completion then destroy	No
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Superseded Schedules

95-058 *Dunner Record*

Funds - Inmate	FIN-ACC-03	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

- 94-073** *Gratuity Fund Records*
- 94-076** *Inmate/Club Monthly Statement*
- 94-077** *Inmate Funds Transfer Form*
- 94-078** *Inmate Time Sheets for Incentive Pay*
- 94-081** *Prisoners Fund Checking Account Records*
- 95-041** *Incentive Payroll Summary Listing*
- 95-043** *New Resident Cash Advance*
- 95-052** *Gate Pay aka Discharge Pay*
- 95-054** *Inmate Donation/Fine Fund*
- 95-060** *Inmate Account Statement*
- 95-061** *Inmate Savings Account*
- 95-062** *Money Order Request*
- 95-063** *Resident Cash Out*
- 95-186** *Incentive Pay Fund Records*
- 95-187** *Incentive Payroll Summary Sheet*
- 95-188** *Inmate Financial File*
- 95-189** *Inmate Welfare Fund Records*

Financial and Accounting (FIN)

Accounting Management (ACC)

Funds - Inmate	FIN-ACC-03	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

- 95-190** *Inmate's Fund Checking Account Record*
- 97-110** *Inmate Incentive Pay (School)*
- 97-151** *Jail Sanction Authorization Form*
- 99-068** *Inmate Fund Bank Records*
- 99-081** *Inmate Cash Receipt Book*
- 99-082** *Inmate Checking Account General Ledger*
- 99-083** *Inmate Checking Account Individual Ledger*
- 99-084** *Inmate Fund Account Folder*
- 99-085** *Inmate Incentive Pay Report*
- 99-088** *Inmate Savings Quarterly Report*
- 99-090** *Inmate Payroll Record*

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

- 95-181** *Electronic Ledger Listing*
- 96-445** *Computer Records*

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

- 94-071** *Daily Canteen Sales Tickets*
- 94-084** *Request to Pay Form*
- 94-145** *Print Shop Job Ticket (WSP #1164)*
- 94-193** *Monthly Power/Utility Report*
- 94-216** *U.S. Dept. of Agriculture (USDA) Commodity Inventory Report*
- 94-227** *Price Sheets*
- 94-235** *Sales Record (OUTL-#002A)*
- 95-045** *Daily Sales Listing*
- 95-047** *Profit/Loss Statement*
- 95-059** *Hobby Craft Sales Receipt*

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
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Superseded Schedules

- 95-179** *Daily Canteen Sales Records*
- 95-180** *Daily Canteen Sales Summary*
- 95-182** *Enterprise Revenue Files*
- 95-200** *United States Dept. of Agriculture (USDA) Commodity Inventory Report*
- 95-250** *Monthly Field Profit and Loss Statement*
- 95-256** *Fuel Consumption Report*
- 95-293** *Meat Sales*
- 97-241** *USDA Commodity Report*
- 98-051** *Commissary Cash Drawer Summary*
- 98-052** *Weekly Commissary Sales Summary*

Asset Management (ASM)

Inventories	FIN-ASM-03	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

- 94-089** *Central Kitchen Inventory*
- 94-135** *Inventory Records*
- 94-153** *Materials Inventory - Sign Shop*
- 94-154** *Materials Inventory - Tag Plant*
- 94-211** *Inventory (Food)*
- 94-212** *Inventory Control*
- 94-222** *Canteen Inventory (Monthly)*
- 94-223** *Canteen Inventory (Weekly)*
- 94-234** *Monthly Inventory*
- 95-091** *Parts and Supply Inventory*
- 95-201** *Warehouse Inventory*

Surplus and Disposal	FIN-ASM-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

- 97-211** *Accountable Property Disposal Record*

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
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Superseded Schedules

- 95-055** *State Agencies' Checking/Savings Account Form*
- 95-176** *Check Request*

Grant and Scholarship Management (GRM)

Grant Files	FIN-GRM-01	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

- 08-115** *Grant Files*

Procurement (PRO)

Purchase Orders and Requisitions	FIN-PRO-02	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

- 15028** *Commissary Purchase Request*
- 94-109** *Receiving Record (WSP #1354)*
- 94-218** *WSP Order Form (WSP #1349)*
- 95-195** *Voided Field Purchase Orders*

Tax Management (TAX)

Sales and Use	FIN-TAX-12	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

- 95-064** *Sales Tax Fund*
- 99-079** *Commissary Sales Tax Records*

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

Financial	GAC-AOC-04	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

- 97-100** *Financial Audits*

General	GAC-AOC-05	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

- 04-055** *Audits/Inspection Files*

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

General	GAC-AOC-05	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

04-067 *Program Audits*

Utility Engineering Records	GAC-AOC-09	CP	15	Retain 15 years after completion then destroy	Yes
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Superseded Schedules

98-026 *Commissary Purchase Request (Copy)*

Environment Management (ENV)

Storage Tanks	GAC-ENV-11	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

95-257 *Fuel Storage Tank File*

Water Facilities	GAC-ENV-13	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

94-200 *Water Test - Quarterly*

Governance (GOV)

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM		Retain permanently	No
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Superseded Schedules

97-014 *Community Alternative Corrections Board Minutes*

97-076 *Annual Community Corrections Boards Meeting Minutes*

97-083 *Community Corrections Facilities Directors Meeting Minutes*

Inspections and Monitoring (ISP)

Equipment and Vehicles	GAC-ISP-06	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

94-180 *Boiler Inspection*

Fire and Electrical	GAC-ISP-07	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

94-129 *Fire Marshal Inspection Reports (Industries Shops)*

95-253 *Fire, Electrical, and Safety Inspection*

Corrections, Dept of

Governance and Compliance (GAC)

Inspections and Monitoring (ISP)

General	GAC-ISP-08	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

95-120 *Living Area Inspection/Safety Report (Form 307-1)*

97-141 *Monthly Environmental Health and Safety Inspection*

Health	GAC-ISP-10	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

95-196 *Health Inspection*

Operational - Correctional	GAC-ISP-16	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

04-065 *Monitoring Reports of Prison Operations*

Policy and Standards Management (PSM)

Memorandums, Orders and Directives	GAC-PSM-01	PERM		Retain permanently	No
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Superseded Schedules

04-059 *Directives*

04-061 *Handbook Files*

95-228 *Posted Orders*

97-157 *Intensive Supervision Program Manual*

97-219 *Project Manuals*

Legal and Judiciary (LGL)

Contract Management (CTR)

General	LGL-CTR-04	EXP	10	Retain 10 years after expiration then destroy	No
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Superseded Schedules

94-230 *Agreements*

Goods and Services	LGL-CTR-05	EXP	10	Retain 10 years after expiration then destroy	No
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Superseded Schedules

95-034 *Cooperative Agreement for Meals*

95-035 *Forestry Program Cooperative Agreement*

95-264 *Adoption Record*

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

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

06-108 *Record of Hearing*

Litigation Management (LIT)

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

04-090 *Litigation Files*

Construction	LGL-LIT-04	PERM		Retain permanently	Yes
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Superseded Schedules

97-052 *WSP Construction Litigation Files*

Natural Resource Management (NRM)

Land and Water Resource Management (LWR)

Aerial Maps and Photos	NRM-LWR-01	PERM		Retain permanently	No
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Superseded Schedules

95-031 *Aerial Maps*

Public Health Services (PHS)

Hazardous Material Management (HMM)

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

94-130 *Hazardous Waste Report*

Public Safety Services (PSS)

Correctional Institutions (CIM)

Addicted Offender File	PSS-CIM-01	CP	7	Retain 7 years after assessment has been completed, then destroy	No
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Superseded Schedules

08-113 *Addicted Offender File*

Public Safety Services (PSS)

Correctional Institutions (CIM)

Assessment Plans and Studies	PSS-CIM-02	PERM		Retain permanently	No
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Superseded Schedules

99-078 *Womens Inmate Assessment (WIA) File*

Client Files	PSS-CIM-03	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

97-004 *Closed Files*

97-023 *Client Maintenance File/Record*

97-098 *Applicant Listing for Community Correction Facilities*

97-150 *Monitoring File*

Employment - Inmate	PSS-CIM-05	CP	3	Retain 3 years after completion then destroy	No
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Superseded Schedules

94-118 *Inmate Incentive Time Sheet*

94-150 *Validation plant Time Sheets*

94-209 *Weekly Time Sheets (WSP #290)*

97-111 *Inmate Time Sheets*

Indexes	PSS-CIM-08	PERM		Retain permanently	No
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Superseded Schedules

5026 *Docket*

94-236 *Alphabetical Index Book*

94-238 *Discharged and Received Book*

96-444 *Active Client Index Card File*

96-446 *Inactive Client Index Card File*

99-080 *Alphabetical Index Card File*

Inmate Base Files	PSS-CIM-09	PERM		Retain permanently	Yes
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Superseded Schedules

12-024 *Inmate Base File*

94-065 *Visitor Agreement*

94-098 *Consultation Request and Report (WSP #437)*

Public Safety Services (PSS)

Correctional Institutions (CIM)

Inmate Base Files	PSS-CIM-09	PERM	Retain permanently	Yes
<i>Superseded Schedules</i>				
94-165	<i>Medical Replacement Authorization</i>			
94-226	<i>Inmate Performance Appraisal</i>			
94-239	<i>Good Time Sheet</i>			
94-241	<i>Inmate Photograph and Negatives</i>			
94-246	<i>Authorized Telephone Call Card</i>			
94-255	<i>Inter-Classification File</i>			
94-291	<i>Inmate Family Records</i>			
94-294	<i>Inmate Legal Actions</i>			
94-299	<i>Special Management Cases</i>			
95-030	<i>Accident Report</i>			
95-037	<i>Inmate Unit File</i>			
95-078	<i>Counseling File - Boot Camp</i>			
95-079	<i>Education File - Boot Camp</i>			
95-080	<i>Assessment of Needs</i>			
95-081	<i>Contact Sheet/Chronological Entries</i>			
95-082	<i>Level Contact Sheet aka Team Review Sheet</i>			
95-084	<i>Resident File</i>			
95-087	<i>Team Review Notification</i>			
95-107	<i>Inmate Evaluation</i>			
95-122	<i>Special Visits and Excursions Request (Form #704)</i>			
95-123	<i>Authorized Visitor Card</i>			
95-130	<i>Inmate Discipline Code Records</i>			
95-133	<i>Intake Form for Incarceration</i>			
95-145	<i>Resident Family Records</i>			
95-150	<i>Visiting Application</i>			
95-151	<i>Waiver for Search (Form #314A-1)</i>			
95-152	<i>Waiver of Appearance (Form #603-3)</i>			
95-157	<i>Resident Legal Actions</i>			

Public Safety Services (PSS)

Correctional Institutions (CIM)

Inmate Base Files	PSS-CIM-09	PERM	Retain permanently	Yes
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Superseded Schedules

- 95-194** *Transfer Request*
- 95-218** *Housing Assignment Change Form*
- 95-219** *Inmate Discharge Form (WHF #28-1)*
- 95-220** *Inmate Motor Vehicle Authorization Request*
- 95-221** *Inmate Property Inventory*
- 95-222** *Inmate Security File*
- 95-226** *Job Change Form*
- 95-229** *Receiving Orientation Records*
- 95-242** *Safety Release*
- 95-249** *Inmate File*
- 95-270** *Inmate Furlough File*
- 95-275** *Chronos*
- 95-279** *Marriage Request Questionnaire*
- 95-281** *Return Form*
- 97-002** *Client Chronos*
- 97-028** *Active Client Files*
- 97-065** *Inmate/Offender File*
- 97-090** *Notice of Arrival*
- 97-093** *Routing Slip*
- 97-095** *Termination Report*
- 97-108** *GED (General Equivalency Diploma)*
- 97-114** *Special Education Files*
- 97-115** *Student File*
- 97-230** *Inmate Master File Programming Section Records*
- 97-231** *Memorandum Requesting Furlough*
- 97-245** *Inmate Visitor File*
- 98-037** *Inmate Family Correspondence*
- 98-098** *Inmate to Inmate Approved Correspondence*

Corrections, Dept of

Public Safety Services (PSS)

Correctional Institutions (CIM)

Inmate Base Files	PSS-CIM-09	PERM		Retain permanently	Yes
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Superseded Schedules

- 98-101** *Unauthorized Correspondence Form*
- 99-091** *Inmate Privilege Correspondence Form*
- 99-095** *Inmate to Inmate Correspondence Application*
- 99-096** *Temporary Restriction Order (TRO) Report*

Inmate Education	PSS-CIM-07	CP	5	Retain 5 years after release from facility then destroy	No
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Superseded Schedules

- 94-279** *Inmate Educational Files*

Inmate Job Descriptions	PSS-CIM-10	SUP	3	Retain 3 years after superseded then destroy	No
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Superseded Schedules

- 95-241** *Inmate Job Description*

Inmate Mail	PSS-CIM-20	CR	3	Retain 3 years after create date, then destroy	No
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Superseded Schedules

- 13-030** *Notification of Mail Rejection*
- 94-175** *Returned/Forwarded Mail*
- 94-177** *Shipping Slip (WSP #53)*
- 94-179** *Transaction Log aka Daily Postage Record*
- 95-065** *Daily Postage Summary*
- 95-066** *Mail Held or Returned*
- 95-067** *Package Permit (Form 509-3)*
- 95-068** *Package Receipt*
- 95-069** *Receipt of Legal Mail*
- 98-099** *Institution Package Received List*
- 98-100** *Legal Official Mail Received Form*
- 99-092** *Postage Ledger*
- New** *Inmate Mail*

Public Safety Services (PSS)

Correctional Institutions (CIM)

Inmate Maintenance	PSS-CIM-11	CP	5	Retain 5 years after discharge then destroy	No
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Superseded Schedules

- 00-112** *Premature Program Applications*
- 00-113** *Resident Counseling File*
- 00-114** *Resident File*
- 00-115** *Resident Security File*
- 04-077** *Transport Files*
- 13-029** *Religious Files*
- 15025** *Inmate Administration Records*
- 15026** *Inmate Correspondence Request*
- 15038** *Good Time Removal List*
- 94-115** *Evaluation of Inmate Progress*
- 94-232** *Custom Orders*
- 94-256** *Investigative Reports*
- 94-274** *Daily Contact Sheet*
- 94-275** *Inmate Counseling File*
- 95-044** *Resident Worker's Compensation Claim File*
- 95-086** *Special Good Time Record*
- 95-216** *Forwarding Address Card*
- 97-116** *Testing File*
- 97-146** *Substance Abuse Intensive Treatment Unit File*
- 98-027** *Inmate Property File*
- 99-073** *Off Unit Movement Request*
- 99-075** *Special Good Time Allowance List*
- 99-076** *Special Good Time Allowance Quarterly Report*

Inmate/Offender Grievances and Correspondence	PSS-CIM-31	CP	5	Retain 5 years after discharge then destroy	No
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Superseded Schedules

- 12-025** *Inmate Grievances and Appeals*

Public Safety Services (PSS)

Correctional Institutions (CIM)

In-Service File	PSS-CIM-12	CP	75	Retain 75 years after completion then destroy	No
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Superseded Schedules

11-051 *In-Service File*

Institutional Investigative File	PSS-CIM-13	FYE	99	Retain 99 years after the fiscal year end then destroy	Yes
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Superseded Schedules

5030 *Institutional Investigative File*

Intake Records	PSS-CIM-14	SUP	3	Retain 3 years after superseded, then destroy	No
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Superseded Schedules

95-278 *Institutional/Intake Record*

Investigations	PSS-CIM-15	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

94-264 *Shakedown Roster*

95-230 *Room Searches*

Master Daily Log Book	PSS-CIM-17	PERM		Retain permanently	No
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Superseded Schedules

94-242 *Master Daily Log Book*

Medical File - Inmate	PSS-CIM-18	TE	10	Retain 10 years after separation then destroy	No
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Superseded Schedules

08-128 *Deceased Inmate Medical File*

08-129 *Discharged Inmate Medical File*

94-103 *Medication Administration Record (2nd Med-A)*

94-104 *Medication Record*

97-240 *Special Dietary Requirements*

Medical Pre-Authorization	PSS-CIM-19	CP	7	Retain 7 years after completion then destroy	No
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Superseded Schedules

08-131 *Medical Pre-Authorizations and Incident Reports (Medic One)*

Corrections, Dept of

Public Safety Services (PSS)

Correctional Institutions (CIM)

Parole and Probation Files	PSS-CIM-21	CR	99	Retain 99 years after create date, then destroy	Yes
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Superseded Schedules

- 04-070** Parole Board/Good Time Files
- 06-109** Closed ISP File
- 06-111** Jail/ACC Sanction Hearing Documents
- 08-053** Probation and Parole Case Files
- 96-443** Active Case File (Includes ISP Files)
- 97-011** Interstate Compact Placement Investigation File
- 97-029** Bench Warrants
- 97-188** UFO Offenders

Prison Rape Elimination Act (PREA) Data Collection	PSS-CIM-33	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

- New** PREA Data Collection Files

Prison Rape Elimination Act (PREA) Investigations	PSS-CIM-32	CP	5	Retain 5 years after discharge then destroy	No
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Superseded Schedules

- New** PREA Investigation Files

Programs - Medical	PSS-CIM-22	EXP	5	Retain 5 years after expiration then destroy	Yes
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Superseded Schedules

- 04-063** Medical Program Files
- 08-130** Medical Contract Monitoring Monthly Reports
- 94-099** Doctor Call List (Med #5)
- 94-106** Nurse Call Sheet
- 97-139** Health Care Services Monthly Report

Safety Records	PSS-CIM-24	SUP	3	Retain 3 years after superseded then destroy	No
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Superseded Schedules

- 04-071** Safety/Central Office Records

Public Safety Services (PSS)

Correctional Institutions (CIM)

Security Threat Group File	PSS-CIM-04	CP	25	Retain 25 years from discharge then destroy	No
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Superseded Schedules

97-022 *Client History File/Record*

Toxic Substance Report	PSS-CIM-27	SUP	3	Retain 3 years after superseded then destroy	No
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Superseded Schedules

94-137 *Toxic Substance Report*

Unit Files	PSS-CIM-28	OBS	3	Retain 3 years after obsolete then destroy	No
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Superseded Schedules

94-270 *Intra-Classification Assignment Sheet*

95-104 *Disciplinary Contact Sheet*

95-109 *Medical Questionnaire*

95-111 *Quarterly Physical Test*

95-125 *Confiscation Notice*

95-131 *Inmate Request Agreement*

95-137 *Observation Sheet*

Work Release	PSS-CIM-30	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

95-238 *Work Release Assignment Sheet*

95-240 *Work Release Sign-Out Roster (WHF #160)*

95-282 *Inmate Work Release File*

95-285 *Work Release Account Deposit Book*

95-286 *Work Release Agreement*

95-287 *Work Release Check Book*

95-288 *Work Release Check/Cash Request Form*

95-289 *Work Release Journal*

95-290 *Work Release Ledger*

95-291 *Work Release Receipt Book*

97-215 *Inmate Work History File*

Corrections, Dept of

Public Safety Services (PSS)

Law Enforcement (LAE)

Law Enforcement Animal Records	PSS-LAE-22	LOA	6	Retain 6 years after life of asset, then destroy.	No
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Superseded Schedules

19-002 Law Enforcement Animal Records

Victim Notification	PSS-LAE-12	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

11-079 WDOC Victim Notification Program Files

Victim Report	PSS-LAE-13	SUP	3	Retain 3 years after superseded then destroy	No
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Superseded Schedules

99-094 Victim Report

Training Management (TGM)

Emergency Medical	PSS-TGM-04	PERM		Retain permanently	No
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Superseded Schedules

New Emergency Medical

Law Enforcement	PSS-TGM-01	CR	50	Retain 50 years after create date then destroy	No
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Superseded Schedules

11-053 Academy File

New Law Enforcement

Field Services (Corrections, Dept of)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

97-078 Board Correspondence

**Corrections, Dept of
Prisons (Corrections, Dept of)**

Public Safety Services (PSS)

Correctional Institutions (CIM)

Programs - Medical	PSS-CIM-22	EXP	5	Retain 5 years after expiration then destroy	Yes
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Superseded Schedules

08-132 Page 8's

Womens Center (Corrections, Dept of)

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
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Superseded Schedules

99-097 Daily Count Sheet (copy)

Cosmetology, Board of
Admin (Cosmetology, Board of)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

01-028 *General Correspondence - Office Administration*

01-029 *General Correspondence - Program*

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

01-024 *Applications for License Renewal*

01-027 *Enrollment Reports*

Governance and Compliance (GAC)

Inspections and Monitoring (ISP)

General	GAC-ISP-08	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

01-031 *Inspection Records*

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Continuing Education	LGL-LAR-13	CR	3	Destroy 3 years after create date	No
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Superseded Schedules

01-036 *Student Monthly Spread Sheets*

Professional Licenses	LGL-LAR-32	EXP	50	Retain 50 years after expiration then destroy	Yes
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Superseded Schedules

01-023 *Annual Testing Report*

01-025 *Complaint Files (Dismissed & Warnings)*

01-026 *Cosmetology School Applications for License*

01-030 *Index Cards (Obsolete)*

01-032 *Master List*

01-035 *Salon Application for License (Including floor plan & equipment)*

05-207 *Personal License Application File*

Cosmetology, Board of
Admin (Cosmetology, Board of)

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Professional Licenses	LGL-LAR-32	EXP	50	Retain 50 years after expiration then destroy	Yes
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Superseded Schedules

10913 *License and Certificate Revocation/Suspension Records*

Tests and Examinations	LGL-LAR-42	CP	50	Retain 50 years after completion then destroy	No
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Superseded Schedules

01-034 *Quarterly Testing Reports*

Education, Dept of

Administration and Business Support (ADM)

Buildings, Facilities and Infrastructure Management (BFI)

Building Files	ADM-BFI-02	LOA	10	Retain for the Life of the Asset then destroy	Yes
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Superseded Schedules

10008 *School Building Plans and Specifications*

Community and Public Relations (COM)

Press and News Releases	ADM-COM-04	CR	5	Retain 5 years after create date, then destroy	Yes
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Superseded Schedules

91-232 *Press and News Release*

Education (EDU)

Assessments	ADM-EDU-01	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

01-120 *Wyoming Comprehensive Assessment System (WYCAS) 1999 Program Records*

04-037 *Wyoming Career Technical Assessment (WCTA) Report*

08-059 *PAWS (Proficiency Assessments for Wyoming Students) Records*

08-060 *PAWS - ALT (Proficiency Assessments for Wyoming Students - Alternate) Records*

08-061 *WELLA (Wyoming English Language Learners Assessment) Records*

Course Development and Administration	ADM-EDU-02	CR	5	Retain 5 years after create date then destroy	No
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Superseded Schedules

5485 *Testing Center Files*

99-162 *Test Booklet (Completed)*

Enrollment	ADM-EDU-04	CP	5	Retain 5 years after withdrawal or graduation then destroy	No
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Superseded Schedules

91-194 *Student Enrollment Report*

National Records	ADM-EDU-16	CYE	25	Retain 25 years after calendar year end then destroy	No
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Superseded Schedules

09-013 *ACT Historical Documents*

Administration and Business Support (ADM)

Education (EDU)

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

08-004 *State Program Records*

08-080 *School Foundation Program*

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

00-188 *School for the Deaf Student Records*

01-162 *Court-Ordered Placement Records*

02-279 *Gifted and Talented Records*

Training Materials	ADM-EDU-14	SUP	2	Retain 2 years after superseded then destroy	No
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Superseded Schedules

99-158 *Open Response Scoring Guides*

99-161 *Test Booklet (Blank)*

Equipment and Vehicle Management (EVM)

Maintenance and Repairs	ADM-EVM-02	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

93-039 *School Bus Safety Inspection Reports*

General Management (GMT)

Correspondence - Elected Officials	ADM-GMT-04	PERM		Retain permanently	No
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Superseded Schedules

91-189 *Superintendent of Public Instruction's Correspondence*

91-190 *Deputy Superintendent of Public Instruction's Correspondence*

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

07-145 *District Superintendent Memos*

08-003 *General Correspondence*

Administration and Business Support (ADM)

General Management (GMT)

Planning and Development	ADM-GMT-17	CR	5	Retain 5 years after create date, then destroy	Yes
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Superseded Schedules

91-191 *School District Reorganization Plans and Related Records*

Reports - Annual Agency	ADM-GMT-28	PERM		Retain permanently	Yes
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Superseded Schedules

08-001 *Federal Program Final Report*

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

02-039 *Assurances Reports (WDE Forms 604 and 605)*

04-047 *Monthly Video Utilization Report*

Transitory Records	ADM-GMT-26	OBS/SUP 3		Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

04-045 *Video Conference Request Form*

04-046 *Video Credit Course Application*

04-049 *Video Conference Authorization Form*

04-162 *Video Conference Request Form*

08-079 *Certified Welding and Trade School Records*

5335 *Isolation Report*

91-192 *Daily Mail Log*

91-230 *Leave Slips, Annual & Sick*

91-231 *Information Files - Communication Services*

91-239 *School for the Deaf Administrative Files*

99-159 *Standard Setting Working Documents*

99-160 *Student Response Booklet (copy)*

99-180 *Item Review Documents (Working Papers)*

Education, Dept of

Employee Services (EMP)

Employer and Labor Services (ELS)

Training and Rehabilitation	EMP-ELS-04	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

91-238 *Visually Handicapped Services Client File*

Personnel Management (PER)

Awards	EMP-PER-01	CYE	3	Retain 3 year after calendar year end then destroy	No
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Superseded Schedules

08-117 *Teacher of the Year Program*

Staffing and Recruiting (SAR)

Staff Planning	EMP-SAR-05	SUP	3	Retain 3 years after superseded then destroy	No
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Superseded Schedules

02-280 *Professional Staffing Lists (PSL)*

08-067 *Staff Work Requests*

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
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Superseded Schedules

02-201 *Career Technical Student Organization (CTSO) Fiscal Report*

02-202 *Career Technical Student Organization (CTSO) Program Records*

04-050 *Video Conferencing Billing File*

Grant and Scholarship Management (GRM)

Grant Files	FIN-GRM-01	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

00-126 *State Grant Program Files*

04-035 *State Grant Records*

04-036 *Federal Grant Records*

06-021 *Montgomery Trust Fund Grants*

09-014 *Hathaway Scholarship Program*

Education, Dept of

Financial and Accounting (FIN)

Grant and Scholarship Management (GRM)

Scholarships	FIN-GRM-03	CP	3	Retain 3 years after completion then destroy	Yes
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Superseded Schedules

91-202 Wyoming Legislative Scholarship File

Governance and Compliance (GAC)

Accreditation and Certification (AAC)

Schools	GAC-AAC-04	EXP	25	Retain 25 years after expiration then destroy	No
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Superseded Schedules

02-038 School Accreditation Reports

Audit, Oversight and Compliance (AOC)

Federal Programs and Reporting	GAC-AOC-03	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

08-002 Federal Programs Records

5307 Federally Impacted Areas (Form #PL874)

94-672 Child Nutrition Programs/Financial Summary Reports

General	GAC-AOC-05	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

00-187 Desk Audit Records (District and School)

Governance (GOV)

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM		Retain permanently	No
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Superseded Schedules

91-187 State Board of Education Minutes

91-188 State Committee on Reorganization Minutes

Policy and Standards Management (PSM)

Standards	GAC-PSM-03	SUP	3	Retain 3 years after superseded, then destroy	Yes
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Superseded Schedules

03-253 State Standards

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

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

08-048 *Private School Licensing*

Employment, Dept of
Admin (Employment, Dept of)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

93-064 *General Correspondence*

Employee Services (EMP)

Personnel Management (PER)

Immigration	EMP-PER-09	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

00-191 *U.S. Immigration Liaison Files*

Employment Tax Division (Employment, Dept of)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

11539 *General Correspondence*

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

00-128 *Experience Rate Notices (Annual Run Only)*

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

00-129 *Indexes (Electronic)*

Employee Services (EMP)

Payroll Management (PRL)

Deductions and Garnishments	EMP-PRL-01	EXP	5	Retain 5 years after expiration then destroy	No
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Superseded Schedules

03-016 *Wage Records*

Employment, Dept of
Employment Tax Division (Employment, Dept of)

Financial and Accounting (FIN)

Accounting Management (ACC)

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

91-045 *Computer Printouts - System Runs*

Tax Management (TAX)

Employer Accounts	FIN-TAX-03	SUP	70	Retain 70 years after superseded then destroy	No
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Superseded Schedules

00-127 *Employer Account Records*

03-248 *Masters Administrative Database*

Reports - Census/Plat Books	FIN-TAX-10	PERM		Retain permanently	Yes
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Superseded Schedules

11546 *Statistical Reports to U.S. Department of Labor (Publications)*

Executive Division (Employment, Dept of)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

93-061 *General Correspondence*

Labor Standards (Employment, Dept of)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

95-160 *Correspondence - General*

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

91-069 *Fair Employment Practices Log*

Employment, Dept of
Labor Standards (Employment, Dept of)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

4488 *Wage & Hour Claim Records (a.k.a. Statement of Claim File or Closed Wage Claims)*

4489 *Wage Record Book (a.k.a. Wage Log)*

Employee Services (EMP)

Payroll Management (PRL)

Reports - Payroll	EMP-PRL-03	CYE	7	Retain 7 years after calendar year end then destroy	No
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Superseded Schedules

4490 *Wage Claim Cards*

Governance and Compliance (GAC)

Policy and Standards Management (PSM)

Standards	GAC-PSM-03	SUP	3	Retain 3 years after superseded, then destroy	Yes
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Superseded Schedules

91-068 *Fair Employment Practices Discrimination Claim Records*

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Dealers and Agents and Outfitters	LGL-LAR-15	EXP	7	Retain 7 years after expiration then destroy	No
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Superseded Schedules

95-159 *Employment Agency Licensing Files*

Workers Safety & Comp (Employment, Dept of)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

02-430 *General Correspondence*

4478 *Statistical Correspondence*

94-360 *Administrative Files and General Correspondence*

Employment, Dept of
Workers Safety & Comp (Employment, Dept of)

Administration and Business Support (ADM)

General Management (GMT)

Indexes and Finding Aids	ADM-GMT-09	PERM		Retain permanently	No
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Superseded Schedules

94-357 *Indexes and Transaction Notes (Electronic Records)*

Publications	ADM-GMT-19	CR	5	Retain 5 years after create date, then destroy	Yes
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Superseded Schedules

94-359 *Agency Publications*

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

4472 *Consumer Price Index Survey*

4474 *Economic Indicator Data Sheets*

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

97-037 *Census of Fatal Occupational Injuries*

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

4467 *Follow-up Letter on Accident Reports*

4473 *Data Summary Sheet*

4475 *Wyoming First Report of Injury*

4476 *Regular Manpower Survey Reports*

4477 *Manpower Study - Lumber and Sawmill*

94-352 *Subscriber Register for Delinquent Accounts*

94-356 *Attorney/Client Records, Internal Audit/Investigation Records, and records received from the Courts*

94-358 *Annotations, Margin Notes, Highlights, Tabs (Electronic Records)*

Employment, Dept of
Workers Safety & Comp (Employment, Dept of)

Employee Services (EMP)

Employer and Labor Services (ELS)

Programs	EMP-ELS-03	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

02-436 *Voluntary Protection Program Files*

Workers Compensation and Unemployment (WCU)

Claims	EMP-WCU-01	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

94-353 *Employee Claim Files -- 1993 and earlier (all scanned records, but not including daily filings)*

94-355 *Claims and Daily Mail -- 1993 and current (all scanned records)*

99-112 *Case Files*

Complaints	EMP-WCU-02	CP	3	Retain 3 years after completion then destroy	No
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Superseded Schedules

02-433 *Non-Formal Complaints and Referrals*

Employee WC Claim Files/Medical Records	EMP-WCU-05	CYE	65	Retain 65 years after calendar year end then destroy	No
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Superseded Schedules

94-354 *Employee Claim Files -- 1993 and earlier (all records not on disk)*

94-363 *Photographs and X-Rays*

Employer Account Files	EMP-WCU-03	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

94-347 *Employer Account Files -- 1994 and earlier (includes employer's bonds; all scanned records, but not including daily filings)*

94-348 *Employer Account Files, Inactive -- 1993 and earlier (includes employer's bonds) (all records not scanned)*

96-009 *Employer Account Files, Active - 1995 and earlier*

Employer Reports	EMP-WCU-04	CYE	2	Retain 2 year after calendar year end then destroy	No
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Superseded Schedules

4465 *Employer's Report of Accident*

4470 *Work Stoppage Form*

94-350 *Employer Monthly Reports -- 1994 and earlier (includes but not limited to employee detail information and summary sheets; all scanned records, but not including daily filings)*

94-351 *Employer Monthly Reports -- 1993 and earlier (all records not scanned)*

Employment, Dept of
Workers Safety & Comp (Employment, Dept of)

Employee Services (EMP)

Workers Compensation and Unemployment (WCU)

Reports - Injuries	EMP-WCU-06	CYE	5	Retain 5 years after calendar year end then destroy	No
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Superseded Schedules

4469 *Survey of Report of Injuries*

Underwriting	EMP-WCU-07	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

94-349 *Underwriting Filings & Daily Mail - 1993 to current (all scanned records)*

94-361 *Underwriting Premium Payment Records*

Financial and Accounting (FIN)

Accounting Management (ACC)

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

94-362 *Computer-Output-Microfiche (COM) (All reports)*

Asset Management (ASM)

Surplus and Disposal	FIN-ASM-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

02-427 *Asset Transfers & Retirements*

Governance and Compliance (GAC)

Human Rights Management (HRM)

Investigations	GAC-HRM-04	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

02-428 *Discrimination Investigations*

Inspections and Monitoring (ISP)

Buildings and Construction	GAC-ISP-04	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

02-435 *Safety In-compliance Consultations and Inspections*

Employment, Dept of
Workers Safety & Comp (Employment, Dept of)

Governance and Compliance (GAC)

Inspections and Monitoring (ISP)

General	GAC-ISP-08	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

02-434 *Safety Consultations and Inspections*

Health	GAC-ISP-10	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

02-432 *Health Consultations and Inspections with no Sampling*

Health Inspections with Sampling	GAC-ISP-21	CYE	40	Retain 40 years after calendar year end then destroy	No
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Superseded Schedules

02-431 *Health Consultations and Inspections with Sampling*

Safety - Mine/Fatality/Catastrophe	GAC-ISP-15	PERM		Retain permanently	No
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Superseded Schedules

04-031 *Fatality, Catastrophe, and Accident Files*

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

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

01-045 *Investigation Video Tapes*

Engineer

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

00-077 *Electronic Data Search Requests of State Engineers Office Databases*

Information Technology and Services (ITS)

Backup and Restore	ADM-ITS-02	ROT		Rotate tapes per schedule and destroy when useful life ends	No
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Superseded Schedules

99-106 *Backup Tapes*

Databases	ADM-ITS-03	OBS	3	Retain until obsolete, then destroy	No
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Superseded Schedules

00-076 *State Engineers Office Databases*

Admin (Engineer)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

5779 *Correspondence, State-Federal Interagency Committee*

5780 *Correspondence, Western States Water Council*

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

5769 *River Basin and Regional Water Resource Studies*

5770 *U.S. Geological Survey Reports*

Governance and Compliance (GAC)

Permit Management (PMT)

Water Rights and NSR Permits	GAC-PMT-08	PERM		Retain permanently	No
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Superseded Schedules

5889 *North Platte Litigation (Hearings and court records)*

Engineer

Admin (Engineer)

Legal and Judiciary (LGL)

Contract Management (CTR)

General	LGL-CTR-04	EXP	10	Retain 10 years after expiration then destroy	No
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Superseded Schedules

5774 *Temporary Use of Water (Water agreement)*

5775 *Pre-Wetting Agreements (Highway Dept. Order of Water Use)*

Settlements	LGL-CTR-10	CP	50	Retain 50 years after completion then destroy	Yes
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Superseded Schedules

5768 *Interstate Compacts*

Licensing and Registration (LAR)

Weather Modification	LGL-LAR-44	PERM		Retain permanently	No
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Superseded Schedules

5783 *Application for Weather Modification Permits*

5784 *Weather Modification Permit, Certificate and Registration*

Natural Resource Management (NRM)

Land and Water Resource Management (LWR)

Intrastate/Interstate Water Programs	NRM-LWR-09	CP	50	Retain for 50 years after completion then destroy	Yes
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Superseded Schedules

5767 *Entry Record Book*

5776 *Permanent Miscellaneous File, Controversy File*

5778 *Legal File*

Board of Control (Engineer)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

96-419 *Correspondence, Superintendents*

97-147 *Correspondence, General*

Engineer

Board of Control (Engineer)

Governance and Compliance (GAC)

Environment Management (ENV)

Air Permitting and Pollution Control and Remediation	GAC-ENV-07	EXP	10	Retain 10 years until expiration then destroy	No
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Superseded Schedules

97-148 *Correspondence, Reading Files*

Legal and Judiciary (LGL)

Contract Management (CTR)

Settlements	LGL-CTR-10	CP	50	Retain 50 years after completion then destroy	Yes
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Superseded Schedules

96-420 *Court Decrees*

Natural Resource Management (NRM)

Land and Water Resource Management (LWR)

Intrastate/Interstate Water Programs	NRM-LWR-09	CP	50	Retain for 50 years after completion then destroy	Yes
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Superseded Schedules

- 02-086** *General Adjudication Permit Files*
- 96-411** *Abstract of Claims - Ditches/Enlargements*
- 96-412** *Certificate (Record) of Appropriation of Ground Water*
- 96-413** *Certificate (Record) of Appropriation of Water*
- 96-414** *Certificate (Record) of Construction of Reservoirs*
- 96-421** *Hydrographers Annual Report*
- 96-423** *Miscellaneous Record Book (Water Rights Assignment, etc.)*
- 96-424** *Order Record*
- 96-425** *Petition Maps*
- 96-426** *Petitions to State Board of Control - Granted/Denied/Withdrawn*
- 96-427** *Proof of Appropriation of Ground Water*
- 96-428** *Proof of Appropriate of Surface Water/Construction of Reservoir - Includes Maps*
- 96-429** *Proofs: Rejected or Appealed*
- 96-431** *Statements of Claim to Territorial Appropriations*
- 96-432** *Stream Cards*
- 96-433** *Stream Diversion Reports*

Engineer

Board of Control (Engineer)

Natural Resource Management (NRM)

Land and Water Resource Management (LWR)

Intrastate/Interstate Water Programs	NRM-LWR-09	CP	50	Retain for 50 years after completion then destroy	Yes
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Superseded Schedules

96-434 *Superintendents Proof Report*

96-435 *Tabulation of Adjudicated Water Rights*

96-436 *Water Administration Reports*

Plats and Maps	NRM-LWR-07	PERM		Retain permanently	No
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Superseded Schedules

96-422 *Linen Plats by Township/Range*

Board of Professional Engineers and Land Surveyors (BDPEPLS)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

09-161 *General Correspondence*

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

5861 *Daily and monthly financial notices*

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Contractor/Electrician/Professional Engineer/Surveyors	LGL-LAR-14	EXP	3	Retain 3 years after expiration then destroy	No
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Superseded Schedules

09-159 *Expired Professional Engineer and Surveyors Files*

Discipline and Investigations - General	LGL-LAR-16	CP	50	Retain 50 years after completion then destroy	Yes
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Superseded Schedules

09-157 *Corporation & Partnership, Individual Disciplinary Action and Undocketed Complaints Records*

Engineer

Board of Professional Engineers and Land Surveyors (BDPEPLS)

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Licenses	LGL-LAR-06	EXP	10	Retain 10 years after expiration then destroy	No
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Superseded Schedules

09-158 Corporation, Partnership, and Individual License Files-Inactive

Tests and Examinations	LGL-LAR-42	CP	50	Retain 50 years after completion then destroy	No
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Superseded Schedules

09-160 Examination Administration Records and Applications for Registration-Not approved (includes all records)

09-162 National Examination Test Booklets (inc. WY Land Surveyor Test Booklets) and Roster of Registrants

Surface Water (Engineer)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

5791 General Correspondence

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

5764 General Correspondence

Governance and Compliance (GAC)

Inspections and Monitoring (ISP)

Dams / Utilities	GAC-ISP-05	PERM		Retain permanently	No
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Superseded Schedules

96-019 Dam Inspection Reports

Permit Management (PMT)

Water Rights and NSR Permits	GAC-PMT-08	PERM		Retain permanently	No
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Superseded Schedules

5735 Request Letter for Extension

5765 Miscellaneous Notices - Ground Water

Engineer

Surface Water (Engineer)

Natural Resource Management (NRM)

Land and Water Resource Management (LWR)

Intrastate/Interstate Water Programs	NRM-LWR-09	CP	50	Retain for 50 years after completion then destroy	Yes
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Superseded Schedules

- 4731** Stream Sequence Cards
- 5712** Correspondence, Rejected Applications
- 5713** Notice of Elimination
- 5714** Request for Cancellation
- 5715** Correspondence, Applications/Permits
- 5716** Notice of Commencement of Construction
- 5717** Notice of Completion of Construction
- 5718** Notice of Beneficial Use
- 5720** Notice of Extension of Commencement, Completion, Beneficial Use
- 5721** Expiration Notices - Commencement, Completion, Beneficial Use (90 Day Letter)
- 5722** Tabulations of Permits Issued (The Bible)
- 5723** Correspondence, Issued Permits
- 5724** Consent to Enlarge (Obsolete Form)
- 5725** Application for Permit to Appropriate Surface Water
- 5728** Allocation of Interest and Capacity of Reservoir
- 5730** Township Cards
- 5734** Miscellaneous Records (Petitions and Notices)
- 5736** Notice of Cancellation
- 5737** Rejected Applications to Appropriate Surface Water
- 5738** General Correspondence
- 5739** Application for Permit to Appropriate Ground Water (Form #UW 5)
- 5740** Application to Register Existing Well (Permit) (Form #UW 7)
- 5744** Assignment of Permits for Wells
- 5746** Ground Water Rejected Application
- 5748** Statement of Completion and Description of Well (Permit) (Form #UW 6)
- 5749** Proof of Appropriation of Beneficial Use of Ground Water (Form #UW 8)
- 5753** Notice of Expiration for Completion and Beneficial Use (Form #15)
- 5756** Application to Deepen an Existing Well (Form #UW 9)

Engineer

Surface Water (Engineer)

Natural Resource Management (NRM)

Land and Water Resource Management (LWR)

Intrastate/Interstate Water Programs	NRM-LWR-09	CP	50	Retain for 50 years after completion then destroy	Yes
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Superseded Schedules

- 5757** *Notice Missing Information on Notices*
- 5762** *Extension of Time*
- 5763** *Petitions Involving Ground Water*
- 96-017** *Cancelled Permits*
- 96-018** *Construction Reports*
- 96-020** *Dam/Reservoir/Diversion Files*
- 96-021** *Inventory of Dams (electronic record)*

Plats and Maps	NRM-LWR-07	PERM		Retain permanently	No
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Superseded Schedules

- 5726** *Original Permit Map File, Linen Tracing File*
- 5727** *Paper Plats - Township and Range*
- 5766** *Underground Permit Maps*

**Enterprise Technology Services, WY Dept of
Information Security Office (Office of the CIO)**

Administration and Business Support (ADM)

Information Technology and Services (ITS)

Access and Control	ADM-ITS-01	EXP	7	Retain 7 years after expiration then destroy	No
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Superseded Schedules

- 03-024** *Certificate Policy (CP)*
- 03-025** *Certification Practices Statement (CPS)*
- 03-027** *Certification Authority Certificate*
- 03-028** *Certification Authority Keys*
- 03-029** *Cross-Certification Agreements*
- 03-030** *Detailed Security Procedures*
- 03-034** *Physical Security Logs*
- 03-035** *Security Procedure Checklist*
- 03-037** *Subscriber Certificates*
- 03-038** *Subscriber Agreements*
- 03-039** *Subscriber Agreements Acceptance Forms*

Backup and Restore	ADM-ITS-02	ROT		Rotate tapes per schedule and destroy when useful life ends	No
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Superseded Schedules

- 03-036** *Server Backup Tapes*

Employee Services (EMP)

Training Management (TRM)

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

- 03-040** *Trusted Role Training Logs*

Training Materials	EMP-TRM-06	SUP	3	Retain 3 years after superseded then destroy	No
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Superseded Schedules

- 03-033** *Lesson Plans*

**Enterprise Technology Services, WY Dept of
Information Security Office (Office of the CIO)**

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

General	GAC-AOC-05	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

- 03-026** *Certification Authority Audit Reports*
- 03-031** *Electronic Security Audit Logs*

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

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

- 03-032** *Investigative/Incident Records*

Information Technology Division

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

- 11-016** *General Correspondence*

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

- 11-043** *End of Shift Report*

Information Technology and Services (ITS)

Incidents	ADM-ITS-05	CP	3	Retain 3 years after completion then destroy	No
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Superseded Schedules

- 11-038** *HEAT Tracking System Incident Tickets*

Systems and Networks	ADM-ITS-07	SUP	5	Retain 5 years after superseded then destroy	No
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Superseded Schedules

- 11-044** *Systems Documentation/Manuals*
- 11-045** *Systems Files*

**Enterprise Technology Services, WY Dept of
Information Technology Division**

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
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Superseded Schedules

11-039 *Telecom Billing*

Reports - Annual	FIN-ACC-11	FYE	10	Retain 10 years after the fiscal year end then destroy	No
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Superseded Schedules

11-041 *Wyoming Equality Network (WEN) Video Utilization Billing*

Office of Enterprise Architecture

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

94-034 *General Correspondence*

Information Technology and Services (ITS)

Geographic Information Systems (GIS)	ADM-ITS-10	CP	22	Retain 22 years after completion then destroy	Yes
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Superseded Schedules

05-461 *Geographic Information Systems (GIS) Surveys*

Financial and Accounting (FIN)

Asset Management (ASM)

Surplus and Disposal	FIN-ASM-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

94-035 *Inventory*

Office of the Director

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
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Superseded Schedules

05-442 *Y2K Implementation Files*

**Enterprise Technology Services, WY Dept of
Office of the Director**

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
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Superseded Schedules

06-464 *Accounting Support Documentation*

Software Solutions/Software Development

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

94-056 *Project Control Log File (PCLF)*

Technical Operations

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

94-044 *Data Processing Work Order (A&I CT-26)*

94-046 *Report Scheduler - Printout/Data*

Virtual Infrastructure

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

94-063 *Security Records*

**Enterprise Technology Services, WY Dept of
Virtual Infrastructure**

Administration and Business Support (ADM)

Information Technology and Services (ITS)

Access and Control	ADM-ITS-01	EXP	7	Retain 7 years after expiration then destroy	No
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Superseded Schedules

94-062 *Request for On-line Computer Access (form #A&I-CT-541)*

Work Orders - Telecommunications	ADM-ITS-09	CP	6	Retain 6 years after completion then destroy	No
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Superseded Schedules

05-226 *Telecommunication Work Orders*

Financial and Accounting (FIN)

Bank Administration (BNK)

Purchase and Credit Card Administration	FIN-BNK-03	EXP	3	Retain until expired	No
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Superseded Schedules

97-033 *Telephone Credit Card*

Governance and Compliance (GAC)

Governance (GOV)

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM	Retain permanently	No
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Superseded Schedules

7969 *Environmental Quality Council Minutes*

Legislation and Regulation Management (LRM)

Environment	GAC-LRM-06	PERM	Retain permanently	No
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Superseded Schedules

15511 *Graphs, Charts, and Physical exhibits of Environmental Quality Council*

7968 *Environmental Quality Council Hearing Files*

7970 *Environmental Quality Council Resolutions*

7972 *Exhibits to Hearing*

7973 *Hearing on Rules and Regulations*

Environmental Quality

Governance and Compliance (GAC)

Environment Management (ENV)

Consents and Clearances	GAC-ENV-17	EXP	15	Retain 15 years after expiration then destroy	No
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Superseded Schedules

02-051 *Consents and Clearance File*
New *Consents and Clearances*

Log Sheets and Data	GAC-ENV-18	CR	25	Retain 25 years after create date, then destroy	No
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Superseded Schedules

New *Log Sheets and Data*

Supervisory Chron Files	GAC-ENV-14	CYE	15	Retain 15 year after calendar year end then destroy	No
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Superseded Schedules

New *Supervisory Chron Files*

Inspections and Monitoring (ISP)

Water Facilities	GAC-ISP-20	LOA	10	Retain for 10 years after the life of the asset, then destroy	No
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Superseded Schedules

New *Water Facilities*

Admin (Environmental Quality)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - Directors	ADM-GMT-03	PERM		Retain permanently	No
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Superseded Schedules

7965 *Correspondence of the Director*

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

7994 *General Correspondence*
91-035 *General Correspondence*

Environmental Quality
Admin (Environmental Quality)

Employee Services (EMP)

Payroll Management (PRL)

Employee Data Master	EMP-PRL-02	SUP	5	Retain 5 years after superseded then destroy	No
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Superseded Schedules

14043 Payroll Master Employee data Input Form #AUD 131

Personnel Management (PER)

Personnel Files - DEQ	EMP-PER-23	TE	11	Retain 11 years after separation then destroy	No
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Superseded Schedules

14042 Personnel Files

14046 Employee Accident and Other Labor - Relate Statistical or Informational Reports

7999 Personnel Records - Administrators and Professional Staff

8000 Personnel Records - Clerical and Secretarial

Work Schedules	EMP-PER-21	CYE	1	Retain 1 year after calendar year end then destroy	No
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Superseded Schedules

7997 Official Position Roster

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
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Superseded Schedules

8003 Source Document File (WUAS Input Records)

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

93-017 OSM Financial Disclosure Forms

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

New Accounting System Daily Reports

New Accounting System Annual Reports

New Payroll System Daily Reports

New Payroll System Monthly Reports

New Payroll System Annual Reports

Environmental Quality
Admin (Environmental Quality)

Financial and Accounting (FIN)

Accounting Management (ACC)

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

New Accounting System Monthly Reports

Asset Management (ASM)

Inventories	FIN-ASM-03	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

14026 Inventory records and reports - Originals and Duplicates

Budget Management (BUD)

Workpapers	FIN-BUD-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

14045 Budget Files

7984 Backup Budget Worksheets

7985 Budget Data and Correspondence

Grant and Scholarship Management (GRM)

Grant Files	FIN-GRM-01	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

91-259 Grant Records

New Grant Files

Governance and Compliance (GAC)

Environment Management (ENV)

Air, Land and Water Quality	GAC-ENV-01	PERM		Retain permanently.	No
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Superseded Schedules

7976 Trust and Agency Fund Records

8032 Oil and Hazardous Materials Spill Data

91-038 Permit Status Reports

Environmental Quality

Admin (Environmental Quality)

Governance and Compliance (GAC)

Governance (GOV)

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM		Retain permanently	No
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Superseded Schedules

7963 *Advisory Board Minutes*

Legislation and Regulation Management (LRM)

Environment	GAC-LRM-06	PERM		Retain permanently	No
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Superseded Schedules

91-036 *Notices of Violation*

Policy and Standards Management (PSM)

Policies, Procedures and Manuals	GAC-PSM-02	SUP	5	Retain 5 years after superseded then destroy	Yes
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Superseded Schedules

7967 *Dept. Policies and Procedures*

Legal and Judiciary (LGL)

Contract Management (CTR)

General	LGL-CTR-04	EXP	10	Retain 10 years after expiration then destroy	No
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Superseded Schedules

New *Contract Files (not paid with any Federal Funds)*

New *Contract Files (paid with any Federal Funds)*

New *Indirect Cost Rate Negotiation Agreement & Workpapers*

Litigation Management (LIT)

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

01-002 *Informal Conferences*

Environmental Quality

Air Quality (Environmental Quality)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

91-247 *Asbestos Contractor Tracking System (ACTS)*

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

Environmental	GAC-AOC-02	CP 10	Retain 10 years after completion then destroy	No
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Superseded Schedules

91-251 *Complaints*

91-258 *Environmental EPA Audit Reports*

New *Quality Assurance Plans*

Environment Management (ENV)

Emission Inventories/Monitoring	GAC-ENV-03	CP 25	Retain 25 years after completion then destroy	Yes
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Superseded Schedules

01-040 *Title V Emissions/Inventory and Billing Files*

91-245 *Ambient Air Data Report*

91-257 *Non Title V Emissions Inventories*

91-268 *Privately Gathered Monitoring Reports*

91-270 *Monitoring Special Projects and Studies*

Log Sheets and Data	GAC-ENV-18	CR 25	Retain 25 years after create date, then destroy	No
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Superseded Schedules

91-262 *Laboratory Log Sheets*

91-263 *Local Climatological Data*

Permit Files	GAC-ENV-19	CP 20	Retain 20 years after completion, then destroy	No
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Superseded Schedules

01-041 *Title V Permit Applications*

01-042 *Title V Permit Files*

91-261 *Inactive/Canceled Permit Files*

Environmental Quality
Air Quality (Environmental Quality)

Governance and Compliance (GAC)

Governance (GOV)

General Environmental	GAC-GOV-02	CP	10	Retain 10 years after completion then destroy	Yes
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Superseded Schedules

91-250 *Chronological files*

Inspections and Monitoring (ISP)

Air Quality	GAC-ISP-14	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

91-273 *Trip Reports*

Air/Asbestos/Enforcement	GAC-ISP-01	CP	25	Retain 25 years after completion then destroy	Yes
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Superseded Schedules

91-243 *Air Quality compliance Files*

91-246 *Asbestos Analysis File*

91-248 *Asbestos Removal Inspections*

91-249 *Asbestos Removal Notifications*

91-265 *Notice of Violation File*

91-271 *Stack Test Reports*

Legislation and Regulation Management (LRM)

Environment	GAC-LRM-06	PERM		Retain permanently	No
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Superseded Schedules

91-269 *Regulation Development Files*

91-272 *State Implementation Plan*

Program and Implementation Evaluation	GAC-LRM-14	CP	25	Retain 25 years after completion then destroy	Yes
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Superseded Schedules

91-254 *Correspondence - EPA*

91-255 *Correspondence, General*

91-260 *Hearings*

91-267 *Plan Reviews/Comments*

New *Non-Monitored Special Projects and Studies*

New *National Environmental Policy Act - Air Files*

Environmental Quality

Air Quality (Environmental Quality)

Governance and Compliance (GAC)

Permit Management (PMT)

Burning - Open/Smoke Management	GAC-PMT-02	EXP	10	Retain 10 years after expiration then destroy	No
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Superseded Schedules

91-266 *Open Burning Permit Files*

Water Rights and New Source Review (NSR) Permits	GAC-PMT-13	CP	75	Retain 75 years after completion, then destroy.	No
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Superseded Schedules

91-252 *NSR Permit Files*

Legal and Judiciary (LGL)

Contract Management (CTR)

General	LGL-CTR-04	EXP	10	Retain 10 years after expiration then destroy	No
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Superseded Schedules

91-264 *Memorandum of Understanding*

AML Program (Environmental Quality)

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
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Superseded Schedules

02-054 *Non-design Related Correspondence Files*

92-115 *General and Project Correspondence*

99-181 *Nomination of Public Facility Project Files (Denied)*

Financial and Accounting (FIN)

Procurement (PRO)

Bids, Proposals and Quotes	FIN-PRO-01	CP	4	Retain 4 years after completion then destroy	No
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Superseded Schedules

02-056 *Successful Professional Procurement Files*

Environmental Quality

AML Program (Environmental Quality)

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

Utility Engineering Records	GAC-AOC-09	CP	15	Retain 15 years after completion then destroy	Yes
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Superseded Schedules

02-052 *Construction Services and Inspection File*

02-053 *Engineering Service Files*

Environment Management (ENV)

Air, Land and Water Quality	GAC-ENV-01	PERM		Retain permanently.	No
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Superseded Schedules

92-118 *Reports of Investigation (ROI)*

Cultural Resources	GAC-ENV-02	PERM		Retain permanently	No
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Superseded Schedules

92-113 *Cultural Resource Reports*

Programs and Plans	GAC-ENV-08	CYE	99	Retain 99 years after calendar year end then destroy	No
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Superseded Schedules

92-114 *Designs Documents*

Supervisory Chron Files	GAC-ENV-14	CYE	15	Retain 15 year after calendar year end then destroy	No
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Superseded Schedules

92-111 *Chronological Files*

Industrial Siting Admin (Environmental Quality)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

14037 *General Correspondence*

14041 *Correspondence from Other Agencies*

Indexes and Finding Aids	ADM-GMT-09	PERM		Retain permanently	No
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Superseded Schedules

14027 *Library Index*

Environmental Quality

Industrial Siting Admin (Environmental Quality)

Administration and Business Support (ADM)

General Management (GMT)

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

14030 *Publications and revisions Produced by Agency*

14032 *Technical Publications (Reference library publication organized by subjects)*

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

14040 *Annual Report - Agency*

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

14028 *Magnetic Discs*

14031 *Reports to Council*

14035 *Return Mail Receipts and Certified Mail Receipts*

Governance and Compliance (GAC)

Environment Management (ENV)

Industrial Siting	GAC-ENV-16	EXP	5	Retain 5 years after expiration then destroy	No
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Superseded Schedules

14025 *Non-Docket Files (Includes estimate of application fees, agreements of fund deposits for application review, an other financial records)*

14029 *Non-Docket Confidential Files - Inactive (Included with non-docket files)*

Governance (GOV)

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM		Retain permanently	No
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Superseded Schedules

14036 *Industrial Siting Council Meeting Minutes*

Environmental Quality

Industrial Siting Admin (Environmental Quality)

Legal and Judiciary (LGL)

Contract Management (CTR)

General	LGL-CTR-04	EXP	10	Retain 10 years after expiration then destroy	No
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Superseded Schedules

14022 *MX Contract Files (Includes contracts, minutes, contract negotiations, payment records)*

14024 *consultant Contract File (Includes correspondence, payment records, and no reports)*

Legal Matter Management (LMM)

Docket File Index	LGL-LMM-33	PERM		Retain permanently	No
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Superseded Schedules

14039 *Docket File Listing (Assigns number to applications as well as all other papers pertaining to application or which become part of docket file).*

Docket Files	LGL-LMM-15	CP	15	Retain 15 years after completion then destroy	Yes
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Superseded Schedules

14038 *Docket Files - Active (Includes permit application, amendments, conditions, staff analysis, interrogatories, exhibits, decisions, monitoring records etc.)*

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

11373 *Transcripts and Hearings and Certified Mail Receipts*

14033 *Transcripts (Relate to meetings, prehearing conferences and hearings)*

Natural Resource Management (NRM)

Land and Water Resource Management (LWR)

Plats and Maps	NRM-LWR-07	PERM		Retain permanently	No
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Superseded Schedules

14034 *Maps*

Land Quality (Environmental Quality)

Administration and Business Support (ADM)

Community and Public Relations (COM)

Programs	ADM-COM-05	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

00-121 *Excellence in Surface Coal Mining Reclamation Award Submissions*

Environmental Quality

Land Quality (Environmental Quality)

Administration and Business Support (ADM)

Community and Public Relations (COM)

Programs	ADM-COM-05	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

00-122 *Excellence in Surface Non-Coal Mining Reclamation Award Submissions*

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

15795 *Departmental Memorandums*

15927 *General Correspondence*

Logs	ADM-GMT-11	CR	3	Retain 3 years after create date, then destroy	No
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Superseded Schedules

15306 *Log Books*

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

12-085 *Temporary Filing Number Files (TFN) – All Minerals*

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

Environmental	GAC-AOC-02	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

12-076 *Notices of Violations – All Minerals*

12-080 *Exploration Files (Dozing) – All Minerals (LE's)*

12-081 *Permit Volumes/Correspondance & Legal/Adjudication Documentation – All Minerals*

12-083 *Permit Exemption Files Non-Coal (ET's)*

93-012 *Forfeited Permit Files*

Financial	GAC-AOC-04	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

95-331 *Self-Bonding Supplemental Information (Expandable Files)*

Environmental Quality

Land Quality (Environmental Quality)

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

General	GAC-AOC-05	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

- 12-084** Terminated TFN mining permit applications– All Minerals
- 98-169** Recreation Gold Dredging/Letters of Authorization Files

Environment Management (ENV)

Air, Land and Water Quality	GAC-ENV-01	PERM		Retain permanently.	No
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Superseded Schedules

- 12-075** OSM Oversight Reports

Entry Books	GAC-ENV-05	PERM		Retain permanently	No
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Superseded Schedules

- 98-170** Record Entry Books (Red Books)

Environmental Impact Statements	GAC-ENV-06	PERM		Retain permanently	No
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Superseded Schedules

- 12-074** Cumulative Hydrologic Impact Assessment (CHIA) Reports

Log Sheets and Data	GAC-ENV-18	CR	25	Retain 25 years after create date, then destroy	No
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Superseded Schedules

- 02-220** CPR (Coal Permitting and Reclamation Database) Files (Hard Copy)
- 12-078** Drill Hole Exploration Files (CN's and DN's) and Drill Hole Location Reports – All Minerals
- 15794** Research and Development License Records

Programs and Plans	GAC-ENV-08	CYE	99	Retain 99 years after calendar year end then destroy	No
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Superseded Schedules

- 04-185** Wyoming State Program Information
- 12-079** Uranium Mill Tailings Remedial Action (UMTRA) Program Files

Reviews and Monitoring	GAC-ENV-09	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

- 12-082** Non-Permitted Mining/Miscellaneous District Files

Environmental Quality
Land Quality (Environmental Quality)

Governance and Compliance (GAC)

Environment Management (ENV)

Supervisory Chron Files	GAC-ENV-14	CYE	15	Retain 15 year after calendar year end then destroy	No
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Superseded Schedules

13-026 *Supervisory Administrative Chronological Files*

Inspections and Monitoring (ISP)

General	GAC-ISP-08	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

13-027 *Chronological Files*

Mine Inspections/Building Material Samples	GAC-ISP-03	CP	30	Retain 30 years after completion then destroy	No
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Superseded Schedules

12-073 *Annual Mining Permit Reports*

12-077 *Inspections – All minerals*

Legislation and Regulation Management (LRM)

Environment	GAC-LRM-06	PERM		Retain permanently	No
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Superseded Schedules

15797 *Rules and Regulations*

General	GAC-LRM-07	SUP	5	Retain 5 years after superseded then destroy	Yes
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Superseded Schedules

02-400 *History of Rules/Rules Promulgation*

Policy and Standards Management (PSM)

Policies, Procedures and Manuals	GAC-PSM-02	SUP	5	Retain 5 years after superseded then destroy	Yes
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Superseded Schedules

15926 *Procedural Guidelines*

Environmental Quality

Solid & Hazardous Waste (Environmental Quality)

Administration and Business Support (ADM)

Community and Public Relations (COM)

Complaints	ADM-COM-02	CP	1	Retain 1 year after completion then destroy	No
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Superseded Schedules

8023 *Minor Citizens Complaints*

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

Environmental	GAC-AOC-02	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

New *Section 319 and 205 Projects*

General	GAC-AOC-05	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

New *Solid and Hazardous Waste Draft/Phase Site Documents*

New *Solid and Hazardous Waste General Facility Correspondence*

Environment Management (ENV)

Air Permitting and Pollution Control and Remediation	GAC-ENV-07	EXP	10	Retain 10 years until expiration then destroy	No
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Superseded Schedules

New *Voluntary Remediation Program/Brownfields Assistance*

Air, Land and Water Quality	GAC-ENV-01	PERM		Retain permanently.	No
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Superseded Schedules

8024 *Oil and Hazardous Material Spill Records*

Programs and Plans	GAC-ENV-08	CYE	99	Retain 99 years after calendar year end then destroy	No
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Superseded Schedules

New *Voluntary Remediation Program/Brownfields Assistance Remedy Agreements/Liability Assurances*

New *Hazardous Waste/Used Oil Inspection Files*

New *Voluntary Remediation Program/Brownfields Assistance Site Documents*

New *Orphan Sites Program*

New *Hazardous Waste TSD Inspection Files*

New *Hazardous Waste Enforcement*

Environmental Quality

Solid & Hazardous Waste (Environmental Quality)

Governance and Compliance (GAC)

Environment Management (ENV)

Programs and Plans	GAC-ENV-08	CYE	99	Retain 99 years after calendar year end then destroy	No
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Superseded Schedules

- New** *Hazardous Waste Biennial Report Files*
- New** *Solid and Hazardous Waste Division Enforcement Files*
- New** *Hazardous Waste Complaint Files*
- New** *Solid and Hazardous Waste Final Site Documents*

Storage Tank - Remediation	GAC-ENV-10	CYE	75	Retain 75 years after calendar year end then destroy	No
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Superseded Schedules

- 05-250** *Storage Tank Remediation Projects*

Water Facilities	GAC-ENV-13	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

- 8026** *Solid Waste Disposal Permit Files*

Inspections and Monitoring (ISP)

Air Quality	GAC-ISP-14	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

- New** *Hazardous Waste Management Emergency Permits*
- New** *Hazardous Waste Management Facility Permits*

Legislation and Regulation Management (LRM)

Administrative Rules	GAC-LRM-01	SUP	10	Retain 10 years after superseded then destroy	Yes
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Superseded Schedules

- New** *Administrative Orders (on consent or unilateral)*
- New** *Hazardous Waste Management Program Rules and Regulations*

Environment	GAC-LRM-06	PERM		Retain permanently	No
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Superseded Schedules

- 8025** *Rules and Regulations Files Source Documentation*

Environmental Quality

Water Quality (Environmental Quality)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

91-016 *General Correspondence*

Financial and Accounting (FIN)

Grant and Scholarship Management (GRM)

Grant Files - Construction	FIN-GRM-02	CP	20	Retain 20 years after completion of the grant	Yes
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Superseded Schedules

91-277 *Construction Management Assistance Grants (CMAG or CMG) Records*

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

Environmental	GAC-AOC-02	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

New *Education and Outreach Materials*

New *Groundwater Assessment and Compliance Monitoring Data (not associated with contaminated sites)*

New *NEPA Documents and Review Comments*

Environment Management (ENV)

Air Permitting and Pollution Control and Remediation	GAC-ENV-07	EXP	10	Retain 10 years until expiration then destroy	No
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Superseded Schedules

03-139 *Storm Water Files - Construction*

03-140 *Storm Water Files - Industrial*

91-275 *404 Permits*

94-005 *NPDES Discharge Monitoring Report Forms*

97-191 *F.E. Warren CERCLA Pre-ROD Reports/Proposed Plans/RODS*

97-192 *F.E. Warren CERCLA Post-ROD Design Documents*

97-193 *F.E. Warren CERCLA Remedial Action Monitoring*

97-194 *F.E. Warren CERCLA Work Plans*

98-168 *NPDES Certified Cards (Domestic Return Receipt)*

Environmental Quality
Water Quality (Environmental Quality)

Governance and Compliance (GAC)

Environment Management (ENV)

Air Permitting and Pollution Control and Remediation	GAC-ENV-07	EXP	10	Retain 10 years until expiration then destroy	No
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Superseded Schedules

New QAPPs, SAPs, etc.

Air, Land and Water Quality	GAC-ENV-01	PERM		Retain permanently.	No
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Superseded Schedules

- 8029** *Facility Inspections - Water Pollution Control Program*
- 8043** *Water Quality Advisory Board Records*
- 91-013** *Examination Books*
- New** *Source Water Assessment & Wellhead Protection (SWAP) Program*
- New** *Pesticide Investigation Files Data and Reports*
- New** *WQD Special Investigation Files and Reports*
- New** *FUDS (Formerly Used Defense Sites) Documents*
- New** *TMDL's*

Permit Files	GAC-ENV-19	CP	20	Retain 20 years after completion, then destroy	No
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Superseded Schedules

- 94-006** *NPDES Permit Files*
- New** *WYPDES Feedlot Permits*

Programs and Plans	GAC-ENV-08	CYE	99	Retain 99 years after calendar year end then destroy	No
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Superseded Schedules

- 8031** *Municipal Facilities Construction Grant Plans and Specifications*
- 8033** *Public Water Supplies and Waste Treatment Facilities Permit Files*
- 8034** *Public Water Supplies and Waste Treatment Facilities Plans and Plan Reviews*
- 8035** *Public Water Supply Program Files*
- 8036** *Salinity Control Plan in the Colorado River System - Correspondence File*
- 8042** *Section 106 Water Pollution Control Program Plan*
- 8044** *Water Quality Enforcement Files*
- 8045** *Section 208 - Water Quality Management Plan*
- 8046** *Section 303(e) - Water Quality Management Plans*

Environmental Quality
Water Quality (Environmental Quality)

Governance and Compliance (GAC)

Environment Management (ENV)

Programs and Plans	GAC-ENV-08	CYE	99	Retain 99 years after calendar year end then destroy	No
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Superseded Schedules

- 8047** Water Quality Monitoring Reports
- 8049** 305(b) - Wyoming Water Quality Inventory
- 90-072** Underground Injection Control Files
- 91-276** Rules and Regulations
- New** UIC Program: Class III Wells
- New** Protection Plans for Public Water Systems
- New** Special Studies and Task Forces
- New** FE Warren CERCLA Documents of Historic Significance
- New** UIC Program: Class V Wells

Reviews and Monitoring	GAC-ENV-09	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

- 8048** Water Sample Records

Supervisory Chron Files	GAC-ENV-14	CYE	15	Retain 15 year after calendar year end then destroy	No
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Superseded Schedules

- 91-274** Chronological Files

Water Facilities	GAC-ENV-13	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

- 02-087** Facility Files

Legal and Judiciary (LGL)

Contract Management (CTR)

Cooperative Agreements	LGL-CTR-02	EXP	10	Retain 10 years after expiration then destroy	Yes
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Superseded Schedules

- New** EPA Programs - Support Agreements

Environmental	LGL-CTR-03	EXP	20	Retain 20 years after expiration then destroy	Yes
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Superseded Schedules

- 91-279** EPA-WQD Delegation Agreements - 201 Grant Program

Environmental Quality

Water Quality (Environmental Quality)

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

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

8040 *Small Waste Facility Permit Files*

Licenses	LGL-LAR-06	EXP	10	Retain 10 years after expiration then destroy	No
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Superseded Schedules

06-114 *Operator Personnel Files - Inactive/Expired*

Family Services, Dept

Admin (Family Services, Dept)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

02-040 *General Correspondence*

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

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

01-018 *Fair Hearing Files*

Child Support Enforcement (Family Services, Dept)

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

Federal Programs and Reporting	GAC-AOC-03	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

03-042 *Federal Reports*

Public Health Services (PHS)

Child and Youth Services (CYS)

Child Support Services	PHS-CYS-03	CP	3	Retain 3 years after completion then destroy	Yes
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Superseded Schedules

03-043 *POSSE (Parental Obligation System for Support Payments) Records*

91-421 *Child Support Enforcement Program Case File*

91-424 *Federal Tax Refund Intercept Program Administration Records*

Early Childhood Development (Family Services, Dept)

Governance and Compliance (GAC)

Human Rights Management (HRM)

Investigations	GAC-HRM-04	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

02-089 *Wyoming Central Registry of Abuse/Neglect Non-Hit Records*

Family Services, Dept

Early Childhood Development (Family Services, Dept)

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

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

02-221 *Child Care Provider Licensing Case Files*

Public Health Services (PHS)

Child and Youth Services (CYS)

Abuse or Neglect	PHS-CYS-01	CR	99	Retain 99 years after create date then destroy	No
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Superseded Schedules

02-088 *Wyoming Central Registry of Abuse/Neglect Hit Records*

Economic Assistance (Family Services, Dept)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

16299 *Eligibility Payment Information Computer System (EPICS) Reports*

Financial and Accounting (FIN)

Budget Management (BUD)

Workpapers	FIN-BUD-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

15146 *Budget File*

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

Financial	GAC-AOC-04	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

95-334 *Contractor Audit Files*

Family Services, Dept

Economic Assistance (Family Services, Dept)

Public Health Services (PHS)

Family and Aging Services (FAS)

Assistance - Financial	PHS-FAS-02	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

- 12520** *Applications for Advance or Crisis Intervention Assistance - L.I.E.A.P. Records (Form #1462B)*
- 12521** *Case Information Documents - L.I.E.A.P.*
- 96-230** *Good Cause Case Files*
- 96-232** *Incapacity Case Files*

Field Operations Div (Family Services, Dept)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

- 02-041** *District Managers Correspondence*
- 02-042** *General Correspondence*
- 8112** *Report of Refunds (Form No. 782 ADM)*

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

- 8090** *Training Report (Form No. 601 ADM)*

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

- 16296** *Intake Log*
- 16297** *Administrative Management Reports*
- 16298** *Beneficiary and Earnings Data Exchange System (BENDEX) Reports*
- 8089** *Status of Reviews (Form No. 575 ADM)*

Family Services, Dept

Field Operations Div (Family Services, Dept)

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
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Superseded Schedules

8091 *Disbursing Order (Form No. 705 ADM)*

Governance and Compliance (GAC)

Policy and Standards Management (PSM)

Privacy Policies	GAC-PSM-04	CP	6	Retain 6 years after completion then destroy	No
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Superseded Schedules

08-069 *Public Assistance Eligibility Case Files*

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

Adoptions	LGL-LMM-01	PERM		Retain permanently	No
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Superseded Schedules

8076 *Child's Adoptive Record*

Public Health Services (PHS)

Child and Youth Services (CYS)

Abuse or Neglect	PHS-CYS-01	CR	99	Retain 99 years after create date then destroy	No
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Superseded Schedules

01-147 *Social Service Case File/ Substantiated Abuse*

Case Files	PHS-CYS-02	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

93-033 *Social Service Case File*

Child Support Services	PHS-CYS-03	CP	3	Retain 3 years after completion then destroy	Yes
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Superseded Schedules

8092 *Distribution of Support Payments to Suspended MAP Only or Terminated Cases (Form No. 709B)*

Family Services, Dept
Field Operations Div (Family Services, Dept)

Public Health Services (PHS)

Child and Youth Services (CYS)

Delinquent Youth/CHINS Case Files/Children of Incarcerated Parents	PHS-CYS-09	CYE	20	Retain 20 years after calendar year end then destroy	No
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Superseded Schedules

07-080 *Delinquent Youth and CHINS Case Files*

Foster Care - Homes	PHS-CYS-04	CP	30	Retain 30 years after completion then destroy	No
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Superseded Schedules

11-049 *Foster Care / Foster Home Records*

Juvenile Record	PHS-CYS-07	PERM		Retain permanently	Yes
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Superseded Schedules

8088 *Delinquent Case Reviews (Form No. 576 ADM)*

Family and Aging Services (FAS)

Assistance - Employment	PHS-FAS-01	CP	3	Retain 3 years after completion then destroy	No
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Superseded Schedules

8122 *Welfare Recipient Employment Certification Forms (Form No. 400 ADM)*

Assistance - Financial	PHS-FAS-02	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

16294 *Low Income Energy Assistance Program (LIEAP) Records*

96-205 *Record of Financial Assistance (Form No. 740 ADM)*

SNAP (Supplemental Nutrition Assistance Program) - Reports	PHS-FAS-05	CP	6	Retain 6 years after completion then destroy	No
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Superseded Schedules

8072 *SNAP (Supplemental Nutrition Assistance Program) Individual Case Files*

Family Services, Dept

Financial Services Div (Family Services, Dept)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

- 00-252** *EPICS Printouts*
- 5926** *Death Termination Files*
- 97-027** *EPICS ORP Monthly Reports*

Financial and Accounting (FIN)

Accounting Management (ACC)

Collections and Bankruptcy	FIN-ACC-01	CP 7	Retain 7 years after completion then destroy	No
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Superseded Schedules

- 01-149** *Overpayment Cases*

Public Health Services (PHS)

Family and Aging Services (FAS)

Assistance - Financial	PHS-FAS-02	CP 5	Retain 5 years after completion then destroy	No
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Superseded Schedules

- 01-148** *Inactive EA/ORP Case File*

Assistance - Financial Disqualification	PHS-FAS-06	CP 25	Retain 25 years after completion then destroy	No
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Superseded Schedules

New

Juvenile Services Div (Family Services, Dept)

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
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Superseded Schedules

- 12104** *Acquisitions File - Library (Contains records relating to the purchase or receiving of books for the Library)*

Family Services, Dept

Juvenile Services Div (Family Services, Dept)

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 after that date.	Yes
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Superseded Schedules

11796 *Capitol Improvement Projects Records*

Food Services	ADM-BFI-04	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

11813 *Food Services Records*

11814 *Food Services Records - Milk Program a/k/a Special Milk Program - Department of Education*

Maps, Drawings and Plans	ADM-BFI-06	LOA	10	Retain for 10 years after the Life of the Asset then destroy	Yes
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Superseded Schedules

11784 *Blueprints, Plats, Maps, Plans, Specifications and Diagrams*

Community and Public Relations (COM)

Press and News Releases	ADM-COM-04	CR	5	Retain 5 years after create date, then destroy	Yes
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Superseded Schedules

11840 *Scrapbooks, Clippings and News Releases*

Education (EDU)

Course Development and Administration	ADM-EDU-02	CR	5	Retain 5 years after create date then destroy	No
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Superseded Schedules

11802 *Coop Vocational Ed Reports a/k/a Cooperative Vocational Education Records*

11805 *Course Outlines, Syllabi and Course Description (Information on content of courses)*

11823 *Library and Learning Resources Records (ESA Title IV-B)*

11841 *Special Education Program Records (Education of the handicapped)*

11844 *Teachers Grade Book*

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

11778 *Athletic Eligibility Certificates*

Family Services, Dept

Juvenile Services Div (Family Services, Dept)

Administration and Business Support (ADM)

Equipment and Vehicle Management (EVM)

Equipment Files	ADM-EVM-01	LOA	5	Retain 5 years after the Life of the Asset then destroy	No
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Superseded Schedules

11810 *Equipment Records - Includes but not limited to: Purchase Information and Records Warranties Operators Manuals or Instructions Maintenance Records*

Vehicle Files	ADM-EVM-04	LOA	5	Retain 5 years after the Life of the Asset then destroy	No
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Superseded Schedules

11843 *State Vehicle Records Includes but not limited to: -Use -Maintenance -Accidents*

General Management (GMT)

Calendars and Schedules	ADM-GMT-02	OBS	5	Retain 5 years after obsolete then destroy	No
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Superseded Schedules

11839 *School Calendars*

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

11803 *Correspondence - Director*

11804 *Correspondence - Division and Sections*

12108 *Department/Division Correspondence and Memoranda (General correspondence of school staff, other than Superintendent)*

Logs	ADM-GMT-11	CR	3	Retain 3 years after create date, then destroy	No
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Superseded Schedules

11801 *Control Books and Control Book Sheets*

Meeting Management	ADM-GMT-12	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

11829 *Minutes of Meetings (Staff meetings, special meetings, etc.)*

12120 *Minutes of Staff meetings (Shows rules, regulations, policies and procedures)*

Publications	ADM-GMT-19	CR	5	Retain 5 years after create date, then destroy	Yes
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Superseded Schedules

11837 *Publications - Wyoming Industrial Institute (WII). Includes but not limited to: Books, Pamphlets, Brochures, Notices*

Family Services, Dept

Juvenile Services Div (Family Services, Dept)

Administration and Business Support (ADM)

General Management (GMT)

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

12119 Longevity Report (An internal report which assists in keeping track of a persons work history)

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

11827 Memoranda, Notices and Bulletins (Memoranda or notices to employees, boys and parents, including policy statements, rules and regulations)

11828 Memoranda - Other Agencies (Memos for other state and local agencies and officials to WII)

11831 Monthly Reports (Monthly reports to Executive Secretary of Board of Charities and Reform) Includes: -Monthly Population Report -Monthly Report -Program Development -Movement of Population-Monthly Report -Monthly Report-Wyoming Work Release Program

12130 Student Benefit Fund Records (Includes cash register tapes, ledgers, and bank records such as deposit slips, cancelled checks, and statements; checks used to purchase additional supplies for the canteen; monies deposited into a State Enterprise Fund)

Transitory Records	ADM-GMT-26	OBS/SUP 3		Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

11783 Bid Quotation Sheets (Anything except construction, q.v.)

11794 Canteen Sign-Up Sheets (Weeklyboys sign for canteen tickets)

11795 Canteen Tickets (issued weekly, recorded in ledger, converted to voucher)

11798 Class Enrollment Sheets a/k/a Teachers Enrollment Sheets

11799 Class Schedules

11800 Commissary Requisitions (Internal)

11807 Employee Hiring Records - Includes: - Unsuccessful Applications - Letters of Inquiry - Correspondence, Memoranda, etc. - Information on Publication and Publicity on Opening (Successful applications should be filed in personnel files)

11815 Incentive Cards (Issued monthly for boys pay)

11819 Inter-Library Loans (Films and books)

11822 K.P. Roster

11825 Long Distance Telephone Calls Log

11826 Medical Appointment Records

Family Services, Dept

Juvenile Services Div (Family Services, Dept)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

- 11833** Payroll Entry Form a/k/a Time Card Entry Form (AUD-133)
- 11836** Position Allocation / Incumbent Listing a/k/a PAIL Listing
- 11845** Teachers Plan Book
- 11857** Out-of-State Travel Forms (Permission for out-of-state travel)
- 12121** Monthly Report of Population
- 12127** Report of Admissions, Discharges, and Movement a/k/a Offender Demographic Data Reports (Report is continually updated and much of information is used to prepare the annual report input is from a form contained in the girls file)
- 12133** Telecommunications Records (Includes telephone call log)

Risk Management (RSK)

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

- 11776** Abuse to State Property Reports

Employee Services (EMP)

Personnel Management (PER)

Evaluations - Performance	EMP-PER-04	CP 10	Retain 10 years after separation then destroy	No
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Superseded Schedules

- 11806** Employee Development and Review Rating Forms (DAFC-47)

Time and Attendance	EMP-PER-18	CYE 5	Retain 5 years after calendar year end then destroy	No
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Superseded Schedules

- 11846** Time Cards (Issued for staff and boys)

Work Schedules	EMP-PER-21	CYE 1	Retain 1 year after calendar year end then destroy	No
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Superseded Schedules

- 11851** Work Schedules Includes but not limited to: -Weekend Duty Schedules -Unit Counselors Work Schedule -Work Lists

Family Services, Dept
Juvenile Services Div (Family Services, Dept)

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
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Superseded Schedules

12109 *Dormitory Personnel Hiring Records (Includes unsuccessful applications, letters of inquiry and publicity on openings, etc.)*

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
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Superseded Schedules

11849 *Vouchers - County*

11850 *Vouchers - Files (See also Vendors Records)*

11856 *Vouchers - Travel (Record of travel expense)*

12125 *Petty Cash Records - Girls Maintenance Fund (Records relate to monies paid out for incentive pay and include a receipt signed by the girls and dorm mother or counselor, a master list with girls names submitted with a voucher for reimbursement, and bank r*

Funds - Inmate	FIN-ACC-03	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

11786 *Boys Accounts Invoices (Paid invoices for charge purchases boys have made)*

11787 *Boys Accounts Ledgers and Boys Accounts Sheets*

11788 *Boys Accounts Receipt Books (Boys account - money given to boys)*

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

11830 *Money Receipts a/k/a Money in Receipts (Money received from boys, including canteen receipt book, recorded in ledger)*

12129 *Student Account Fund Records (Includes bank statements, check registers with stubs, cancelled checks, deposit slips, store invoices and receipts, and steno pads which show daily entries and initials of persons handling monies ans well as ledger sheets on*

Bank Administration (BNK)

Statements and Reports	FIN-BNK-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

11781 *Bank Deposit Slips - Includes: -Boys Accounts -Canteen -Petty Cash*

11782 *Bank Statements and Cancelled Checks - Includes: - Boys Accounts - Canteen - Petty Cash*

Family Services, Dept

Juvenile Services Div (Family Services, Dept)

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
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Superseded Schedules

11797 *Checkbooks - Check Stubs or check Copies. Includes: Boys Accounts Canteen Petty Cash*

Budget Management (BUD)

Workpapers	FIN-BUD-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

11792 *Budget Files - Includes: - Budgets - Supplemental Budget - Budget Reports - Budget Detail Reports*

11793 *Budget Preparation Files*

12106 *Budget Preparation Records - All Departments*

Grant and Scholarship Management (GRM)

Grant Files	FIN-GRM-01	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

12113 *Grant Project Files (Includes grant proposals, reports and supporting documentation)*

Procurement (PRO)

Bids, Proposals and Quotes	FIN-PRO-01	CP	4	Retain 4 years after completion then destroy	No
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Superseded Schedules

11838 *Requests for Bid Quotations (DAFC-154) (Anything except construction)*

Vendor Management	FIN-PRO-03	EXP	5	Retain 5 years after expiration then destroy	No
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Superseded Schedules

11848 *Vendors Records (See also Vouchers Files)*

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

Federal Programs and Reporting	GAC-AOC-03	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

11811 *ESEA Title I Instruction Program Records - Includes: Proposal and Report Budget Ledger - Expenditures Final Year*

Family Services, Dept

Juvenile Services Div (Family Services, Dept)

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

Financial	GAC-AOC-04	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

11780 *Audit Records - Includes: -Reports-CPA Audit -Memoranda -Correspondence -Worksheets and Supporting Documentation
(See also Report of Examination by State Examiner)*

12111 *Federal Fiscal Audit Records*

Inspections and Monitoring (ISP)

Equipment and Vehicles	GAC-ISP-06	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

11785 *Boiler Inspection Records*

General	GAC-ISP-08	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

11818 *Inspection Records (Health, fire, electrical, etc.)*

12114 *Inspection Records (Health, fire, insurance inspections)*

Permit Management (PMT)

Special or Temporary	GAC-PMT-06	EXP	5	Retain 5 years after expiration then destroy	No
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Superseded Schedules

11824 *Licenses and Permits (Sales permit, food, etc.)*

Policy and Standards Management (PSM)

Memorandums, Orders and Directives	GAC-PSM-01	PERM		Retain permanently	No
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Superseded Schedules

12131 *Superintendents Correspondence and Memoranda (Correspondence with Board, DAFC, and general public)*

Policies, Procedures and Manuals	GAC-PSM-02	SUP	5	Retain 5 years after superseded then destroy	Yes
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Superseded Schedules

11835 *Policies and Procedures Manuals and Sheets*

Family Services, Dept
Juvenile Services Div (Family Services, Dept)

Legal and Judiciary (LGL)

Contract Management (CTR)

General	LGL-CTR-04	EXP	10	Retain 10 years after expiration then destroy	No
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Superseded Schedules

11777 *Agreements (Emergency evacuations, fire dept., etc.)*

Legal Matter Management (LMM)

Adoptions	LGL-LMM-01	PERM		Retain permanently	No
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Superseded Schedules

12105 *Baby File (Records of girl giving birth to a baby while in school including but not limited to: report of birth of infant, agreement and consent of parent(s) for adoption (D-PASS 651), consent to transport and place child outside own home (D-PASS 657)*

Advice and Opinions	LGL-LMM-03	PERM		Retain permanently	No
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Superseded Schedules

11779 *Attorney General - Opinions and Correspondence*

Public Health Services (PHS)

Child and Youth Services (CYS)

Incident Management	PHS-CYS-06	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

11816 *Incident Reports - Includes: - Boys - Staff - Visitors (Should be filed separately from boys files or personnel file)*

Juvenile Record	PHS-CYS-07	PERM		Retain permanently	Yes
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Superseded Schedules

11789 *Boys Leave and Return Records a/k/a Off-Grounds Visits*

11790 *Boys School Records a/k/a Pupils Cumulative Records - Includes: - Transcripts and Grade Records - Diplomas - Progress Reports - Awards - Achievement Testing Scores*

11791 *Boys Files - Records retained permanently in file includes: - Pictures (front view only) - I.D. Card - Correspondence Card (most recent) - Physical Description - Boys History - Finger Print Cards - Medical History and Information - Medical and Dental Rec*

11817 *Index Card File (Boys files)*

11847 *Vault Book (Record log of boys, name and number)*

Family Services, Dept

Juvenile Services Div (Family Services, Dept)

Public Health Services (PHS)

Child and Youth Services (CYS)

Juvenile Record	PHS-CYS-07	PERM		Retain permanently	Yes
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Superseded Schedules

12112 *Girls Student File (May include all of following records: court order, health records, education evaluation, psychological reports, transcripts, demographic data sheet, correspondence, offender demographic data, pictures, fingerprint cards on felons, and*

Public Safety Services (PSS)

Emergency and Disaster Management (EDM)

Emergency and Fire Drills	PSS-EDM-05	CP	2	Retain 2 years after completion then destroy	No
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Superseded Schedules

11812 *Fire Drill Records*

Protective Services (Family Services, Dept)

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

General	GAC-AOC-05	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

01-019 *Field Audit Report*

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

Adoptions	LGL-LMM-01	PERM		Retain permanently	No
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Superseded Schedules

10927 *Adoption Records*

Adoptions - Non-Adoptive	LGL-LMM-02	CP	5	Retain 5 years completion, then destroy	No
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Superseded Schedules

5928 *Closed Non-Adoptive Case Files*

5929 *Closed Adoptive Applications*

Family Services, Dept
Protective Services (Family Services, Dept)

Public Health Services (PHS)

Child and Youth Services (CYS)

Case Files	PHS-CYS-02	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

5927 *Child Services Case Files*

Family and Aging Services (FAS)

Case Files	PHS-FAS-04	CP	2	Retain 2 years after completion then destroy	No
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Superseded Schedules

5924 *Adult Services Case Files*

Fire Prev&Elect Safety

Administration and Business Support (ADM)

Buildings, Facilities and Infrastructure Management (BFI)

Electrical Wiring Orders	ADM-BFI-09	OBS	3	Retain 3 years after obsolete, then destroy	No
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Superseded Schedules

New Electrical Wiring Orders

Governance and Compliance (GAC)

Permit Management (PMT)

Plan Review	GAC-PMT-05	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

13-034 Building Blue Prints and Specifications/Plan Review Files

Public Safety Services (PSS)

Training Management (TGM)

Fire Fighters	PSS-TGM-03	PERM		Retain permanently	No
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Superseded Schedules

New Fire Fighters

Admin (Fire Prev&Elect Safety)

Administration and Business Support (ADM)

Community and Public Relations (COM)

Press and News Releases	ADM-COM-04	CR	5	Retain 5 years after create date, then destroy	Yes
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Superseded Schedules

16080 Press Releases

General Management (GMT)

Publications	ADM-GMT-19	CR	5	Retain 5 years after create date, then destroy	Yes
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Superseded Schedules

16081 Fire Prevention and Electrical Safety Publication

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

16084 Staff Meeting Minutes

Fire Prev&Elect Safety
Admin (Fire Prev&Elect Safety)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

- 4844** *Revenue Report*
- 4845** *Transmittals*
- 4846** *Transfers*
- 92-041** *Administrative Files*
- 92-043** *Monthly Reports*

Employee Services (EMP)

Personnel Management (PER)

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

- 92-045** *Accumulated Leave Report*
- 92-046** *Request for Leave Time*

Time and Attendance	EMP-PER-18	CYE	5	Retain 5 years after calendar year end then destroy	No
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Superseded Schedules

- 92-044** *Individual Daily Time Record*

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
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Superseded Schedules

- 4840** *Vouchers - Duplicates*
- 4851** *Warrant Journals*

Grant and Scholarship Management (GRM)

Grant Files	FIN-GRM-01	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

- 16082** *Grant File*

Fire Prev&Elect Safety

Admin (Fire Prev&Elect Safety)

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Contractor/Electrician/Professional Engineer/Surveyors	LGL-LAR-14	EXP	3	Retain 3 years after expiration then destroy	No
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Superseded Schedules

10-001 Contractor and Limited Contractor Licensing Files

Electrical Safety (Fire Prev&Elect Safety)

Administration and Business Support (ADM)

Buildings, Facilities and Infrastructure Management (BFI)

Electrical Wiring Orders	ADM-BFI-09	OBS	3	Retain 3 years after obsolete, then destroy	No
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Superseded Schedules

02-440 Electrical Hook-up Wiring Permits

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

92-073 Electrical Safety Division Correspondence

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

92-058 Test Results from National Testing Agency (Duplicate information retained in licensing file)

Employee Services (EMP)

Personnel Management (PER)

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

01-121 Apprentice Electrician Files

Training Management (TRM)

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

01-122 Approved Seminar Course/Instructor Records

01-126 Seminar Attendance List

Fire Prev&Elect Safety
Electrical Safety (Fire Prev&Elect Safety)

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
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Superseded Schedules

92-072 *Receipt for Fees - Duplicate/Yellow Copy*

Governance and Compliance (GAC)

Inspections and Monitoring (ISP)

Fire and Electrical	GAC-ISP-07	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

01-124 *Electrical Inspection Report*

92-065 *Electrical Inspection Report (Yellow copy/chronological file)*

Investigations	GAC-ISP-12	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

92-068 *Warning Notices and Notices of Violation*

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Contractor/Electrician/Professional Engineer/Surveyors	LGL-LAR-14	EXP	3	Retain 3 years after expiration then destroy	No
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Superseded Schedules

95-016 *Journeyman Electrician Licensing Files - Active & Inactive*

95-017 *Limited and Low Voltage Technician Licensing Files - Active & Inactive*

95-018 *Master Electrician Licensing Files - Active & Inactive*

Litigation Management (LIT)

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

01-125 *Litigation Files*

Fire Prev&Elect Safety

Fire Prevention (Fire Prev&Elect Safety)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

01-127 Correspondence

Governance and Compliance (GAC)

Inspections and Monitoring (ISP)

Fire and Electrical	GAC-ISP-07	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

01-129 Orders

15755 Fire Prevention Inspection Section Report

4853 Annual Fire Prevention Inspection Reports

Permit Management (PMT)

Fire Certification	GAC-PMT-03	EXP	6	Retain 6 years after expiration then destroy	No
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Superseded Schedules

01-128 Fire Extinguisher/Hood and Duct Certification

Plan Review	GAC-PMT-05	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

15753 Plan Review Section Report

Training (Fire Prev&Elect Safety)

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
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Superseded Schedules

92-053 Wyoming Fire Incident Reporting System (WFIRS) Records

Fire Prev&Elect Safety
Training (Fire Prev&Elect Safety)

Employee Services (EMP)

Training Management (TRM)

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

01-136 *Non-contract Instructor File (local instructors)*

92-052 *Class Roster and Training Course Records*

Employee Training File	EMP-TRM-02	TE	3	Retain 3 years after separation then destroy	No
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Superseded Schedules

01-133 *Firefighter Certification File - Pending*

01-134 *Firefighter Examinations/Tests - Firefighter I, II, III and FAO*

01-135 *Firefighter Records - Certified*

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

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

01-130 *Confidential Fire Investigation Case File*

15758 *Arson Investigation Section Report*

15759 *Arson Investigation Section Correspondence*

92-076 *Fire Investigation Evidence*

Game & Fish

Director (Game & Fish)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

6250 *Correspondence, General*

Publications	ADM-GMT-19	CR	5	Retain 5 years after create date, then destroy	Yes
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Superseded Schedules

00-257 *Wyoming Wildlife Magazine Fulfillment Reports*

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

02-449 *Office Administration*

6252 *Working Papers Relating to Publications*

6274 *Correspondence, Personnel Administrations*

Employee Services (EMP)

Payroll Management (PRL)

Deductions and Garnishments	EMP-PRL-01	EXP	5	Retain 5 years after expiration then destroy	No
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Superseded Schedules

93-252 *Employers Withholding Allowance Certificates (IRS Form W-4)*

Employee Data Master	EMP-PRL-02	SUP	5	Retain 5 years after superseded then destroy	No
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Superseded Schedules

93-220 *Agency Detail Payroll Input Records*

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

Environmental	GAC-AOC-02	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

93-007 *Environmental Review Files*

Game & Fish

Director (Game & Fish)

Governance and Compliance (GAC)

Environment Management (ENV)

Reviews and Monitoring	GAC-ENV-09	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

93-010 Correspondence, General

Governance (GOV)

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM		Retain permanently	No
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Superseded Schedules

93-209 Commission and Staff Minutes

Fiscal Svcs (Game & Fish)

Administration and Business Support (ADM)

Equipment and Vehicle Management (EVM)

Vehicle Files	ADM-EVM-04	LOA	5	Retain 5 years after the Life of the Asset then destroy	No
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Superseded Schedules

93-236 Vehicle Titles, MSOs

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

93-243 License Selling Agents File

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
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Superseded Schedules

93-218 P1 Refunds

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

93-227 Accounts Receivable Records

Game & Fish

Fiscal Svcs (Game & Fish)

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
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Superseded Schedules

93-230 *Daily Activity Reports*

93-241 *License Agency Accounting Reports (Manual and Computer Generated)*

Asset Management (ASM)

Inventories	FIN-ASM-03	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

09-039 *Inventory Records and Reports - Originals and Duplicates*

Bank Administration (BNK)

Statements and Reports	FIN-BNK-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

93-221 *District Office/Change Fund Bank Statements*

Budget Management (BUD)

Workpapers	FIN-BUD-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

93-219 *WOLFS Budgetary Information*

Financial Statements and Reports (FSR)

Audited	FIN-FSR-02	PERM		Retain permanently	No
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Superseded Schedules

93-217 *Financial Statements*

93-237 *Annual License Summary Reports*

Grant and Scholarship Management (GRM)

Grant Files	FIN-GRM-01	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

93-231 *Federal Aid Administrative Correspondence*

Game & Fish

Fiscal Svcs (Game & Fish)

Financial and Accounting (FIN)

Procurement (PRO)

Bids, Proposals and Quotes	FIN-PRO-01	CP	4	Retain 4 years after completion then destroy	No
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Superseded Schedules

00-259 *Bid Specifications and Request for Proposals (RFPs)*

Purchase Orders and Requisitions	FIN-PRO-02	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

00-264 *Requisitions*

Legal and Judiciary (LGL)

Contract Management (CTR)

General	LGL-CTR-04	EXP	10	Retain 10 years after expiration then destroy	No
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Superseded Schedules

00-261 *Cooperative Agreements*

Licensing and Registration (LAR)

Big Game	LGL-LAR-04	CYE	5	Retain 5 years after calendar year end then destroy	No
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Superseded Schedules

93-245 *Application/Draw Correspondence*

Governor Issued	LGL-LAR-23	EXP	5	Retain 5 years after expiration then destroy	No
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Superseded Schedules

93-239 *Commissioner/Governor Issued License Files*

Watercraft	LGL-LAR-43	CR	5	Retain 5 years after create date then destroy	No
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Superseded Schedules

00-267 *Watercraft Registrations*

Game & Fish

Fish (Game & Fish)

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 after that date.	Yes
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Superseded Schedules

6319 *Hatchery Construction Files*

General Management (GMT)

Associations and Memberships	ADM-GMT-01	OBS	5	Retain 5 years after obsolete then destroy	Yes
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Superseded Schedules

6322 *Professional Societies and Organizations*

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

6314 *Hatchery Correspondence File*

90-236 *Fish Tag Correspondence*

Historical	ADM-GMT-08	PERM		Retain permanently	No
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Superseded Schedules

90-222 *28 Job - Stream and Lake Classification, Inventory Systems, and Planning File*

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

6306 *State Agency Files*

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

6305 *Public/Private Organizations Files*

6312 *Fish Disease and Pesticide Files*

6316 *Species File*

6317 *Federal Bureaus and Organizations*

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

6320 *Fisheries Management Project Files (Form #F-9, F-16, F-17, F-24, F-25, F-28, F-29, F-30, F-32, F-33, F-38, F-50, F-53, F-56)*

Game & Fish
Fish (Game & Fish)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

- 6321** Fisheries Management Project Files (a) Administrative Reports (b) Technical Reports and Drainage Surveys
- 6324** Maps and Plans (Duplicates)
- 6333** Theses, Original
- 6365** Application for Fishing Preserve License (Inactive) (Form #F-58)
- 90-225** Administrative Files

Financial and Accounting (FIN)

Asset Management (ASM)

Inventories	FIN-ASM-03	FYE 5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

- 90-228** Feed Inventory Record

Procurement (PRO)

Purchase Orders and Requisitions	FIN-PRO-02	CP 5	Retain 5 years after completion then destroy	No
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Superseded Schedules

- 90-231** Fish Food Orders

Governance and Compliance (GAC)

Legislation and Regulation Management (LRM)

General	GAC-LRM-07	SUP 5	Retain 5 years after superseded then destroy	Yes
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Superseded Schedules

- 6318** Fish Rules and Regulations Correspondence

Natural Resource Management (NRM)

Land and Water Resource Management (LWR)

Intrastate/Interstate Water Programs	NRM-LWR-09	CP 50	Retain for 50 years after completion then destroy	Yes
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Superseded Schedules

- 6359** Stream and Lake Card Index (Form #F-40)
- 90-229** Field Data Stream

Game & Fish

Fish (Game & Fish)

Natural Resource Management (NRM)

Wildlife Management (WLM)

Fish Management	NRM-WLM-01	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

- 90-221** *25 Job - Commercial Fisheries and Fishing Tournaments File*
- 90-224** *30 Job - Amphibians, Reptiles, Crustaceans, and Mollusks File*
- 90-226** *Egg Receipt*
- 90-227** *Egg Shipment Reports*
- 90-230** *Fish Egg Requirements*
- 90-232** *Fish Planting Recommendations*
- 90-233** *Fish Planting Record Book*
- 90-234** *Fish Production Reports*
- 90-235** *Fish Stocking Schedules*
- 90-237** *Fish Tagging Record*
- 90-240** *Hatchery Green Egg Report*
- 90-243** *Planting Schedule, Additions, and Corrections and Planting Records*
- 90-244** *Privately Stocked Ponds*

Services (Game & Fish)

Administration and Business Support (ADM)

Buildings, Facilities and Infrastructure Management (BFI)

Maps, Drawings and Plans	ADM-BFI-06	LOA	10	Retain for 10 years after the Life of the Asset then destroy	Yes
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Superseded Schedules

- 6265** *Planning Maps and Overlays*
- 6299** *Building Plans and Specifications*

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

- 6295** *Administrative Correspondence*

Game & Fish

Services (Game & Fish)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

6297 *Federal Aid Files (Inactive)*

6298 *Project Files*

Legal and Judiciary (LGL)

Real Property (RPR)

Land and Easements	LGL-RPR-03	PERM	Retain permanently	No
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Superseded Schedules

6292 *Land Acquisition and Easements*

Natural Resource Management (NRM)

Land and Water Resource Management (LWR)

Aerial Maps and Photos	NRM-LWR-01	PERM	Retain permanently	No
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Superseded Schedules

6300 *Aerial Maps and Other Highway, Federal Maps*

Land Management	NRM-LWR-06	PERM	Retain permanently	No
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Superseded Schedules

6296 *Game and Fish Land Files*

Wildlife (Game & Fish)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR 3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

6287 *Game Division's Administrative Files and General Correspondence*

6294 *Boating Correspondence and Reference Reports*

Game & Fish

Wildlife (Game & Fish)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

6285 *Maps and Plans (misc.)*

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

General	GAC-AOC-05	CP 5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

6281 *Damage Claims*

Natural Resource Management (NRM)

Wildlife Management (WLM)

Game Management	NRM-WLM-02	CP 5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

6278 *Game Management Reports*

General Schedules - Executive Branch

Administration and Business Support (ADM)

General Management (GMT)

Reports - Strategic or Long Term Planning	ADM-GMT-33	CR	25	Retain 25 years after creation then destroy	No
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Superseded Schedules

19-001 Reports - Strategic or Long Term Planning

Financial and Accounting (FIN)

Grant and Scholarship Management (GRM)

Grant Files - Federal	FIN-GRM-05	CP	3	Retain 3 years after completion then destroy	No
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Superseded Schedules

21-001 Grant Files - Federal

Public Health Services (PHS)

Hospital and Medical (HAM)

COVID19 Virus Screening Log	PHS-HAM-27	CR	.17	Retain 60 days after create date then destroy	No
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Superseded Schedules

20-002 COVID19 Virus Screening Log

Accounting Records and Reports (General Schedules - Executive Branch)

Administration and Business Support (ADM)

General Management (GMT)

Planning and Development	ADM-GMT-17	CR	5	Retain 5 years after create date, then destroy	Yes
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Superseded Schedules

10-003 Agency Strategic Plan Performance Measure Records

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

09-036 Contracts—Contracts for Services (Copies)

16968 Telecommunications Records (Includes monthly telephone charge reports)

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

16969 Request for Authority for Out-of-State Travel

General Schedules - Executive Branch

Accounting Records and Reports (General Schedules - Executive Branch)

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
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Superseded Schedules

05-050 *Post Audit Program Records - WOLFS/WIN Input Forms and Attachments - Electronic Records and Paper Records (Includes, but not limited to, logs, all types of payment vouchers, transfers, requisitions, revenue modifications, expenditure modifications and rec*

05-446 *Manual Warrants and Attachments (Includes WOLFS/WIN 102, 103, 104 and MW.)*

05-448 *Warrant Cancellation/Replacement Records and Attachments. (Includes WOLFS/WIN 106 and CX)*

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

05-053 *WOLFS/Wyoming Information Network (WIN) Interface Input Forms and Source Documents - Electronic Records and Paper Records (Includes, but not limited to, logs, all types of payment vouchers, requisitions, revenue modif., expenditure modif., and CR's)*

05-055 *WOLFS/Wyoming Information Network (WIN) Data/Electronic Records on the Mainframe Computer*

94-493 *Receipts*

Collections and Bankruptcy	FIN-ACC-01	CP	7	Retain 7 years after completion then destroy	No
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Superseded Schedules

05-447 *Returned/NSF Checks and Attachments (Includes WOLFS/WIN 107 and CV)*

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

05-052 *WOLFS/Wyoming Information Network (WIN) Reports - Electronic and Paper Records. (Includes any reports on COM, CDs and any other storage media.)*

05-054 *WOLFS/Wyoming Information Network (WIN) Daily Reports - Electronic Records or Paper Records. (Includes but not limited to: A601-Daily Transaction by Type; A602-Daily Transaction Accepted Report*

05-449 *WOLFS/WIN Records and Reports (Duplicates and sub-system records)*

Journal Entries	FIN-ACC-06	FYE	3	Retain 3 years after the fiscal year end then destroy	No
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Superseded Schedules

05-051 *WOLFS/Wyoming Information Network (WIN) Input Forms and Attachments - Electronic Records and Paper Records (Includes, but not limited to, logs, all types of payment vouchers, transfers, requisitions, revenue modifications, expenditure modifications, and r*

General Schedules - Executive Branch

Accounting Records and Reports (General Schedules - Executive Branch)

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
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Superseded Schedules

94-494 *Bank Statements, Deposit Slips and Canceled Checks (These are records of accounts maintained by the agencies.)*

Legal and Judiciary (LGL)

Contract Management (CTR)

Capital Improvement	LGL-CTR-01	LOA	10	Retain 10 years after the Life of the Asset then destroy	Yes
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Superseded Schedules

09-038 *Contracts – Gifts & Capitol Improvements*

Goods and Services	LGL-CTR-05	EXP	10	Retain 10 years after expiration then destroy	No
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Superseded Schedules

09-037 *Contracts-Contracts for Services*

Administrative Records and Reports (General Schedules - Executive Branch)

Administration and Business Support (ADM)

Buildings, Facilities and Infrastructure Management (BFI)

Building Files	ADM-BFI-02	LOA	10	Retain for the Life of the Asset then destroy	Yes
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Superseded Schedules

16957 *As Built Drawings of Facility/Project and Supporting Documentation*

Maps, Drawings and Plans	ADM-BFI-06	LOA	10	Retain for 10 years after the Life of the Asset then destroy	Yes
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Superseded Schedules

16958 *Architect's Drawings and Specifications of Facility/Project*

General Management (GMT)

Associations and Memberships	ADM-GMT-01	OBS	5	Retain 5 years after obsolete then destroy	Yes
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Superseded Schedules

94-506 *Professional Organization Records (Membership paid by the State. Includes newsletters, resource manuals, correspondence, rosters, minutes.)*

General Schedules - Executive Branch

Administrative Records and Reports (General Schedules - Executive Branch)

Administration and Business Support (ADM)

General Management (GMT)

Calendars and Schedules	ADM-GMT-02	OBS	5	Retain 5 years after obsolete then destroy	No
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Superseded Schedules

94-509 *Calendars*

Correspondence - Directors	ADM-GMT-03	PERM		Retain permanently	No
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Superseded Schedules

09-178 *Agency Office of Executive Director's / Officer's Correspondence*

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

16960 *Reference/Resource Publications, Special Studies, and Master Plans (Directive or Informational in nature, prepared by state agencies or non-state organizations)*

94-510 *Federal Publications*

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

07-003 *Agency Strategic Plans and Related Records*

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

09-145 *Disapproved - American Recovery and Reinvestment Act application records*

11732 *United States Mail Registry Books*

16954 *Sound Recordings, Electronic*

16956 *Legislative Files (Includes drafts of bills and correspondence)*

16964 *Blank Forms and Voided Forms*

Information Technology and Services (ITS)

Access and Control	ADM-ITS-01	EXP	7	Retain 7 years after expiration then destroy	No
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Superseded Schedules

94-500 *WIN Access Security Maintenance Form (WIN 110), Agency Authorizations, and Attachments*

General Schedules - Executive Branch

Administrative Records and Reports (General Schedules - Executive Branch)

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
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Superseded Schedules

16974 *Computer Operating System Data*

Financial and Accounting (FIN)

Accounting Management (ACC)

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

16973 *Computer-Output-Microfiche (COM) - Original and Duplicates*

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

09-156 *Approved - American Recovery and Reinvestment Act application records*

Asset Management (ASM)

Inventories	FIN-ASM-03	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

14196 *Inventory Records and Reports - Originals and Duplicates*

Budget Management (BUD)

Workpapers	FIN-BUD-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

94-504 *Budget Preparation Work Papers (Used to prepare budget request. Records dated prior to respective appropriation legislation being signed.)*

94-505 *Budgets, Supplemental Budgets and related records including correspondence.*

Financial Statements and Reports (FSR)

Annual	FIN-FSR-01	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

16970 *Annual Reports*

General Schedules - Executive Branch

Administrative Records and Reports (General Schedules - Executive Branch)

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

General	GAC-AOC-05	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

07-002 Agency Performance Measure Audit Reports

11114 Audit Reports - Duplicates - a.k.a. State Examiners Reports of Examination.

Governance (GOV)

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM		Retain permanently	No
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Superseded Schedules

16955 Minutes and Supporting Documentation

Legislation and Regulation Management (LRM)

General	GAC-LRM-07	SUP	5	Retain 5 years after superseded then destroy	Yes
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Superseded Schedules

94-507 Rules and Regulations (Filed with the Secretary of State as required by the Wyoming Administrative Procedures Act (W.S. 16-3-101 through 16-3-115).)

94-508 Rules and Regulations (These are policies that govern the internal operations of the office. They are not filed with Secretary of State.)

Policy and Standards Management (PSM)

Memorandums, Orders and Directives	GAC-PSM-01	PERM		Retain permanently	No
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Superseded Schedules

16962 Executive Orders (Issued by the Governor)

Policies, Procedures and Manuals	GAC-PSM-02	SUP	5	Retain 5 years after superseded then destroy	Yes
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Superseded Schedules

16961 Policies, Procedures, and Memoranda

16972 Internal Operating Policies and Procedures

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

Advice and Opinions	LGL-LMM-03	PERM		Retain permanently	No
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Superseded Schedules

16959 Attorney General Letter Opinions/Letters of Advice

General Schedules - Executive Branch

Administrative Records and Reports (General Schedules - Executive Branch)

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

Advice and Opinions	LGL-LMM-03	PERM	Retain permanently	No
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Superseded Schedules

16971 Attorney General Formal Opinions

E-Mail Messages (General Schedules - Executive Branch)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

00-061 *Non-Record E-Mail Messages* Non-record E-Mail is judged not a record for the same reasons that other forms of communication are not. It can be non-record because, even though the subject matter relates to an official business function, some other office

00-062 *Permanent Record E-Mail Messages* Permanent Record E-Mail Messages are those whose content have a legal, administrative or historical value which must be retained indefinitely. These records must be preserved in a medium that will be accessible to future

00-063 *Time-Limited Record E-Mail Messages* Time-Limited Record E-Mail Messages are those whose content have a legal or administrative value that is less than permanent. They are judged to be time-limited records for the same reasons that records created in oth

Personnel and Payroll Records and Reports (General Schedules - Executive Branch)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

- 12748** Explanation of Benefits (Group Health Form)
- 16965** Personnel Allocation Incumbent Listing (PAIL)
- 16966** Position Description Questionnaire
- 16977** Defensive Driving Course Master Report
- 16978** Defensive Driving Course Expiration Report

General Schedules - Executive Branch

Personnel and Payroll Records and Reports (General Schedules - Executive Branch)

Employee Services (EMP)

Benefits Management (BEN)

Claims	EMP-BEN-01	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

12749 *Health Insurance Claim Forms and All Attachments*

Payroll Management (PRL)

Employee Data Master	EMP-PRL-02	SUP	5	Retain 5 years after superseded then destroy	No
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Superseded Schedules

14194 *Payroll Master Employee Data Input Form (Form No. AUD 131)*

Personnel Management (PER)

Evaluations - Performance	EMP-PER-04	CP	10	Retain 10 years after separation then destroy	No
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Superseded Schedules

97-197 *Performance Appraisal Report - Work Improvement Plan (A&I - PM34)*

97-201 *Performance Appraisal Report (A&I - PM33)(Permanent Employees)*

97-202 *Performance Appraisal reports (A&I - PM32) (Probationary Employee)*

Grievances and Investigations	EMP-PER-07	CP	7	Retain 7 years after completion then destroy	No
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Superseded Schedules

03-180 *Employee Grievance Records (Resolved at Agency Level)*

97-206 *Grievance Hearing Records*

Medical Records	EMP-PER-11	TE	30	Retain 30 years after separation then destroy	No
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Superseded Schedules

16976 *Employee Medical Records and Exposure Records (Relates to employees who are or have been exposed to toxic substances or harmful physical agents)*

Personnel Files - Long Term	EMP-PER-22	CP	10	Retain 10 years after separation then destroy	No
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Superseded Schedules

03-179 *Agency Personnel Files*

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

03-182 *Supervisors Personnel Files*

18040 *Performance Appraisal Records - Pilot Project*

General Schedules - Executive Branch

Personnel and Payroll Records and Reports (General Schedules - Executive Branch)

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
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Superseded Schedules

- 97-195** *Application and/or Resumes and Related Documents (These are NOT official State of Wyoming applications and are not used to qualify the applicant)*
- 97-196** *Not Interviewed Employment Applications Originating From Human Resources Division of A&I and Related Documents*
- 97-198** *Special Classified Positions - Not Interviewed Employment Applications and Related Documents.*
- 97-199** *Special Classified Positions - Unsuccessful Employment Applications and Related Documents of Interviewed Applicants*
- 97-200** *Unsuccessful Employment Applications Originating From Human Resources Division of A&I and Related Documents (Includes tests, results, ratings, comments, and correspondence of interviewed applicants)*
- 97-203** *Unsuccessful Employment Applications Not Originating From Human Resources Division of A&I and Related Documents (Includes tests, results, ratings, comments, and correspondence of interviewed applicants)*
- 97-204** *Certificate of Eligible Applicants a.k.a. Established Register*
- 97-205** *Not Interviewed Employment Applications Not Originating From Human Resources Division of A&I and Related Documents*

Workers Compensation and Unemployment (WCU)

Claims	EMP-WCU-01	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

- 14199** *Worker's Compensation Claim Records and Supporting Records (Includes Employer's Report of Injury or Occupational Illness, or Disease, Claim Form for Services other than Physician or Hospital, Hospital Fee Bill, invoices and other records)*

Financial and Accounting (FIN)

Accounting Management (ACC)

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

- 10-034** *Payroll Data Input Records and Output Records-Reports*

General Schedules - Executive Branch

Personnel and Payroll Records and Reports (General Schedules - Executive Branch)

Governance and Compliance (GAC)

Occupational Health and Safety (OHS)

Reports - Annual	GAC-OHS-01	CR	5	Retain 5 years after create date, then destroy	Yes
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Superseded Schedules

14197 *Employee Accident and Other Labor-related Statistical or Informational Reports (Includes Workers' Compensation Reports, Log and Summary of Occupational Injuries and Illnesses Survey, Employer's Quarterly Wages Paid Report, Report on Employment, Payroll an*

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

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

97-208 *Disciplinary Suspension Appeal File/Records*
97-209 *Dismissal/Reduction in Force Appeal Records*
97-210 *Dismissal/Reduction in Force Appeal Hearing Records*

Litigation Management (LIT)

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

03-181 *Litigation Files (Copies)*

General Schedules - Judicial Branch

Accounting Records and Reports (General Schedules - Judicial Branch)

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
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Superseded Schedules

94-651 *Warrant Cancellation/Replacement Records and Attachments (Includes WIN 106 and CX.)*

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

94-654 *Receipts*

Collections and Bankruptcy	FIN-ACC-01	CP	7	Retain 7 years after completion then destroy	No
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Superseded Schedules

94-652 *Returned/NSF Checks and Attachments (Includes WIN 107 and CV)*

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

15810 *Wyoming Uniform Accounting System Input Records - Originals and Duplicates*

15811 *Wyoming Uniform Accounting System Output Reports - Originals and Duplicates*

94-650 *Wyoming Information Network (WIN) Input Forms and Attachments - Electronic Records and Paper Records (Includes, but not limited to, logs, all types of payment vouchers, transfers, requisitions, revenue modifications, expenditure modifications, and receipt)*

94-655 *Wyoming Information Network (WIN) Daily Reports (Includes but not limited to: A601-Daily Transaction by Type; A602-Daily Transaction Accepted Report (by agency).)*

94-656 *Wyoming Information Network (WIN) Monthly Reports*

94-657 *Wyoming Information Network (WIN) Data (Relates to data that is downloaded from mainframe.)*

94-658 *Wyoming Information Network (WIN) Reports on Computer-Output-Microfiche (COM) (Includes any WUAS reports on COM)*

94-659 *WIN Records and Reports (Duplicates and sub-system records)*

94-661 *Wyoming Information Network (WIN) Data/Electronic Records on the Mainframe Computer*

94-662 *Wyoming Uniform Accounting System (WUAS) Data/Electronic Records on the Mainframe Computer*

94-665 *WIN Access Security Maintenance Form (WIN 110), Agency Authorizations, and Attachments*

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

94-653 *Manual Warrants and Attachments (Includes WIN 102, 103, and MW.)*

General Schedules - Judicial Branch

Accounting Records and Reports (General Schedules - Judicial Branch)

Financial and Accounting (FIN)

Budget Management (BUD)

Workpapers	FIN-BUD-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

94-666 *Budget Preparation Work Papers (Used to prepare budget request. Records dated prior to respective appropriation legislation being signed.)*

94-667 *Budgets, Supplemental Budgets and related records including correspondence.*

Governance and Compliance (GAC)

Legislation and Regulation Management (LRM)

General	GAC-LRM-07	SUP	5	Retain 5 years after superseded then destroy	Yes
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Superseded Schedules

94-663 *Rules and Regulations (These are policies that govern the internal operations of the office. They are not filed with Secretary of State.)*

94-664 *Rules and Regulations (Filed with the Secretary of State as required by the Wyoming Administrative Procedures Act (W.S. 16-3-101 through 16-3-115).)*

Administrative Records and Reports (General Schedules - Judicial Branch)

Administration and Business Support (ADM)

General Management (GMT)

Associations and Memberships	ADM-GMT-01	OBS	5	Retain 5 years after obsolete then destroy	Yes
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Superseded Schedules

94-668 *Professional Organization Records (Membership paid by the State. Includes newsletters, resource manuals, correspondence, rosters, minutes.)*

Calendars and Schedules	ADM-GMT-02	OBS	5	Retain 5 years after obsolete then destroy	No
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Superseded Schedules

94-670 *Calendars*

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

94-669 *Federal Publications*

General Schedules - Judicial Branch

Administrative Records and Reports (General Schedules - Judicial Branch)

Administration and Business Support (ADM)

General Management (GMT)

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

15807 Employee Accident and Other Labor-related Statistical or Informational Reports

Transitory Records	ADM-GMT-26	OBS/SUP 3		Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

97-031 Judicial Nominating Commission Selection Files

Financial and Accounting (FIN)

Asset Management (ASM)

Inventories	FIN-ASM-03	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

15806 Inventory Records and Reports - Originals and Duplicates

Personnel and Payroll Records and Reports (General Schedules - Judicial Branch)

Employee Services (EMP)

Payroll Management (PRL)

Employee Data Master	EMP-PRL-02	SUP	5	Retain 5 years after superseded then destroy	No
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Superseded Schedules

15813 Payroll Master Employee Data Input Form (Form No. AUD 131)

Personnel Management (PER)

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

15812 Personnel Files (Includes application, retirement system forms, and other work history information.)

Workers Compensation and Unemployment (WCU)

Claims	EMP-WCU-01	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

15809 Worker's Compensation Claim Records and Supporting Records

General Schedules - Judicial Branch

Personnel and Payroll Records and Reports (General Schedules - Judicial Branch)

Financial and Accounting (FIN)

Accounting Management (ACC)

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

15808 *Payroll Data Input Records and Output Reports - Originals and Duplicates*

General Schedules - Legislative Branch

Accounting Records and Reports (General Schedules - Legislative Branch)

Financial and Accounting (FIN)

Accounting Management (ACC)

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

- 14548** *Wyoming Uniform Accounting System Output Reports - Originals and Duplicates (Includes all WUAS output reports and any other in-house ledgers and journals which are daily, weekly, and monthly management and clerical type reports)*
- 14549** *Wyoming Uniform Accounting System Input Records - Originals and Duplicates (Includes vouchers, activity forms, requisitions, credit memos, batch control sheets, warrant requests, transfer requests, continuation forms, receipts, receipts and transmittal fo*

Administrative Records and Reports (General Schedules - Legislative Branch)

Administration and Business Support (ADM)

General Management (GMT)

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

- 14553** *Employee Accident and Other Labor-related Statistical or Informational Reports (Includes Workers compensation Reports, Log and Summary of Occupational Injuries and Illnesses Survey, Employers Quarterly Wages Paid Report, Report on Employment, Payroll and*

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

- 14552** *Inventory Record and Reports - Originals and Duplicates*

Personnel and Payroll Records and Reports (General Schedules - Legislative Branch)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

- 12486** *Position Allocation Incumbent Listing (Printout)*

General Schedules - Legislative Branch

Personnel and Payroll Records and Reports (General Schedules - Legislative Branch)

Employee Services (EMP)

Payroll Management (PRL)

Employee Data Master	EMP-PRL-02	SUP	5	Retain 5 years after superseded then destroy	No
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Superseded Schedules

14550 Payroll Master Employee Data Input Form (Form No. AUD 131)

Personnel Management (PER)

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

14554 Personnel Files (Includes a current employment application, Wyo. Retirement System forms, and any other records which show work-history information)

Workers Compensation and Unemployment (WCU)

Claims	EMP-WCU-01	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

14555 Workers Compensation Claim Records and Supporting Records (Includes Employers Report of Injury or Occupational Illness, or Disease, Claim Form for Services other than Physician or Hospital, Hospital Fee Bill, invoices and other records.)

Financial and Accounting (FIN)

Accounting Management (ACC)

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

14551 Payroll Data Input Records and Output Reports - Originals and Duplicates (Includes time cards, time sheets, time card entry forms, time card proof lists, overtime and shift differential record, annual, sick, compensatory leave records, deduction/other ear

General Schedules-Executive Branch

Administrative Records and Reports (General Schedules - Executive Branch)

Governance and Compliance (GAC)

Records Management (RCM)

Public Records Requests	GAC-RCM-07	PERM	Retain permanently	No
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Superseded Schedules

NEW *Public Records Requests*

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

14844 *U.S.G.S. Correspondence*

Publications	ADM-GMT-19	CR	5	Retain 5 years after create date, then destroy	Yes
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Superseded Schedules

14840 *Publications Request*

14850 *Publications of the Wyoming Geological Survey*

14851 *Publications Files - Camera Ready Copies*

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

03-045 *Federal Register Notice/Proposal*

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

14845 *U.S.G.S. Activities - Annual Statements*

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

14841 *State Geologists Administrative Files*

14842 *Wyoming Geological Survey Advisory Board Records*

14860 *Testimonial Files*

14861 *Staff Geologists Administrative Files*

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
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Superseded Schedules

14858 *Job Applications - Unsuccessful*

Financial and Accounting (FIN)

Grant and Scholarship Management (GRM)

Grant Files	FIN-GRM-01	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

14852 *Grant Records*

Governance and Compliance (GAC)

Environment Management (ENV)

Environmental Impact Statements	GAC-ENV-06	PERM		Retain permanently	No
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Superseded Schedules

03-044 *Environmental Impact Statements*

Governance (GOV)

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM		Retain permanently	No
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Superseded Schedules

14848 *Oil and Gas Conservation Commission Minutes and Correspondence*

Permit Management (PMT)

Special or Temporary	GAC-PMT-06	EXP	5	Retain 5 years after expiration then destroy	No
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Superseded Schedules

14859 *Fossil Removal Permit File*

Legal and Judiciary (LGL)

Contract Management (CTR)

Cooperative Agreements	LGL-CTR-02	EXP	10	Retain 10 years after expiration then destroy	Yes
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Superseded Schedules

14847 *U.S.G.S. - Cooperative Agreements*

Leases	LGL-CTR-08	EXP	10	Retain 10 years after expiration then destroy	No
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Superseded Schedules

14846 *U.S.G.S. Lease-Rental Files*

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

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

14849 *Oil and Gas Commission Hearing Records*

Natural Resource Management (NRM)

Land and Water Resource Management (LWR)

Land Management	NRM-LWR-06	PERM		Retain permanently	No
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Superseded Schedules

14838 *Exploratory Statistics - Oil*

14839 *Quarry Report*

14853 *Geologic and Mineral Resource Files*

14854 *Drilling Records from Holes Drilled - Uranium*

14855 *Drilling Records from Holes Drilled*

14857 *Public Use Area Resource Records*

14862 *Field Notebooks*

Rock Management	NRM-LWR-11	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

14856 *X-Ray and Chemical Analysis Files*

Governor

Administration and Business Support (ADM)

General Management (GMT)

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

- 16625** *Subject Files*
- 16626** *State and Federal Files*
- 16629** *Publications from Private Organizations, Boards, Councils, and Committees*
- 16630** *Publications from Other States, Universities, and Federal Agencies*

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

- 16627** *Reading Files (Outgoing Correspondence)*

Governor Ofc (Governor)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - Elected Officials	ADM-GMT-04	PERM		Retain permanently	No
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Superseded Schedules

- 06-104** *Governor's Correspondence*

Planning and Development	ADM-GMT-17	CR	5	Retain 5 years after create date, then destroy	Yes
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Superseded Schedules

- 06-106** *Governor's Office and Governor's Planning Office: Publications from other States, Universities, and Federal Agencies*

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

- 06-105** *Governor's Office and Governor's Planning Office Publications from Private Organizations, Boards, Councils, and Committees*

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

General	GAC-AOC-05	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

- 16628** *State Agency Reports and Studies*

Governor
Homeland Security (Governor)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - Directors	ADM-GMT-03	PERM		Retain permanently	No
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Superseded Schedules

08-055 *Director and Deputy Director Correspondence, memos and Directives*

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

09-123 *General Correspondence*

Planning and Development	ADM-GMT-17	CR	5	Retain 5 years after create date, then destroy	Yes
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Superseded Schedules

12911 *County Program Goal Reports*

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

03-006 *Non-Wyoming Situation Reports*

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

09-118 *Counter Terrorism Commission / Homeland Security and Homeland Security WebEOC*

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

09-116 *Chronological Files*

Financial and Accounting (FIN)

Grant and Scholarship Management (GRM)

Grant Files	FIN-GRM-01	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

11-003 *Grant Files*

Governor

Homeland Security (Governor)

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

General	GAC-AOC-05	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

09-119 *County Emergency Management Program Audit Report (Copy), Tier Two Emergency and Hazardous Chemical Inventory, and Search and Rescue Mission Report Files*

Election Management (ELM)

Appointments	GAC-ELM-04	OBS	5	Retain 5 years after obsolete then destroy	No
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Superseded Schedules

02-390 *County Appointment Letters (Copies)*

Public Health Services (PHS)

Hazardous Material Management (HMM)

Plans - Mitigation	PHS-HMM-01	CR	3	Retain 3 years after create date then destroy	No
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Superseded Schedules

09-126 *Wyoming All Hazard Mitigation Plan*

Public Safety Services (PSS)

Emergency and Disaster Management (EDM)

Assistance - Financial	PSS-EDM-02	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

09-117 *Community Assistance Files*

Declarations	PSS-EDM-03	SUP	3	Retain 3 years after superseded then destroy	No
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Superseded Schedules

09-120 *County Files, Small Business Administration Economic Injury Disaster Declarations, ToxicRelease Inventory Report, and U.S. Nuclear Regulatory commission Materials Licenses (COPIES)*

Disaster Files	PSS-EDM-04	PERM		Retain permanently	Yes
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Superseded Schedules

03-004 *Emergency Management Exercise Reporting system (EMERS) Files*

09-125 *PIO Disaster Files*

Governor
Homeland Security (Governor)

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
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Superseded Schedules

- 03-009** *Radio Amateur Civil Emergency Services (RACES) Records*
- 03-251** *Wyoming Event Management Plan*
- 09-121** *Disaster / Incident / Construction Files and Plans*
- 09-122** *Flood Mitigation Assistance Program (FMAP) and Radio Amateur Civil Emergency Services (RACES) Records*
- 09-127** *Regional Response Team Strategy and Assessment Files*

Law Enforcement (LAE)

Case Files	PSS-LAE-04	CP	10	Retain 10 years after completion then destroy	Yes
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Superseded Schedules

- 09-115** *Case Report Files*

Health, Dept of

Financial and Accounting (FIN)

Grant and Scholarship Management (GRM)

Grant Files	FIN-GRM-01	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

- 13-035** Medication Donation Program Patient Records
- 13-036** Medication Donation Program Prescriptions
- 13-037** Medication Donation Program Reports
- 13-038** Medication Donation Program Grant Records
- 13-039** Medication Donation Program Expense Reports

Public Health Services (PHS)

Vital Records (VIT)

Court Orders	PHS-VIT-03	PERM		Retain permanently	No
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Superseded Schedules

- New** Court Orders

Aging (Health, Dept of)

Administration and Business Support (ADM)

General Management (GMT)

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

- 17811** Profile and Update Report

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

- 93-024** Adult Home Care Services Project Notebooks

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
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Superseded Schedules

- 93-030** Vouchers, Duplicate

Health, Dept of
Aging (Health, Dept of)

Financial and Accounting (FIN)

Grant and Scholarship Management (GRM)

Grant Files	FIN-GRM-01	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

93-021 *Older Americans Act Notification of Grant Award*

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

Federal Programs and Reporting	GAC-AOC-03	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

93-020 *Older Americans Act Project Notebooks (Title III)*

93-022 *Older Americans Act Federal Financial Status Reports (Quarterly)*

93-023 *Older Americans Act Title III Performance Reports*

General	GAC-AOC-05	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

93-031 *Audit Reports*

Inspections and Monitoring (ISP)

General	GAC-ISP-08	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

17812 *Inspection of Care Report*

Public Health Services (PHS)

Family and Aging Services (FAS)

Assistance - Medical	PHS-FAS-03	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

17809 *Sheltered Care Voucher Report, a/k/a 560 Report and Monthly Report, a/k/a Billing and Controls*

17810 *Sheltered Care Report, a/k/a 461 Bs*

Hospital and Medical (HAM)

Patient Management	PHS-HAM-17	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

17806 *Facility and County Intermediate Care File*

17813 *Long Term Care Review*

Health, Dept of
Aging (Health, Dept of)

Public Health Services (PHS)

Hospital and Medical (HAM)

Patient Management	PHS-HAM-17	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

- 17814** *Reserved Bed Certificate*
- 99-109** *Community Based in Home Service (CBIHS) Client File*
- 99-110** *Home and Community Based Service (HCBS) Client File*
- 99-111** *Notice of Denial of Service Program Admission File*

Behavioral Health Div (Health, Dept of)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

- 17063** *Division Administrator's Correspondence*
- 17064** *Program Director's and Consultant's Correspondence*

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

- 13987** *Program Questionnaires*
- 13988** *Program Evaluation Checklists*
- 17062** *Division Study, Report and Investigation*

Financial and Accounting (FIN)

Accounting Management (ACC)

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

- 17066** *MIS Form*

Budget Management (BUD)

Workpapers	FIN-BUD-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

- 17065** *Division Budget*

Health, Dept of
Behavioral Health Div (Health, Dept of)

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

Waivers and Releases	LGL-LMM-32	EXP	6	Retain 6 years after expiration then destroy	No
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Superseded Schedules

97-118 *Adult/Child Home and Community-Based Waiver Files*

Public Health Services (PHS)

Hospital and Medical (HAM)

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

17070 *Developmental Disabilities Program File*

Community & Public Health (Health, Dept of)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

09-080 *General and Program Correspondence*

6066 *Administrative Files*

90-098 *General Correspondence*

Meeting Management	ADM-GMT-12	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

94-548 *Nurses Staff Meeting Minutes*

Planning and Development	ADM-GMT-17	CR	5	Retain 5 years after create date, then destroy	Yes
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Superseded Schedules

09-090 *State Agency Plan of Operations & Time Studies*

94-018 *Management and Administration Plan (M.A.P.)*

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

90-123 *Medical Texts and Books*

94-016 *Federal Memorandums*

Health, Dept of
Community & Public Health (Health, Dept of)

Administration and Business Support (ADM)

General Management (GMT)

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

90-108 *Nursing Services, Annual Report*

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

- 05-208** *ACS/Consultec Report of CSH Only Recipients*
- 05-209** *ACS/Consultec Report of Dual Eligibles*
- 06-015** *Genetic Clinic Attendance Roster*
- 09-077** *Electronic Benefit Transfer (EBT) Pilot Program Records*
- 09-078** *Electronic Benefit Transfer (EBT) Reports*
- 09-085** *Retailer Reports*
- 12-005** *Report to Funding Source*
- 17623** *Report to Funding Source*
- 94-022** *Summer Food Service Program Report (form FNS-418)*
- 96-015** *Nursing Weeklies*

Surveys	ADM-GMT-25	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

- 09-081** *Participants Surveys, Rosters, Reports, and Logs*
- 17625** *Population Survey*

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

- 17627** *Administrative Files*
- 6065** *Dental Health Division Administrative Files (Basement vault)*
- 90-100** *Home Health Service Billings*
- 90-104** *Medicare Remittance Advice*
- 90-113** *Post Payment Review Report*
- 90-114** *Quarterly Narrative Report*
- 90-117** *Survey Reports and Plans of Correction*

Health, Dept of
Community & Public Health (Health, Dept of)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

- 90-118** *Trip Reports*
- 90-121** *Film Requests*
- 90-122** *Film/Video Tape*
- 90-124** *Monthly Film Library Report*
- 92-105** *Medicare Cost Reports*
- 96-014** *Nursing Service Quarterly Report*

Information Technology and Services (ITS)

Systems and Networks	ADM-ITS-07	SUP 5	Retain 5 years after superseded then destroy	No
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Superseded Schedules

- 09-088** *Management Information Systems (MIS) Information*

Employee Services (EMP)

Personnel Management (PER)

Medical Records	EMP-PER-11	TE 30	Retain 30 years after separation then destroy	No
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Superseded Schedules

- 11-078** *Respiratory Protection Fit Testing Documentation*
- 93-199** *Personnel Files (State and Local)*

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

- 04-003** *Employment Background Checks*
- 96-288** *Personnel Records*

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
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Superseded Schedules

- 06-014** *Billing for Metabolic Screens*

Health, Dept of
Community & Public Health (Health, Dept of)

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
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Superseded Schedules

- 09-079** *Fiscal Summary Reports*
- 90-095** *Cost Report*
- 90-097** *Expenditure and Revenue Records (Used to support cost report)*
- 94-021** *Summer Food Service Program Fiscal File*

Bank Administration (BNK)

Statements and Reports	FIN-BNK-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

- 93-200** *Daily Bank Statements*

Budget Management (BUD)

Annual	FIN-BUD-01	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

- 90-092** *Budget Files*

Grant and Scholarship Management (GRM)

Grant Files	FIN-GRM-01	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

- 90-099** *Grants*

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

Federal Programs and Reporting	GAC-AOC-03	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

- 93-195** *Local Agency Management Evaluation*

General	GAC-AOC-05	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

- 09-091** *USDA Audit & A 133*
- 94-019** *Independent Audit Report*

Health, Dept of
Community & Public Health (Health, Dept of)

Governance and Compliance (GAC)

Governance (GOV)

Bylaws	GAC-GOV-01	PERM		Retain permanently	No
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Superseded Schedules

90-093 *Bylaws of Professional and Citizens Advisory Committees*

Inspections and Monitoring (ISP)

Health	GAC-ISP-10	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

94-017 *Health and Sanitation Inspection Report*

Legal and Judiciary (LGL)

Contract Management (CTR)

General	LGL-CTR-04	EXP	10	Retain 10 years after expiration then destroy	No
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Superseded Schedules

01-163 *Infant Formula Rebate Record*

09-084 *State/Local Agency Files*

09-086 *Retailer Files*

Legal Matter Management (LMM)

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

09-076 *Participant & Local Agency Disqualification File*

Public Health Services (PHS)

Hospital and Medical (HAM)

Disease Management - Reportable	PHS-HAM-04	CR	75	Retain 75 years after create date, then destroy	Yes
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Superseded Schedules

96-289 *Record of Tuberculin Testing (Adults and Children with PPD)*

Disease Management- CDC	PHS-HAM-05	CR	10	Retain 10 years after create date, then destroy	No
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Superseded Schedules

09-087 *CDC Reports*

Health, Dept of
Community & Public Health (Health, Dept of)

Public Health Services (PHS)

Hospital and Medical (HAM)

Disease Outbreaks and Studies	PHS-HAM-06	CP	15	Retain 15 years after completion then destroy	No
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Superseded Schedules

17619 *Number of Doses Administered in the Public Sector Report*

17620 *Number of Doses Administered in the Private Sector Report*

Drugs and Controlled Substances	PHS-HAM-07	CR	5	Retain 5 years after create date, then destroy	No
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Superseded Schedules

12-003 *Number of Doses Administered in the Public Sector*

12-004 *Number of Doses Administered in the Private Sector*

Genetic and Metabolic Screening	PHS-HAM-09	CP	25	Retain 25 years after completion then destroy	No
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Superseded Schedules

06-013 *Abnormal Metabolic Screening Results*

06-016 *Genetic Client Files*

06-018 *Metabolic Screening Program Files*

06-019 *Newborn Genetic Screening Quality Assurance*

Immunization Records	PHS-HAM-10	CR	75	Retain 75 years after create date then destroy	No
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Superseded Schedules

12-067 *Adult Record of Immunization*

12-068 *Child Record of Immunization*

90-119 *Vaccine Reporting, Requests, and Inventory Report*

Immunization/Vaccination Reporting	PHS-HAM-23	CP	3	Retain 3 years after completion then destroy	No
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Superseded Schedules

12-002 *Vaccine Reporting/Requests/Inventory Report*

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

06-001 *Incident Reports*

Ledgers - Patient	PHS-HAM-13	CR	5	Retain 5 years after create date then destroy	No
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Superseded Schedules

90-112 *Patient Ledgers*

Health, Dept of
Community & Public Health (Health, Dept of)

Public Health Services (PHS)

Hospital and Medical (HAM)

Nutrition Plans	PHS-HAM-16	CR	10	Retain 10 years after create date then destroy	No
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Superseded Schedules

09-082 *Local Agency Nutrition Education Plans & Time Studies*

Patient Management	PHS-HAM-17	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

04-095 *Family Planning Records*

09-083 *Purged Participant Charts*

11-002 *Immunization and Vaccine Informed Consent Statement & Immunization Screening Questionnaire*

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

01-137 *Master Cards - Adult Records*

01-138 *Nursing Services Adult Records*

Patient Records - Children	PHS-HAM-19	CP	25	Retain 25 years after completion then destroy	No
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Superseded Schedules

05-210 *Best Beginnings Reports*

05-211 *CSH Client Records*

08-135 *Nurse/Family Partnership Client Forms*

6062 *Cleft Palate Case File*

6063 *Orthodontia Files*

6067 *Marginal Dental Care Program Records*

90-103 *Master Cards - Children Records*

90-110 *Nursing Services Children Records - Closed*

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

05-214 *Genetic Clinic Program Files*

09-089 *Health Passport (HPP) Records*

6064 *Smile Program for Dental Work*

Health, Dept of
Community & Public Health (Health, Dept of)

Public Health Services (PHS)

Laboratory Management (LAB)

Reports - Lab	PHS-LAB-04	CR	7	Retain 7 years after create date then destroy	No
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Superseded Schedules

97-149 *Quality Control Reports*

Deputy Director (Health, Dept of)

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 after that date.	Yes
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Superseded Schedules

6070 *State Plans of Hospital Construction*

Facility Plans	ADM-BFI-10	CP	12	Retain 12 years after completion, then destroy	No
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Superseded Schedules

90-035 *Health Care Facility Construction File*

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

92-152 *General Correspondence (Office Administration)*

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

92-100 *Health Care Financing Administration Reports*

94-632 *Time Allocation Records*

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

02-032 *Office Administration Records*

Health, Dept of
Deputy Director (Health, Dept of)

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
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Superseded Schedules

02-033 *Paid Voucher Files*

Governance and Compliance (GAC)

Accreditation and Certification (AAC)

Hospitals/Medical Facilities	GAC-AAC-02	LOA	10	Retain for life of asset	Yes
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Superseded Schedules

17024 *Nursing Home License File*

Inspections and Monitoring (ISP)

General	GAC-ISP-08	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

92-157 *Boarding Home Survey Reports*

Legislation and Regulation Management (LRM)

General	GAC-LRM-07	SUP	5	Retain 5 years after superseded then destroy	Yes
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Superseded Schedules

17026 *Health Care Facility Rules and Regulations Publication*

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

Case Files	LGL-LMM-06	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

92-101 *Legal Action File*

Public Health Services (PHS)

Family and Aging Services (FAS)

Assistance - Medical	PHS-FAS-03	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

02-024 *Medicaid Assistance Provider Case File*

02-025 *Medicaid Assistance Recipient Claim File*

Health, Dept of
Deputy Director (Health, Dept of)

Public Health Services (PHS)

Family and Aging Services (FAS)

Assistance - Medical	PHS-FAS-03	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

- 02-026** *Medicaid Assistance Remittance Advice Report (Microfiche)*
- 02-027** *Medicaid Management Information Calendar*
- 02-028** *Medicaid Management Information System Changes*
- 02-029** *Medicaid Report Files*
- 02-030** *Medical Assistance Program Correspondence*
- 02-031** *Monthly State Data Exchange (SDX) Report*
- 09-015** *Vendor Generated Reports*
- 12-103** *Approved Severe Crippling Malocclusion*
- 12-104** *Disapproved Severe Crippling Malocclusion*
- 17025** *Certificate of Need (CON) Project File*

Laboratory Management (LAB)

Reports - Lab	PHS-LAB-04	CR	7	Retain 7 years after create date then destroy	No
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Superseded Schedules

- 92-158** *Clinical Laboratory Survey Records*

Director (Health, Dept of)

Administration and Business Support (ADM)

Community and Public Relations (COM)

Publications	ADM-COM-06	CR	5	Retain 5 years after create date, then destroy	Yes
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Superseded Schedules

- 6040** *Weekly Bulletins, Department of Public Health*

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

- 12507** *General Correspondence*
- 6200** *Correspondence: Requests for Statistical Information*
- 91-046** *General Correspondence*

Health, Dept of
Director (Health, Dept of)

Administration and Business Support (ADM)

General Management (GMT)

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

18026 *Application for Elderly and Disabled Relief Act Tax Refund (ST-119)*

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

5994 *Health Insurance Benefit Program Report (Form SSA 1469A)*

6000 *State Plan Checklist (Form HSM 577-3)*

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

18027 *Maintenance Edit*

18028 *Master File (Microfiche)*

5958 *Transfers*

5959 *Transmittals*

5960 *Treasurer Receipts*

5963 *Batch Control*

5991 *State Federal Co-op Program - Matching Fund (Form DAFC 14)*

5992 *Expenditure Report to Directors*

6041 *Health Referral Program Records*

6042 *Health Education Records*

6192 *Master File Listing (Printout)*

6197 *Accretions and Deletions Listing*

6199 *Bendix Information Files*

6201 *Transmittal Memo for Warrants Undeliverable*

Employee Services (EMP)

Employer and Labor Services (ELS)

Training and Rehabilitation	EMP-ELS-04	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

5962 *Vocational Rehabilitation Client*

Health, Dept of
Director (Health, Dept of)

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
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Superseded Schedules

- 5957** *Vouchers and Purchase Orders*
- 5961** *Warrant Listings*
- 5976** *Year Report of Expenditures for In-Service Training for Vocational Rehabilitation (Form SRS OFM-4)*
- 6190** *Accumulation Expenditure Report (Printout)*

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

- 5964** *Revenue Report*
- 5965** *Fiscal Report and Detail Fiscal Report*
- 5969** *Social Services Expenditure Report (Form SRS NCSS 1-12)*
- 5971** *State Agency Program Expenditure Projection Report (Form SRS-OA 25)*
- 5977** *Report of Obligations for Disability Program (Form SSA-874a)*
- 5978** *Quarterly Financial Report (Form SRS A-13)*
- 5979** *Monthly Summary of Cash Transactions and Cash Analysis (Form SRS OA 23)*
- 5981** *Expenditure Report (Form CB21-H, CDC Report)*
- 5982** *Quarterly Estimate of Expenditures (Form SRS-OFM-65)*
- 5983** *Annual Expenditure Report for Vocational Rehabilitation (Form SRS-RSA-2)*
- 5988** *Quarterly Expenditure Report for Child Care Services Work Incentive Program (Form SRS CSA 9)*
- 5989** *Quarterly Statement of Expenditures (Form SRS-OA-41)*
- 5997** *Water Pollution Expenditure Report (Form WPC)*
- 6185** *Automobile Billing*
- 6187** *Central Billing for Central Services*

Asset Management (ASM)

Inventories	FIN-ASM-03	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

- 5996** *State Agency Equipment Purchase for Health Benefit Program (Form SSA 1466)*

Health, Dept of
Director (Health, Dept of)

Financial and Accounting (FIN)

Bank Administration (BNK)

Letters of Credit	FIN-BNK-02	EXP	3	Retain 3 years after expiration then destroy	No
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Superseded Schedules

5966 *Letters of Credit (Federal voucher)*

Budget Management (BUD)

Annual	FIN-BUD-01	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

5970 *Child Welfare Annual Budget (Form SRS-CSA-CWS-2)*

5972 *Federal Budget for Vocational Rehabilitation (Form SRS-RSA-1)*

5973 *Federal Budget for Disability Determination Unit (Form SSA-870)*

Workpapers	FIN-BUD-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

5967 *Budget and All Revisions for Budget*

5968 *Budget Report and Detail Budget Report*

Grant and Scholarship Management (GRM)

Grant Files	FIN-GRM-01	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

5974 *Annual Cumulative Statement of Accountability of Federal Grant Awards for Child Welfare Services*

5980 *Grants Payments National Institute of Health (Report #27)*

5984 *Project Year Grant for Vocational Rehabilitation (Form A-912 and A9.1)*

5985 *Quarterly Report of Accountability for Aging Expenditure and Grant Request*

5986 *Quarterly Grant Request for Child Care Services - Work Incentive Program (Form SRS CSA - 8)*

5987 *Quarterly Estimate of Expenditures Under Approved Child Welfare Services Plan and Request for Grant Award (Form SRS CSA (CWS) 10)*

5993 *Grantee Report of Expenditure*

5995 *Program Grant Payment Request (Form FW PCA 115)*

5998 *Expenditure Report for Project Grants (Form 4717-4)*

5999 *Expenditure, Encumbrance and/or Budget Report for Formula Grant Programs (Form HSM 561-2)*

6196 *Categorical Grant Payments Listing and Intermediate Care Vendor Payment*

Health, Dept of
Director (Health, Dept of)

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

Federal Programs and Reporting	GAC-AOC-03	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

6193 *Mandatory Federal Reports*

Governance (GOV)

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM		Retain permanently	No
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Superseded Schedules

6038 *Minutes and Agenda State Board of Health*

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

General	LGL-LMM-19	CYE	4	Retain 4 years after calendar year end then destroy	Yes
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Superseded Schedules

6182 *Legal Records, Correspondence, Hearings, and Closed Cases*

Public Health Services (PHS)

Child and Youth Services (CYS)

Foster Care - Listing	PHS-CYS-05	CP	3	Retain 3 years after completion then destroy	No
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Superseded Schedules

6198 *Foster Case Voucher Listing*

Family and Aging Services (FAS)

Assistance - Financial	PHS-FAS-02	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

5990 *Monthly Supplement - Disability Determination Unit*

SNAP (Supplemental Nutrition Assistance Program) - Reports	PHS-FAS-05	CP	6	Retain 6 years after completion then destroy	No
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Superseded Schedules

6191 *SNAP (Supplemental Nutrition Assistance Program) Time Study for Reimbursement Claims*

6194 *SNAP (Supplemental Nutrition Assistance Program) Authorization Listing*

6195 *SNAP (Supplemental Nutrition Assistance Program) Participation Listing*

Health, Dept of

Mental Health Div (Health, Dept of)

Administration and Business Support (ADM)

Community and Public Relations (COM)

Programs	ADM-COM-05	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

02-034 *Community Based Program File*

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

02-450 *Division Administrators Correspondence*

Operations (Health, Dept of)

Financial and Accounting (FIN)

Grant and Scholarship Management (GRM)

Grant Files	FIN-GRM-01	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

04-032 *Robert Wood Johnson Foundation Grant File*

Public Health Services (PHS)

Family and Aging Services (FAS)

Assistance - Financial	PHS-FAS-02	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

04-033 *Denied Applications*

Hospital and Medical (HAM)

Patient Management	PHS-HAM-17	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

04-034 *Client Files*

Health, Dept of
Pioneer Home (Health, Dept of)

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
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Superseded Schedules

11629 *Library Records (Book loans, interlibrary loans, etc.)*

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 after that date.	Yes
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Superseded Schedules

11610 *Capitol Improvement Projects Records (Includes plans, specifications, etc.)*

Maintenance and Repairs/Space Records	ADM-BFI-05	LOA	10	Retain for the Life of the Asset then destroy.	No
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Superseded Schedules

11643 *Maintenance Tickets (Residents' room and board)*

11644 *Maintenance Receipt Books (Bound copies for Maintenance Receipts)*

11645 *Maintenance Receipt Ledger (Balance with Maintenance Tickets)*

Maps, Drawings and Plans	ADM-BFI-06	LOA	10	Retain for 10 years after the Life of the Asset then destroy	Yes
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Superseded Schedules

11611 *Blueprints, Plans, Plats and Diagrams*

Equipment and Vehicle Management (EVM)

Equipment Files	ADM-EVM-01	LOA	5	Retain 5 years after the Life of the Asset then destroy	No
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Superseded Schedules

11621 *Equipment Records Includes: -Purchase Records -Warranties -Operation Manuals -Maintenance Records See also Inventory Records*

Maintenance and Repairs	ADM-EVM-02	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

11623 *Boiler Records (Maintenance, inspections, etc.)*

Health, Dept of
Pioneer Home (Health, Dept of)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

- 11605** *General Correspondence - Administration*
- 11606** *DAFC Correspondence and Memoranda*
- 11607** *Board of Charities and Reform Correspondence and Memoranda*

Historical	ADM-GMT-08	PERM		Retain permanently	No
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Superseded Schedules

- 11615** *Statistical Information*

Meeting Management	ADM-GMT-12	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

- 11617** *Minutes of Meetings (Includes staff meetings, committees, etc.)*

Publications	ADM-GMT-19	CR	5	Retain 5 years after create date, then destroy	Yes
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Superseded Schedules

- 11613** *Publications of Pioneer Home (Newsletter, brochures, pamphlet and books) See also Policies and Procedures Manuals*

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

- 11614** *Annual Report*

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

- 11608** *Memoranda - Pioneer Home*
- 11609** *Memoranda - Other Agencies*
- 11612** *Studies and Special Project Files (Studies and plans for special projects, program changes, and construction)*

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

- 11627** *Menus (Changed quarterly)*
- 11632** *Social Activity Records*
- 11633** *Weekly Program of Activities a/k/a "Right Around Home"*

Health, Dept of
Pioneer Home (Health, Dept of)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

11670 *Valuables Inventory (When guests go to Health Center)*

Employee Services (EMP)

Personnel Management (PER)

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

11652 *Employment Development and Review Rating Form DAFC-47 (Purge from personnel files)*

Volunteer Files	EMP-PER-20	TE 5	Retain 5 years after separation then destroy	No
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Superseded Schedules

11630 *Volunteers' Records Includes: -Thank You Notes -Correspondence -Schedules*

Work Schedules	EMP-PER-21	CYE 1	Retain 1 year after calendar year end then destroy	No
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Superseded Schedules

11659 *Shift Differential Reports (Monthly)*

11660 *Work Schedules*

Staffing and Recruiting (SAR)

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

11653 *Applications - Unsuccessful (Includes letters of inquiry)*

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
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Superseded Schedules

11641 *Vendors Files a/k/a Financial Files (Vouchers, invoices, requisitions and correspondence, office and institutional supplies and services) See also WUAS Input Documents*

Health, Dept of
Pioneer Home (Health, Dept of)

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
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Superseded Schedules

- 11646** *Cash Fund Receipts (Residents' petty cash)*
- 11647** *Cash Fund Receipt Books (Bound copies of receipts for cash - residents' petty cash)*
- 11648** *Cash Fund Ledgers Includes: -Alpha -General -Residents' Petty Cash*

Donations	FIN-ACC-02	PERM		Retain permanently	Yes
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Superseded Schedules

- 11631** *Donations Records*

Bank Administration (BNK)

Statements and Reports	FIN-BNK-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

- 11637** *Canceled Checks Includes: -Guest Cash Funds -Petty Cash (Pioneer Home) -Home Fund (maintenance receipts)*
- 11638** *Check Copies and Check Book Stubs Includes: -Guest Cash Funds -Petty Cash (Pioneer Home) -Home Fund (maintenance receipts)*
- 11639** *Bank Statements Includes: -Guest Cash Funds -Petty Cash (Pioneer Home) -Home Fund (maintenance receipts)*
- 11640** *Bank Deposit Slips*

Budget Management (BUD)

Workpapers	FIN-BUD-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

- 11625** *Budget Preparation Files*
- 11626** *Budget Files Includes: -Budgets -Supplemental Budget -Budget Reports -Budget Detail Reports*

Procurement (PRO)

Bids, Proposals and Quotes	FIN-PRO-01	CP	4	Retain 4 years after completion then destroy	No
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Superseded Schedules

- 11636** *Bid Quotation Sheets - Produce (Weekly)*

Purchase Orders and Requisitions	FIN-PRO-02	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

- 11642** *Field Purchase Order Books*

Health, Dept of
Pioneer Home (Health, Dept of)

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

Financial	GAC-AOC-04	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

11634 *Audit Records (Reports, memoranda, correspondence, C.P.A. audit)*

Inspections and Monitoring (ISP)

General	GAC-ISP-08	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

11622 *Inspection Records (Health, fire, etc.)*

Policy and Standards Management (PSM)

Standards	GAC-PSM-03	SUP	3	Retain 3 years after superseded, then destroy	Yes
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Superseded Schedules

11616 *Policies and Procedures Manuals and Sheets (Employee manual, information for guests, etc.)*

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

Advice and Opinions	LGL-LMM-03	PERM		Retain permanently	No
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Superseded Schedules

11618 *Attorney General - Opinions and Correspondence*

Licensing and Registration (LAR)

Facilities, Establishments and Products	LGL-LAR-18	EXP	5	Retain 5 years after expiration then destroy	Yes
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Superseded Schedules

11619 *Licenses and Permits (For administrator, to dispense narcotics, etc.)*

Public Health Services (PHS)

Hospital and Medical (HAM)

Patient Management	PHS-HAM-17	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

08-064 *Incident Reports- Residents and Staff*

08-065 *Medical Files*

08-066 *Resident Files*

Health, Dept of
Pioneer Home (Health, Dept of)

Public Health Services (PHS)

Hospital and Medical (HAM)

Patient Management	PHS-HAM-17	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

11628 *Controlled Substances Records a/k/a Narcotics Records (Inventory and dispensing controlled substances)*

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

11668 *Chart a/k/a Nurses Notes (Health Center) (Daily nurses notes on guests in Health Center--maintained separately until guest leaves Health Center, then placed in Medical File)*

Public Safety Services (PSS)

Emergency and Disaster Management (EDM)

Emergency and Fire Drills	PSS-EDM-05	CP	2	Retain 2 years after completion then destroy	No
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Superseded Schedules

11624 *Fire Drill Records*

Prev Health&Safety (Health, Dept of)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

02-404 *General Correspondence*

03-162 *Program Correspondence*

05-215 *Program Correspondence*

6044 *Correspondence*

6116 *Preventive Medicine Reports Correspondence and Publications*

95-164 *General Correspondence*

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

03-163 *Site Reports*

Health, Dept of
Prev Health&Safety (Health, Dept of)

Administration and Business Support (ADM)

General Management (GMT)

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

6115 *Disease Record Reports or Morbidity Reports*

Surveys	ADM-GMT-25	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

03-165 *Survey Reports*

Transitory Records	ADM-GMT-26	OBS/SUP 3		Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

- 00-070** *Diagnostic Index*
- 00-071** *Hospital Reports*
- 02-405** *Incomplete Applications*
- 03-158** *Dialcom Printouts (Obsolete)*
- 03-164** *Sub-grants (Unsuccessful Applications/Bids)*
- 10202** *Special Projects Files*
- 6111** *Rheumatic Fever Records*
- 6117** *Mobile X-Ray Unit Statistical and Pathological Reports*
- 6204** *Coding or Work Sheets for Disease Register*
- 6205** *Morbidity Reporting Cards*
- 6206** *Disease Screening Forms (Obsolete, punch cards)*
- 7943** *Ledger of Payments Received (for Streptococcal disease control program)*
- 7945** *Receipt from the Finance and Accounting Section*
- 7947** *Streptococcal Disease Control Committee Statement*
- 95-163** *Field Representative File*

Employee Services (EMP)

Personnel Management (PER)

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

02-403 *Doctor Files*

Health, Dept of
Prev Health&Safety (Health, Dept of)

Employee Services (EMP)

Training Management (TRM)

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

00-072 *Training Attendee List*

Training Materials	EMP-TRM-06	SUP	3	Retain 3 years after superseded then destroy	No
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Superseded Schedules

00-073 *Training Materials*

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
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Superseded Schedules

7946 *Receipt, Triplicate*

Grant and Scholarship Management (GRM)

Grant Files	FIN-GRM-01	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

03-159 *Grant Records*

10196 *Grant Files*

91-130 *Radon Preliminary Survey Grant Records*

Governance and Compliance (GAC)

Policy and Standards Management (PSM)

Memorandums, Orders and Directives	GAC-PSM-01	PERM		Retain permanently	No
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Superseded Schedules

10198 *Memoranda*

Records Management (RCM)

Information Release	GAC-RCM-05	CP	7	Retain 7 years after completion then destroy	No
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Superseded Schedules

00-069 *Data Request (Completed)*

Health, Dept of
Prev Health&Safety (Health, Dept of)

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Licenses	LGL-LAR-06	EXP	10	Retain 10 years after expiration then destroy	No
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Superseded Schedules

10187 *Ambulance Business Licenses*

Radioactive Materials	LGL-LAR-33	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

91-129 *Discontinued Radioactive Materials Registration Record*

Public Health Services (PHS)

Hazardous Material Management (HMM)

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

91-128 *Radioactive Materials Registration File*

Hospital and Medical (HAM)

Disease Management	PHS-HAM-03	PERM		Retain permanently	No
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Superseded Schedules

00-074 *Tumor Registry Abstract*

6112 *Venereal Disease Records*

6113 *Serological Lab Reports for Venereal Disease*

95-169 *Tuberculosis Register Med Card*

Disease Management - Reportable	PHS-HAM-04	CR	75	Retain 75 years after create date, then destroy	Yes
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Superseded Schedules

03-189 *Reportable Disease Cases*

Disease Outbreaks and Studies	PHS-HAM-06	CP	15	Retain 15 years after completion then destroy	No
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Superseded Schedules

03-186 *Disease Outbreaks and Incidents-Comprehensive Reports*

03-188 *Disease Studies and Surveys*

03-190 *Disease Outbreaks and Incidents-Supplemental Files*

Health, Dept of
Prev Health&Safety (Health, Dept of)

Public Health Services (PHS)

Hospital and Medical (HAM)

Genetic and Metabolic Screening	PHS-HAM-09	CP	25	Retain 25 years after completion then destroy	No
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Superseded Schedules

11-055 *Pediatric Blood Lead Tests*

Lab Slips	PHS-HAM-12	CR	5	Retain 5 years after create date then destroy	No
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Superseded Schedules

03-160 *Hepatitis Serology Lab Slips*

03-161 *HIV/AIDS Serology Lab Slips*

Patient Management	PHS-HAM-17	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

02-402 *Client File*

03-157 *Client Files*

11-056 *Adult Blood Lead Tests*

6046 *Lab Reports*

90-169 *X-Ray Survey File*

95-162 *Computerized Tuberculosis Registry*

95-167 *Patient Files*

99-032 *Alcohol and Drug Analysis Reports*

99-033 *Breath Logs*

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

95-168 *Tuberculosis Patient Correspondence*

Prescriptions	PHS-HAM-20	CP	2	Retain 2 years after completion then destroy	No
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Superseded Schedules

95-166 *Non-Narcotic Prescription*

Research	PHS-HAM-22	PERM		Retain permanently	Yes
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Superseded Schedules

7944 *Recap Sheets of Throat Cultures and Financial Standings*

Health, Dept of

Prev Health&Safety (Health, Dept of)

Public Health Services (PHS)

Laboratory Management (LAB)

Reports - Lab	PHS-LAB-04	CR	7	Retain 7 years after create date then destroy	No
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Superseded Schedules

05-445	Drug Testing/Hitachi 911 & 7171 Maintenance Records
6047	Reference Material and Publications
95-165	Lab Reports
99-034	Water Lab Reports

Public Safety Services (PSS)

Emergency and Disaster Management (EDM)

Ambulance	PSS-EDM-01	CR	8	Retain 8 years after create date, then destroy	No
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Superseded Schedules

10188	Ambulance Trip Report Form
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Rural & Frontier Health (Health, Dept of)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

6056	Correspondence, Incoming
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Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

6052	Non-Resident Births and Death Certificates
6053	Query Letters

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
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Superseded Schedules

10010	Receipt of Fees
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Health, Dept of
Rural & Frontier Health (Health, Dept of)

Financial and Accounting (FIN)

Grant and Scholarship Management (GRM)

Grant Files	FIN-GRM-01	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

08-133 *Community Services Block Grant Program File*

08-134 *Emergency Shelter Grant*

17071 *Community Services Block Grant Program File*

Governance and Compliance (GAC)

Records Management (RCM)

Certification - Copies	GAC-RCM-02	EXP	2	Retain 2 years after expiration then destroy	No
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Superseded Schedules

14797 *Application for Certified Copies of Record*

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

Adoptions	LGL-LMM-01	PERM		Retain permanently	No
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Superseded Schedules

07-079 *Adoption Files*

Court Orders	LGL-LMM-14	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

07-078 *Court Order Files*

Public Health Services (PHS)

Hospital and Medical (HAM)

Patient Management	PHS-HAM-17	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

17030 *End Stage Renal Dialysis Patient Service Record*

Vital Records (VIT)

Births, Deaths and Marriages	PHS-VIT-01	PERM		Retain permanently	Yes
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Superseded Schedules

6054 *Supportive Documents for Corrections or Delayed Birth Certificates*

Health, Dept of

Rural & Frontier Health (Health, Dept of)

Public Health Services (PHS)

Vital Records (VIT)

Births, Deaths and Marriages	PHS-VIT-01	PERM		Retain permanently	Yes
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Superseded Schedules

6055 *Certificates, Births, Delayed Births, Still Births, Marriages, Deaths, and Divorces*

93-069 *Birth Certificate (tear off statistical portion)*

Indexes	PHS-VIT-02	PERM		Retain permanently	Yes
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Superseded Schedules

6057 *Index Books to Deaths, Marriages, and Births*

Substance Abuse (Health, Dept of)

Administration and Business Support (ADM)

Community and Public Relations (COM)

Programs	ADM-COM-05	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

04-181 *Community Based Program Files*

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

01-256 *Office Administration Correspondence Files*

01-257 *Program Correspondence File*

Financial and Accounting (FIN)

Grant and Scholarship Management (GRM)

Grant Files	FIN-GRM-01	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

01-255 *Grant Files*

Health, Dept of
Substance Abuse (Health, Dept of)

Public Health Services (PHS)

Child and Youth Services (CYS)

Delinquent Youth/CHINS Case Files/Children of Incarcerated Parents	PHS-CYS-09	CYE	20	Retain 20 years after calendar year end then destroy	No
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Superseded Schedules

04-180 *Children of Incarcerated Parents*

Hospital and Medical (HAM)

Patient Management	PHS-HAM-17	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

08-118 *Prevention Needs Assessments (PNA's)*

Veteran's Home of Wyoming (Health, Dept of)

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 after that date.	Yes
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Superseded Schedules

9157 *Building Construction and Remodeling Files*

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

99-194 *Superintendents Correspondence Files*

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

99-187 *Monthly Action Reports*

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

9195 *Worksheets for Purchasing Food and Janitorial Supplies*

99-183 *Administrative Office Files*

99-188 *Monthly Commodity Inventory (WDE #201)*

Health, Dept of

Veteran's Home of Wyoming (Health, Dept of)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

99-189 *Monthly Inventory Reports of Supplies*

99-195 *Veterans' Administrative Files*

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
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Superseded Schedules

9152 *Accounts Payable Voucher*

9182 *Petty Cash Receipt Book and Transaction Ledger*

99-191 *Receipts (copies)*

Funds - Patient	FIN-ACC-04	FYE 5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

9166 *Resident Trust Account Summary (Formerly known as Guardianship Accounting Summary)*

9167 *Resident Trust Accounts Ledger (Formerly known as Guardianship Accounts Ledger)*

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

9187 *Special Accounts Ledger (Green binder)*

9188 *Special Accounts Receipt, Daily Canteen Cash Receipt Summary, and Cash Register Tape*

9190 *Statements of Accounts and Attached Records*

Governance and Compliance (GAC)

Environment Management (ENV)

Storage Tanks	GAC-ENV-11	CP 5	Retain 5 years after completion then destroy	No
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Superseded Schedules

99-186 *Department of Environmental Quality File*

Health, Dept of

Veteran's Home of Wyoming (Health, Dept of)

Governance and Compliance (GAC)

Records Management (RCM)

Information Release	GAC-RCM-05	CP	7	Retain 7 years after completion then destroy	No
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Superseded Schedules

99-192 *Requests for Information Records*

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Facilities, Establishments and Products	LGL-LAR-18	EXP	5	Retain 5 years after expiration then destroy	Yes
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Superseded Schedules

99-184 *Assisted Living Facility Application & License File*

Real Property (RPR)

Land and Easements	LGL-RPR-03	PERM		Retain permanently	No
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Superseded Schedules

99-190 *Public Lands Files*

Public Health Services (PHS)

Hospital and Medical (HAM)

Admissions	PHS-HAM-01	PERM		Retain permanently	Yes
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Superseded Schedules

9179 *Permanent Register*

Ledgers - Patient	PHS-HAM-13	CR	5	Retain 5 years after create date then destroy	No
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Superseded Schedules

99-185 *Daily Morning Report*

Patient Management	PHS-HAM-17	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

99-193 *Residents Master File*

99-197 *Controlled Medication Record*

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

99-198 *Individual PRN (as needed) Medication Sheet*

Health, Dept of

Veteran's Home of Wyoming (Health, Dept of)

Public Health Services (PHS)

Hospital and Medical (HAM)

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

99-199 *Residents Medical File*

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

99-196 *Clinical Records / Flow Sheets*

Wyoming Life Resource Center (Health, Dept of)

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 after that date.	Yes
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Superseded Schedules

7397 *Construction Files*

7398 *Capitol Improvement Files*

7400 *Construction Correspondence*

Maintenance and Repairs/Space Records	ADM-BFI-05	LOA	10	Retain for the Life of the Asset then destroy.	No
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Superseded Schedules

7441 *Maintenance Receipts*

Maps, Drawings and Plans	ADM-BFI-06	LOA	10	Retain for 10 years after the Life of the Asset then destroy	Yes
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Superseded Schedules

7399 *Building Plans*

Work Orders	ADM-BFI-08	CP	1	Retain 1 year after completion then destroy	No
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Superseded Schedules

7449 *Work Order Forms (WSTS Form 110)*

Health, Dept of

Wyoming Life Resource Center (Health, Dept of)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

- 7387** *General Correspondence*
- 7431** *Correspondence, General*
- 7456** *Correspondence and Reference Materials*
- 7470** *Correspondence, General*
- 7491** *General Correspondence and Office Memos*
- 7502** *Correspondence, General*
- 7504** *Correspondence from Organizations*
- 7505** *Correspondence, General*
- 7508** *General Correspondence File*
- 96-316** *Correspondence*
- 96-354** *Correspondence*
- 96-362** *General Correspondence and Unit Record Progress Notes*
- 96-401** *Correspondence*

Distribution, Mailing and Contact Lists	ADM-GMT-06	SUP	3	Retain 3 years after superseded then destroy	Yes
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Superseded Schedules

- 96-331** *Address Sheet*

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

- 7408** *Reference Publications*

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

- 7506** *Annual Reports*
- 96-407** *Annual Safety Report*

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

- 7512** *Wyoming State Training School Scrapbook*

Health, Dept of

Wyoming Life Resource Center (Health, Dept of)

Administration and Business Support (ADM)

General Management (GMT)

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

- 96-340** *Monthly and Quarterly Nursing Reports*
- 96-405** *W.S.T.S. Employee Injury Reports (New record/no form number assigned)*
- 96-406** *Monthly Safety Review Report*

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

- 14569** *Inventory Control Sheets - Regular Drugs*
- 7388** *Veteran's Administration Reports*
- 7389** *Money Envelopes*
- 7395** *Receipts and Disbursements Journal*
- 7413** *Records of Long Distance Telephone Calls*
- 7434** *Payroll Check Receipt Cards*
- 7436** *Department's Payroll Cost Analysis Report*
- 7440** *Maintenance Ledger*
- 7448** *Special Requests (WSTS Form 45)*
- 7452** *Inventory Charge Notices (DAFC 5)*
- 7483** *Comment Letters*
- 7490** *Daily Log Book*
- 7494** *Diet Lists*
- 7495** *Diet Orders*
- 7498** *Special Request Forms (WSTS No. 45) for Food Items*
- 7513** *Letters of Acknowledgment (copies) (For gifts, etc.)*
- 96-311** *Drug Regimen Review Records/Reports*
- 96-320** *Duplicate Records/Information and Electronic Records/Information*
- 96-321** *Program Book*
- 96-335** *Computerized Medication Records*
- 96-336** *Chronological Record of Drug Regimen Reviews*

Health, Dept of

Wyoming Life Resource Center (Health, Dept of)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

- 96-337** *90-Day Medication Renewals*
- 96-343** *Discharge orders from Health Care Center Inpatient Stays*
- 96-376** *Clinic Visit Reports*
- 96-377** *Discharge Care Plans*
- 99-129** *Annual Care Staff Member Medication Pass Tracking Record*

Employee Services (EMP)

Personnel Management (PER)

Medical Records	EMP-PER-11	TE	30	Retain 30 years after separation then destroy	No
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Superseded Schedules

- 7464** *X-Ray Films - Employees*

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

- 99-138** *Evaluation Reports*

Time and Attendance	EMP-PER-18	CYE	5	Retain 5 years after calendar year end then destroy	No
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Superseded Schedules

- 7432** *Individual's Time Cards*
- 96-317** *Client Employee Files*

Work Schedules	EMP-PER-21	CYE	1	Retain 1 year after calendar year end then destroy	No
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Superseded Schedules

- 7487** *Supervisor's Report (Form No. WSTS 36) (Work Activity Report)*
- 7488** *Employee Work Schedule*
- 96-450** *Security Shift Reports*

Health, Dept of

Wyoming Life Resource Center (Health, Dept of)

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
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Superseded Schedules

7503 *Applications for Jobs (Not Filled)*

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
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Superseded Schedules

7390 *Invoices of Resident's Charges*

7391 *Payment Authorization Forms*

7419 *Petty Cash Invoices*

7420 *Petty Cash Reimbursement State Vouchers (Duplicate)*

99-145 *Payment Vouchers*

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

7393 *Receipt and Charge Tickets*

7394 *Cash Books*

7442 *Receipts Transmittal Sheets*

Funds - Patient	FIN-ACC-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

14557 *Resident Funds Deposit and Withdrawal Records*

14558 *Resident Funds Monthly Trial Balances*

14559 *Resident Funds Control Book*

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

14561 *Maintenance Fund Transaction Register*

14562 *Maintenance Fund Monthly Balances*

14563 *Maintenance Fund Control Book*

Health, Dept of

Wyoming Life Resource Center (Health, Dept of)

Financial and Accounting (FIN)

Asset Management (ASM)

Inventories	FIN-ASM-03	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

- 14564** U.S.D.A. Commodity Records 1. Record of commodities received 2. Monthly inventory record of donated commodities
- 7412** Surplus Equipment Sales Records
- 7451** Property Transfer Form
- 7496** Stock Cards of Supplies
- 7497** Receiving Record (WSTS No. 39)

Bank Administration (BNK)

Statements and Reports	FIN-BNK-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

- 7381** Cancelled Checks
- 7382** Check Stubs
- 7383** Bank Statements
- 7384** Deposit Slips
- 7415** Petty Cash Bank Statements
- 7416** Petty Cash Cancelled Checks
- 7417** Petty Cash Check Stubs
- 7418** Petty Cash Deposit Slips
- 7443** Cancelled Checks
- 7444** Check Stubs
- 7445** Bank Statements
- 7446** Deposit Slips

Budget Management (BUD)

Workpapers	FIN-BUD-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

- 7410** Budgets and Budget Preparation Records

Health, Dept of

Wyoming Life Resource Center (Health, Dept of)

Financial and Accounting (FIN)

Grant and Scholarship Management (GRM)

Grant Files	FIN-GRM-01	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

7401 *Federal Grant Records*

7402 *State Agency Grants (Title I)*

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

General	GAC-AOC-05	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

96-345 *Assessment Reports*

Governance (GOV)

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM		Retain permanently	No
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Superseded Schedules

96-307 *Human Rights Committee Minutes*

Human Rights Management (HRM)

Abuse or Neglect	GAC-HRM-01	CR	99	Retain 99 years after create date, then destroy	No
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Superseded Schedules

99-133 *Abuse/Neglect - Rights Violations Monthly Summary Reports*

99-136 *Abuse/Neglect - Rights Violations Reports for substantiated cases resulting in Employee Termination or no hire status.*

Investigations	GAC-HRM-04	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

96-349 *Resident Rights Reviews*

99-135 *Abuse/Neglect - Rights Violations Reports for Substantiated Cases*

Inspections and Monitoring (ISP)

General	GAC-ISP-08	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

96-313 *Medication Storage Inspection Records*

Health, Dept of

Wyoming Life Resource Center (Health, Dept of)

Governance and Compliance (GAC)

Records Management (RCM)

Information Release	GAC-RCM-05	CP	7	Retain 7 years after completion then destroy	No
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Superseded Schedules

96-348 *Release of Information Copy Logs*

96-353 *Release of Information Requests*

Legal and Judiciary (LGL)

Contract Management (CTR)

General	LGL-CTR-04	EXP	10	Retain 10 years after expiration then destroy	No
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Superseded Schedules

96-350 *Photo and Information Releases*

Legal Matter Management (LMM)

Waivers and Releases	LGL-LMM-32	EXP	6	Retain 6 years after expiration then destroy	No
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Superseded Schedules

03-076 *Adult/Child Waiver Files (Weston Lawsuit Files)*

Public Health Services (PHS)

Hospital and Medical (HAM)

Admissions	PHS-HAM-01	PERM		Retain permanently	Yes
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Superseded Schedules

7482 *Admissions Books*

96-318 *Pre-Admission Files*

Drugs and Controlled Substances	PHS-HAM-07	CR	5	Retain 5 years after create date, then destroy	No
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Superseded Schedules

14567 *Prescription Forms - Regular Drugs*

14568 *Prescription Forms - Controlled Substances*

14570 *Inventory Control Sheets - Controlled Substances*

96-382 *Medication Records*

98-109 *Medication Error Reports*

Health, Dept of

Wyoming Life Resource Center (Health, Dept of)

Public Health Services (PHS)

Hospital and Medical (HAM)

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

96-305 *Minor Incident/Injury Reports*

Patient Management	PHS-HAM-17	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

- 14566** *Client X-Rays, Discharged or Deceased*
- 7377** *Movement of Client Reports*
- 7480** *Movement of Patient Population*
- 7492** *Resident Files - Active*
- 7519** *Resident Record of Support (WSTS No. 50) (From families, friends etc. for packages and mail)*
- 96-303** *Significant Incident/Injury Reports*
- 96-304** *Significant Incident/Injury Monthly Summary Report*
- 96-308** *Client Dental Charts - Discharged or Deceased*
- 96-312** *Individual Dispensing Record*
- 96-315** *X-Ray Films - Clients*
- 96-324** *Record Review Log*
- 96-327** *Client Profile*
- 96-328** *Clothing/Personal Property Inventory*
- 96-329** *Diet Orders*
- 96-333** *90-Day Transition Individual Plan of Care (TIP)*
- 96-334** *Individual Program Plan (IPP)*
- 96-338** *Dental Reports*
- 96-341** *Medical/Nursing progress notes*
- 96-342** *Decubitus Ulcer Report*
- 96-344** *Laboratory Log Sheets*
- 96-347** *Medical Assessments*
- 96-351** *Psychotropic Medication Consents*
- 96-355** *Contact Sheets*
- 96-357** *IPP - Interim Meeting Minutes (Individual Program Plan)*

Health, Dept of

Wyoming Life Resource Center (Health, Dept of)

Public Health Services (PHS)

Hospital and Medical (HAM)

Patient Management	PHS-HAM-17	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

- 96-358** *IPP Addendums (Individual Program Plan)*
- 96-359** *Qualified Mental Retardation Professional (QMRP) Correspondence*
- 96-360** *Drug Regimen Review Recommendations/Response*
- 96-361** *Qualified Mental Retardation Professional (QMRP) Progress Reports*
- 96-364** *24-Hour Schedule*
- 96-365** *Positioning Job Aides/Related Information*
- 96-370** *Psychoactive Medication/Behavior Management Program Reviews*
- 96-373** *Height/Weight/Seizure/Menses Record*
- 96-374** *Menses Calendar/Progress Notes*
- 96-379** *Medical Record Chart Organization*
- 96-380** *Medical Records Facesheet*
- 96-383** *Orders from Community Physicians*
- 96-384** *90-Day Medication Renewals*
- 96-385** *Drug Regimen Review Recommendations/Response*
- 96-386** *Medication Administration Record*
- 96-387** *Physician Orders*
- 96-389** *Case Service Summaries*
- 96-390** *History and Physicals*
- 96-391** *Medical History*
- 96-394** *EKG/EEG Reports*
- 96-395** *EKG Tracings*
- 96-396** *Historical X-Ray Reports and EKG/EEG Reports Record*
- 96-397** *Discharge Summaries and Short Stay Records*
- 96-399** *Inpatient Records*
- 96-400** *Consultation Reports*
- 96-403** *Immunization Record*
- 99-142** *Child Care Accident Reports*

Health, Dept of

Wyoming Life Resource Center (Health, Dept of)

Public Health Services (PHS)

Hospital and Medical (HAM)

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

- 14565** *Client X-Rays, Active*
- 7370** *Index Cards, by Client*
- 7453** *Client Dental Charts - Active*
- 7518** *Index Cards, by Resident*
- 96-309** *Dental Evaluation Reports on Discharged or Deceased Clients*
- 96-319** *Microfilm of Client Records*
- 96-322** *Deceased Client Records: (Permanent records are Habilitation Face Sheet, Death Certificate, Autopsy Report, Birth Certificate, Guardianship/Legal Information, Commitment Papers, Historical Program Tracking Report, Last IPP on file, Pre-admission Social Su*
- 96-323** *Unit Record - Legal Documents*
- 96-325** *Unit Record Chart Organization*
- 96-326** *Unit Record Facesheet*
- 96-330** *Shoe Modification Information*
- 96-346** *Specialty Assessments*
- 96-371** *Restraint Logs*
- 96-375** *Seizure Reports and Seizure Reporting Forms*
- 96-378** *Record Review Log*
- 96-381** *Table of Contents Cards (History and Physical, Hospital Records, and Consultants)*
- 96-388** *Treatment Records (Progress Notes)*
- 96-393** *X-Ray Reports*
- 96-398** *Secondary Collateral From Outside Health Care Facilities*
- 96-404** *Restraint Information*
- 98-110** *Respite and Temporary Service Client Records*

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

- 96-352** *Behavior Program Consent*
- 96-366** *Objective Program Methodologies and Activity Program Methodologies*

Health, Dept of

Wyoming Life Resource Center (Health, Dept of)

Public Health Services (PHS)

Hospital and Medical (HAM)

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

96-367 *Objective, Activity, and Service Objective Progress Notes*

96-368 *Behavior Management Programs and/or Guidelines*

96-369 *Behavior Management Program Monthly Progress Notes*

Laboratory Management (LAB)

Reports - Lab	PHS-LAB-04	CR	7	Retain 7 years after create date then destroy	No
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Superseded Schedules

96-392 *Laboratory Reports*

Wyoming Retirement Center (Health, Dept of)

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
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Superseded Schedules

10840 *Inter-Library Loans (Films and books)*

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 after that date.	Yes
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Superseded Schedules

10834 *Capitol Improvement Projects Records (Includes specifications, blueprints, plans, etc.)*

Maintenance and Repairs/Space Records	ADM-BFI-05	LOA	10	Retain for the Life of the Asset then destroy.	No
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Superseded Schedules

03-066 *Preventive Maintenance Logs*

Equipment and Vehicle Management (EVM)

Maintenance and Repairs	ADM-EVM-02	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

03-065 *Boiler Log*

03-067 *Vehicle & Grounds Equipment Maintenance Records.*

Health, Dept of

Wyoming Retirement Center (Health, Dept of)

Administration and Business Support (ADM)

Equipment and Vehicle Management (EVM)

Maintenance and Repairs	ADM-EVM-02	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

10835 *Equipment Records (Includes warranties, purchase records, operation manuals, etc.)*

General Management (GMT)

Calendars and Schedules	ADM-GMT-02	OBS	5	Retain 5 years after obsolete then destroy	No
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Superseded Schedules

10897 *Monthly Activity Schedules (Social activities)*

Meeting Management	ADM-GMT-12	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

03-055 *Staff Meeting Minutes*

Publications	ADM-GMT-19	CR	5	Retain 5 years after create date, then destroy	Yes
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Superseded Schedules

03-054 *Scrap Books, Clippings and News Releases*

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

03-056 *Studies and Projects Records*

03-070 *Daily Census Sheets a/k/a Patient Count*

10841 *Food Commodity Records, State Department of Education*

10902 *In-House Pharmacy Records (Obsolete) Includes: Pharmacy Order (stock) Pharmacy Requisition (dispense) Control Cards (Control substances included)*

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

03-075 *Payroll Entry Records*

10842 *Food Bid (Every 6 months)*

Health, Dept of

Wyoming Retirement Center (Health, Dept of)

Employee Services (EMP)

Personnel Management (PER)

Medical Records	EMP-PER-11	TE	30	Retain 30 years after separation then destroy	No
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Superseded Schedules

10896 *Record of Employee Vaccinations and T.B. Tests*

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

03-068 *Incident Report - Employee*

10895 *Verification of Nursing Licenses*

Volunteer Files	EMP-PER-20	TE	5	Retain 5 years after separation then destroy	No
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Superseded Schedules

03-057 *Volunteer Records*

Staffing and Recruiting (SAR)

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

03-074 *Applications for Employment - Unsuccessful*

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
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Superseded Schedules

03-064 *Vouchers a/k/a Financial File*

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

03-050 *Ledger Sheets - Commissary*

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

03-048 *Donation Records*

Health, Dept of

Wyoming Retirement Center (Health, Dept of)

Financial and Accounting (FIN)

Asset Management (ASM)

Inventories	FIN-ASM-03	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

10899 *Inventory of Medical Supplies and Usage*

Bank Administration (BNK)

Statements and Reports	FIN-BNK-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

03-058 *Bank Statements and Cancelled Checks*

03-059 *Check Book Stubs and Check Copies*

Budget Management (BUD)

Workpapers	FIN-BUD-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

03-047 *Budget Preparation Files*

10831 *Budget Files - Includes: Budgets, Supplemental Budget, Budget Reports, Budget Detail Reports*

Procurement (PRO)

Bids, Proposals and Quotes	FIN-PRO-01	CP	4	Retain 4 years after completion then destroy	No
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Superseded Schedules

10843 *Request for Quotation (Weekly), DAFC-154*

10844 *Bid Quotation Sheets (Weekly) (Includes groceries, supplies, furnishings)*

Vendor Management	FIN-PRO-03	EXP	5	Retain 5 years after expiration then destroy	No
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Superseded Schedules

03-063 *Vendor File*

Governance and Compliance (GAC)

Inspections and Monitoring (ISP)

Buildings and Construction	GAC-ISP-04	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

03-049 *Inspection Records*

Health, Dept of

Wyoming Retirement Center (Health, Dept of)

Legal and Judiciary (LGL)

Contract Management (CTR)

General	LGL-CTR-04	EXP	10	Retain 10 years after expiration then destroy	No
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Superseded Schedules

03-046 *Agreements*

Licensing and Registration (LAR)

Facilities, Establishments and Products	LGL-LAR-18	EXP	5	Retain 5 years after expiration then destroy	Yes
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Superseded Schedules

03-051 *Licenses*

Public Health Services (PHS)

Hospital and Medical (HAM)

Admissions	PHS-HAM-01	PERM		Retain permanently	Yes
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Superseded Schedules

03-052 *Master Resident Index*

10877 *Admission Book 1957-on*

Drugs and Controlled Substances	PHS-HAM-07	CR	5	Retain 5 years after create date, then destroy	No
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Superseded Schedules

10898 *Yearly Inventory of Controlled Substances a/k/a Controlled Substances Inventory List*

10900 *Record of Narcotics Administered - Stock Control*

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

03-071 *Incident Reports - Resident*

Patient Management	PHS-HAM-17	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

03-053 *Patients Record Card*

03-060 *Patients Accounts File*

03-061 *Patients Accounts - Balance Sheets*

03-062 *Residents Files - Financial*

03-069 *Shift Report Book*

03-072 *Patient Files a/k/a Unit Files*

Health, Dept of

Wyoming Retirement Center (Health, Dept of)

Public Health Services (PHS)

Hospital and Medical (HAM)

Patient Management	PHS-HAM-17	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

03-073 *Release of Responsibility for Leave of Absence*

10866 *Receipt and Transmittals Records (Patients, DAFC)*

10901 *Contact Report (Destroy controlled substances from residents' prescriptions)*

Public Safety Services (PSS)

Emergency and Disaster Management (EDM)

Emergency and Fire Drills	PSS-EDM-05	CP	2	Retain 2 years after completion then destroy	No
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Superseded Schedules

10832 *Fire Drill Records*

Wyoming State Hospital (Health, Dept of)

Administration and Business Support (ADM)

Buildings, Facilities and Infrastructure Management (BFI)

Maps, Drawings and Plans	ADM-BFI-06	LOA	10	Retain for 10 years after the Life of the Asset then destroy	Yes
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Superseded Schedules

6782 *Building Plans and Specifications*

6863 *Building Plans and Specifications and Related Records*

Safety, Security and Access	ADM-BFI-07	EXP	2	Retain 2 years after expiration then destroy	No
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Superseded Schedules

6852 *Key Index and Employee Index*

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

6821 *Correspondence, General*

6857 *Administrative Files and Correspondence*

6865 *Correspondence with State Agencies*

Health, Dept of

Wyoming State Hospital (Health, Dept of)

Administration and Business Support (ADM)

General Management (GMT)

Publications	ADM-GMT-19	CR	5	Retain 5 years after create date, then destroy	Yes
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Superseded Schedules

6875 *Publications*

Transitory Records	ADM-GMT-26	OBS/SUP 3		Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

6758 *Receipts Transmittal Form and Receipt from State Treasurers Office*

6799 *EKG Journal*

6801 *Individual Infection Reports*

6802 *Monthly Report of Infections*

6831A *Hall or Area Requisition for Routine Drugs and Pharmacy Supplies*

6836 *Inventory of Drugs*

6838 *Medication Dispensed from Drug Room*

6842 *Nursing Home and Doctor Order Book*

6845 *Purchase Order (Duplicates)*

6859 *24 Hour Patient Movement Reports*

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

6855 *Trip Logs*

6878 *Travel Requests and Authorizations*

Risk Management (RSK)

Incident Management	ADM-RSK-03	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

94-647 *Incident Reports*

94-648 *Incident Reports Involving Exposures or Litigation*

Health, Dept of
Wyoming State Hospital (Health, Dept of)

Employee Services (EMP)

Payroll Management (PRL)

Deductions and Garnishments	EMP-PRL-01	EXP	5	Retain 5 years after expiration then destroy	No
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Superseded Schedules

6810 *Acceptance and Payroll Deduction Authority (Terminated employees)*

Personnel Management (PER)

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

14053 *Personal Information Sheets and Listings*

98-171 *Evaluations (F817R)*

Staffing and Recruiting (SAR)

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

6811 *Applications for Employment*

Training Management (TRM)

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

98-172 *Training Attendance Reports (F8115R2)*

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
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Superseded Schedules

6743 *Invoices from Companies*

6744 *Invoices Relating to Patient's Trust Fund*

6847 *Receiving Record*

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

6741 *Daily Receipts Register*

Health, Dept of

Wyoming State Hospital (Health, Dept of)

Financial and Accounting (FIN)

Accounting Management (ACC)

Funds - Patient	FIN-ACC-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

- 6748** *Order from Personal Funds*
- 6750** *Patient's Personal Trust Fund Check Register*
- 6756** *Receipt for Deposits Into Patients Personal Fund*
- 6757** *Receipt for Payment of Maintenance Charges*

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

- 6742** *General Accounting Ledger*

Asset Management (ASM)

Inventories	FIN-ASM-03	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

- 6837** *Inventory Store Record - Cardex*

Bank Administration (BNK)

Statements and Reports	FIN-BNK-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

- 6746** *Miscellaneous/Maintenance Fund Canceled Checks and Distribution Sheet and Bank Statement*

Procurement (PRO)

Purchase Orders and Requisitions	FIN-PRO-02	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

- 6753** *Purchase Order*

Governance and Compliance (GAC)

Accreditation and Certification (AAC)

Hospitals/Medical Facilities	GAC-AAC-02	LOA	10	Retain for life of asset	Yes
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Superseded Schedules

- 6867** *Hospital Accreditation Files*

Health, Dept of

Wyoming State Hospital (Health, Dept of)

Governance and Compliance (GAC)

Legislation and Regulation Management (LRM)

General	GAC-LRM-07	SUP	5	Retain 5 years after superseded then destroy	Yes
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Superseded Schedules

6876 *Rules and Regulations and By Laws*

Public Health Services (PHS)

Hospital and Medical (HAM)

Disease Management	PHS-HAM-03	PERM		Retain permanently	No
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Superseded Schedules

6793 *Disease and Operative Index*

Drugs and Controlled Substances	PHS-HAM-07	CR	5	Retain 5 years after create date, then destroy	No
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Superseded Schedules

- 6828** *Amphetamine and Barbiturate Record and Receipt of Delivery*
- 6829** *Antibiotics and other Accountable Drugs Records*
- 6830** *Daily Amphetamine and Barbiturate Record*
- 6831** *Hall or Area Requisition for Schedules III, IV, and V Drugs (Form #163R-1)*
- 6832** *Hall Requisition for Schedule II Drugs (Form #170)*
- 6839** *Narcotic Inventory Control Register*
- 6840** *Narcotic Order Form*
- 6841** *Narcotic Return Forms*
- 6844** *Prescription Forms*
- 6846** *Receipt of Delivery and Narcotic Record*

Patient Management	PHS-HAM-17	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

- 6764** *Patient's Maintenance Files*
- 6794** *Patient Files*
- 6825** *Psychological Reports of Patients*
- 6871** *Monthly Seclusion and Restrain Sheets*
- 94-643** *Employee Clinic File*

Health, Dept of
Wyoming State Hospital (Health, Dept of)

Public Health Services (PHS)

Hospital and Medical (HAM)

Patient Psychiatric Files	PHS-HAM-26	PERM		Retain permanently	No
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Superseded Schedules

17-002 *Patient Psychiatric Files*

Prescriptions	PHS-HAM-20	CP	2	Retain 2 years after completion then destroy	No
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Superseded Schedules

6833 *Individual Prescription for Routine Drugs and Pharmacy Supplies (Form #166R)*

6834 *Individual Prescription for Schedule III, IV, and V Drugs (Form #165R)*

6843 *Patient's Prescription Number Record Book*

Research	PHS-HAM-22	PERM		Retain permanently	Yes
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Superseded Schedules

6826 *Research File*

Laboratory Management (LAB)

Reports - Lab	PHS-LAB-04	CR	7	Retain 7 years after create date then destroy	No
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Superseded Schedules

94-645 *Laboratory Reports*

Public Safety Services (PSS)

Emergency and Disaster Management (EDM)

Emergency and Fire Drills	PSS-EDM-05	CP	2	Retain 2 years after completion then destroy	No
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Superseded Schedules

6850 *Fire Drill File*

Programs and Plans	PSS-EDM-06	SUP	5	Retain 5 years after superseded then destroy	Yes
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Superseded Schedules

6851 *Fire, Security, Safety and Sanitation Survey*

Insurance

Admin (Insurance)

Administration and Business Support (ADM)

General Management (GMT)

Associations and Memberships	ADM-GMT-01	OBS	5	Retain 5 years after obsolete then destroy	Yes
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Superseded Schedules

00-208 Wyoming Insurance Guaranty Fund Association Records

00-209 Wyoming Life and Health Insurance Guaranty Association Records

Calendars and Schedules	ADM-GMT-02	OBS	5	Retain 5 years after obsolete then destroy	No
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Superseded Schedules

91-151 Commissioner's Executive Planner Calendar

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

11-025 General Correspondence

Meeting Management	ADM-GMT-12	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

95-024 Management Meeting Minutes

Reports - Annual Agency	ADM-GMT-28	PERM		Retain permanently	Yes
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Superseded Schedules

00-118 Annual Report to the Governor

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

00-119 Government Entity Coverage Experience Report

11-029 Managers' Reports and Fire Loss Reports

96-011 Long Term Care Insurance Experience Report

96-012 Medicare Supplement Refund Calculation Report

96-013 Long Term Care Insurance Rescission Reports

Financial and Accounting (FIN)

Grant and Scholarship Management (GRM)

Grant Files	FIN-GRM-01	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

00-048 Assessment Forms (WHIP) 11-037

Insurance

Admin (Insurance)

Financial and Accounting (FIN)

Grant and Scholarship Management (GRM)

Grant Files	FIN-GRM-01	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

00-050	<i>Audit Report (WHIP) 11-037</i>				
00-051	<i>Bid and Specification Files (WHIP) 11-037</i>				
00-052	<i>Complaint/Grievance Files (WHIP) 11-037</i>				
00-053	<i>Line of Credit Records (WHIP) 11-037</i>				
00-054	<i>Premium Rate Records (WHIP) 11-037</i>				
00-055	<i>Quarterly Fiscal Report (WHIP) 11-037</i>				
11-033	<i>State Health Insurance Assistance Program (SHIP) Information Grant Records and Pre-Need Annual Reports</i>				
11-037	<i>Wyoming Health Insurance Pool Short Term Files</i>				

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

Insurance	GAC-AOC-06	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

00-058	<i>Risk Retention Group Applications - Foreign Companies</i>				
00-120	<i>Health Care Malpractice Insurance Form</i>				
11-024	<i>Foreign Insurance Company Application Files</i>				
11-027	<i>Insurance Short Term Files</i>				
11-028	<i>Liquidation Files (Insurance Company Business Records)</i>				
11-030	<i>Mechanical Breakdown Insurance Organization, Motor Club, and Risk Purchasing Group</i>				
11-031	<i>Plan of Operation Files</i>				
11-032	<i>Prepaid or Prearranged Funeral Contracts and Attachments</i>				
13698	<i>Affidavits of Surplus Line Broker</i>				
13699	<i>Annual Statements of Surplus Line Broker</i>				
6997	<i>Complaint Files (Closed) Also Summons (or Service of Process)</i>				
94-474	<i>Annual Statements of Foreign Companies</i>				
96-441	<i>Wyoming Small Employer Health Reinsurance Program</i>				

Insurance

Admin (Insurance)

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

Insurance - Company and Policy Files	GAC-AOC-08	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

11-026 Insurance Policy Filings and Back-up Files to Examinations

Insurance - Legal and Pread Exam	GAC-AOC-07	CP	30	Retain 30 years after completion then destroy	Yes
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Superseded Schedules

00-067 Claims (WHIP) 11-036

00-068 Enrollee File(WHIP) 11-036

07-032 Examination Reports for Regulation of Prepaid and Pre-arranged Funeral Contracts and Perpetual Care Cemetery Trusts

11-036 Wyoming Health Insurance Pool Long Term Files

17653 Docket Files

Legal and Judiciary (LGL)

Probation and Parole (PPM)

Case Files	LGL-PPM-01	CP	99	Retain 99 years after completion then destroy	Yes
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Superseded Schedules

04-001 Advisory Organization Files

11-023 Department of Insurance Permanent Records

11-035 Wyoming Domestic Insurance Company Files

91-150 Insurance Department District Court Docket File

94-479 Liquidation Files (of the Insurance Department)

Licensing (Insurance)

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

Insurance	GAC-AOC-06	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

10-023 Resident and Non-Resident Licensee Transactional Files

Lands & Investments, State

Financial and Accounting (FIN)

Tax Management (TAX)

Refunds and Reductions	FIN-TAX-18	CP	1	Retain 1 year after completion then destroy	No
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Superseded Schedules

New *Refunds*

Legal and Judiciary (LGL)

Real Property (RPR)

Appraisals - Valuations	LGL-RPR-08	OBS/SUP 3		Retain 3 years obsolete or superseded, then destroy.	No
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Superseded Schedules

New *Appraisals (Valuations - Not Tax)*

Natural Resource Management (NRM)

Land and Water Resource Management (LWR)

Forest Management	NRM-LWR-10	PERM		Retain permanently	No
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Superseded Schedules

New *Forest Management*

Public Safety Services (PSS)

Training Management (TGM)

Forestry	PSS-TGM-02	PERM		Retain permanently	No
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Superseded Schedules

New *Forestry*

Admin (Lands & Investments, State)

Administration and Business Support (ADM)

General Management (GMT)

Organization	ADM-GMT-15	PERM		Retain permanently	No
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Superseded Schedules

14323 *Commissioner's Files*

Lands & Investments, State
Admin (Lands & Investments, State)

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
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Superseded Schedules

14329 *Farm Loan Input Documents (Receipts)*

Financial Statements and Reports (FSR)

Reconciliations and Balancing	FIN-FSR-03	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

14336 *Treasurer/Public Land Farm Loan Reconciliation - Monthly*

Governance and Compliance (GAC)

Governance (GOV)

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM		Retain permanently	No
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Superseded Schedules

14321 *Permanent/Official Minutes, State Board of Land Commissioners*

Legal and Judiciary (LGL)

Real Property (RPR)

Land and Easements	LGL-RPR-03	PERM		Retain permanently	No
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Superseded Schedules

14322 *Land Board Matters*

Farm Loan (Lands & Investments, State)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

00-018 *Denied Farm and Irrigation Loan Cases*

00-020 *Withdrawn Loan Cases*

Lands & Investments, State

Farm Loan (Lands & Investments, State)

Governance and Compliance (GAC)

Governance (GOV)

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM		Retain permanently	No
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Superseded Schedules

14404 Minutes and Board Matters

Legal and Judiciary (LGL)

Contract Management (CTR)

General	LGL-CTR-04	EXP	10	Retain 10 years after expiration then destroy	No
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Superseded Schedules

00-019 Farm and Irrigation Loan Case Files

Forestry (Lands & Investments, State)

Administration and Business Support (ADM)

Equipment and Vehicle Management (EVM)

Vehicle Files	ADM-EVM-04	LOA	5	Retain 5 years after the Life of the Asset then destroy	No
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Superseded Schedules

14415 Vehicle Files - State

14417 Vehicle Files - Federal

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

14408 General Correspondence

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

14407 Forestry Maps - Miscellaneous

14409 Aerial Photography

14416 Inventory Printout

Lands & Investments, State
Forestry (Lands & Investments, State)

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
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Superseded Schedules

14411 *Vouchers/Transfers - Duplicate*

Asset Management (ASM)

Inventories	FIN-ASM-03	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

14418 *State/County Inventory on Excess Property*

Bank Administration (BNK)

Statements and Reports	FIN-BNK-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

14414 *Deposits-Journal and Receipt/Transmittal Copies*

Budget Management (BUD)

Workpapers	FIN-BUD-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

14413 *Budget Sheets/Worksheets*

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

Federal Programs and Reporting	GAC-AOC-03	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

14419 *Federal Program Files*

Legal and Judiciary (LGL)

Contract Management (CTR)

Cooperative Agreements	LGL-CTR-02	EXP	10	Retain 10 years after expiration then destroy	Yes
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Superseded Schedules

5138 *Cooperative Agreements with U.S. Forest Service and Other State and Federal Agencies*

Lands & Investments, State

Forestry (Lands & Investments, State)

Natural Resource Management (NRM)

Land and Water Resource Management (LWR)

Land Management	NRM-LWR-06	PERM		Retain permanently	No
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Superseded Schedules

5143 Forest Inventory Records

Government-grants-and-loans (Lands & Investments, State)

Financial and Accounting (FIN)

Grant and Scholarship Management (GRM)

Grant Files	FIN-GRM-01	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

92-163 Coal Tax Grants and Mineral Royalty Grant Records - Fully Disbursed Grants

Minerals (Lands & Investments, State)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

14392 General Correspondence

Organization	ADM-GMT-15	PERM		Retain permanently	No
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Superseded Schedules

14382 General Correspondence

Governance and Compliance (GAC)

Environment Management (ENV)

Air, Land and Water Quality	GAC-ENV-01	PERM		Retain permanently.	No
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Superseded Schedules

92-146 Serial Register Pages

95-015 Production Sales M-10, M-20, M-33, m-40, M41, M50 and M-51 Statements for Operating Leases

Lands & Investments, State
Minerals (Lands & Investments, State)

Governance and Compliance (GAC)

Permit Management (PMT)

Special or Temporary	GAC-PMT-06	EXP	5	Retain 5 years after expiration then destroy	No
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Superseded Schedules

- 14396** *Sub-surface Oil, Gas, and Mineral Operating Lease Files - Cancelled, Relinquished and Expired*
- 5097** *Sand and Gravel Permits Case Files*

Legal and Judiciary (LGL)

Contract Management (CTR)

Gas/Mineral Lease	LGL-CTR-09	PERM		Retain permanently	Yes
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Superseded Schedules

- 14390** *Gas Contracts and Amendments*

General	LGL-CTR-04	EXP	10	Retain 10 years after expiration then destroy	No
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Superseded Schedules

- 17283** *Unitization Agreements - Non-Producing*

Leases	LGL-CTR-08	EXP	10	Retain 10 years after expiration then destroy	No
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Superseded Schedules

- 14395** *Prospecting Sub-surface Lease Case Files - Cancelled, Relinquished and Expired*
- 14402** *Surface Lease Case File*
- 14403** *Special Use Lease Case File*

Legal Matter Management (LMM)

Power of Attorney	LGL-LMM-29	SUP	3	Retain 3 years after superseded, then destroy	No
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Superseded Schedules

- 5110** *Power of Attorney*

Title (Lands & Investments, State)

Administration and Business Support (ADM)

General Management (GMT)

Organization	ADM-GMT-15	PERM		Retain permanently	No
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Superseded Schedules

- 14361** *State Land Abstract File*
- 14362** *Land Inventory - Agency Case File*

Lands & Investments, State

Title (Lands & Investments, State)

Administration and Business Support (ADM)

General Management (GMT)

Organization	ADM-GMT-15	PERM		Retain permanently	No
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Superseded Schedules

- 14365** Land Corner Recordation Certificates
- 14375** Land Sale Case Files

Governance and Compliance (GAC)

Permit Management (PMT)

Special or Temporary	GAC-PMT-06	EXP	5	Retain 5 years after expiration then destroy	No
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Superseded Schedules

- 14372** Fossil Permit Files

Legal and Judiciary (LGL)

Contract Management (CTR)

General	LGL-CTR-04	EXP	10	Retain 10 years after expiration then destroy	No
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Superseded Schedules

- 14371** Granted Right of Way Case Files
- 14377** Amortization Sales Contract Certificate
- 99-010** Temporary Use Permit File

Real Property (RPR)

Land and Easements	LGL-RPR-03	PERM		Retain permanently	No
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Superseded Schedules

- 14345** Application for Federal Patent and/or Evidence of Title to Sec. 16 and 36 Case Files
- 14346** Federal Patent and/or Evidence of Title to Sec. 16 and 36 (Physical Document)
- 14350** Taylor Grazing Act Select Books and Patents
- 14351** State/Private and State/Federal Land Exchange Case Files
- 14353** Desert Land Location Register (Index by Irrigation Project and T. and R. to State Patents to Entrymen)
- 14355** Certificates of Location and Receipt for Carey Act Entries
- 14356** Entrymens Final Proof of Reclamation Under Carey Act
- 14358** Carey Act Land Relinquishments from Entrymen (Settlers) to State of Wyoming
- 14359** Carey Act Land Relinquishments from State to U.S. Government

Lands & Investments, State
Title (Lands & Investments, State)

Legal and Judiciary (LGL)

Real Property (RPR)

Land and Easements	LGL-RPR-03	PERM	Retain permanently	No
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Superseded Schedules

- 14360** *Carey Act General Correspondence by Name*
- 14364** *State Land Annexations Case Files*
- 14368** *BLM Master Title Plats for State*
- 14369** *Right of Way Log (R.W. numbers)*
- 14378** *State Patents Issued for Land Transactions*
- 14379** *Conveyance Documents Issued to State of Wyoming*
- 5134** *Taylor Grazing Act Exchange Case Files*

Natural Resource Management (NRM)

Land and Water Resource Management (LWR)

Land Management	NRM-LWR-06	PERM	Retain permanently	No
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Superseded Schedules

- 5155** *Canal Company Case Files (Irrigation projects)*

Plats and Maps	NRM-LWR-07	PERM	Retain permanently	No
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Superseded Schedules

- 14366** *Plat Books*
- 14367** *Federal Survey Plats of State of Wyoming*

Laramie County
District Attorney (Laramie County)

Administration and Business Support (ADM)

General Management (GMT)

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

- 13994** Employee Accident and Other Labor-related Statistical or Informational Reports
- 14000** Archives and Records Management File

Transitory Records	ADM-GMT-26	OBS/SUP 3		Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

- 13998** Case Summary
- 13999** Telephone Call Log

Employee Services (EMP)

Payroll Management (PRL)

Employee Data Master	EMP-PRL-02	SUP	5	Retain 5 years after superseded then destroy	No
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Superseded Schedules

- 13990** Payroll Master Employee Data Input form, AUD 131

Personnel Management (PER)

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

- 13991** Personnel File

Staffing and Recruiting (SAR)

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

- 13992** Resumes
- 13993** Unsuccessful Employment Application

Financial and Accounting (FIN)

Accounting Management (ACC)

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

- 13995** Wyoming Uniform Accounting System Output Reports

Laramie County
District Attorney (Laramie County)

Financial and Accounting (FIN)

Accounting Management (ACC)

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

13996 *Wyoming Uniform Accounting System Input Records*

13997 *Payroll Data Input Records and Output Reports*

Asset Management (ASM)

Inventories	FIN-ASM-03	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

14001 *Inventory Records and Reports*

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

District Attorney Case Files, Adult Felony, Adult Misdemeanor, Juvenile	LGL-LMM-47	CP	75	Retain 75 years after completion, then destroy	No
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Superseded Schedules

07-081 *Adult Case Files-Felony Cases*

07-082 *Adult Case Files-Misdemeanor Cases*

07-083 *Juvenile Case Files*

19-003 *District Attorney Case Files, Adult Felony, Adult Misdemeanor, Juvenile*

Legislative Service Off

LSO Admin (Legislative Service Off)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

03-146 *Office Administration Records*

New *Reference Research from Associations that the Wyoming Legislature Pays Dues*

Financial and Accounting (FIN)

Budget Management (BUD)

Workpapers	FIN-BUD-04	FYE 5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

New *Revenue Updates*

New *Fiscal Note Folder*

Governance and Compliance (GAC)

Legislation and Regulation Management (LRM)

Administrative Rules	GAC-LRM-01	SUP 10	Retain 10 years after superseded then destroy	Yes
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Superseded Schedules

03-141 *Administrative Rule Reviews*

Bills - Drafts	GAC-LRM-03	CR 75	Retain 75 years after create date, then destroy	Yes
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Superseded Schedules

03-142 *Bill Drafting Folders*

Orders - Legislative	GAC-LRM-11	SUP 10	Retain 10 years after superseded then destroy	Yes
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Superseded Schedules

03-145 *Legislative Orders*

Program and Implementation Evaluation	GAC-LRM-14	CP 25	Retain 25 years after completion then destroy	Yes
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Superseded Schedules

03-147 *Program Evaluation Records*

03-148 *Program Evaluation Reports*

Legislative Service Off

LSO Admin (Legislative Service Off)

Governance and Compliance (GAC)

Legislation and Regulation Management (LRM)

Research	GAC-LRM-16	CP	25	Retain 25 years after completion then destroy	Yes
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Superseded Schedules

03-143 *General Research*

School Finance	GAC-LRM-17	CP	50	Retain 50 years after completion then destroy	Yes
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Superseded Schedules

03-149 *School Finance Records*

Standing and Interim/Select Committee Files	GAC-LRM-18	CP	75	Retain 75 years after completion then destroy	Yes
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Superseded Schedules

03-144 *Interim/Select Committee Files*

03-150 *Standing Committee Files*

Legal and Judiciary (LGL)

Contract Management (CTR)

General	LGL-CTR-04	EXP	10	Retain 10 years after expiration then destroy	No
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Superseded Schedules

New *Contract Management*

Legal Matter Management (LMM)

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

New *JAC Budget Hearing Files - includes Agency Letters, Agency budget requests, Governor letters*

Livestock Board

Governance and Compliance (GAC)

Inspections and Monitoring (ISP)

Feedlots	GAC-ISP-18	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

New *Feedlots*

Administration (Livestock Board)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - Directors	ADM-GMT-03	PERM		Retain permanently	No
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Superseded Schedules

09-128 *Director / Executive Officer / State & Assistant State Veterinarian / Administrative General Correspondence*

Transitory Records	ADM-GMT-26	OBS/SUP 3		Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

05-321 *Certificates of Record Destruction*

Financial and Accounting (FIN)

Budget Management (BUD)

Workpapers	FIN-BUD-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

09-138 *Livestock Board Accounting and Administrative General Correspondence*

Grant and Scholarship Management (GRM)

Grant Files	FIN-GRM-01	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

09-129 *Wyoming Livestock Board Grants File*

Governance and Compliance (GAC)

Governance (GOV)

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM		Retain permanently	No
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Superseded Schedules

05-327 *Livestock Board Meeting Minutes*

Livestock Board

Administration (Livestock Board)

Natural Resource Management (NRM)

Agriculture Management (AGR)

Surveys and Inspections	NRM-AGR-09	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

09-139 *Permission to Market Product and Transfer of Records Forms*

Animal Health (Livestock Board)

Natural Resource Management (NRM)

Agriculture Management (AGR)

Surveys and Inspections	NRM-AGR-09	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

09-130 *Certificates of Veterinary Health Inspection – Exports & Imports and Livestock Market & Sale Licenses - Continuous and One Time Files*

Animal and Livestock Management (ALS)

Disease - Brucellosis	NRM-ALS-02	CP	25	Retain 25 years after completion then destroy	Yes
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Superseded Schedules

06-473 *Brucellosis Disease - Positive Reports and Test Charts*

Disease - Negative	NRM-ALS-03	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

09-132 *Herd and Negative Disease Results and Chart Files*

Disease - Positive	NRM-ALS-04	CP	15	Retain 15 years after completion then destroy	Yes
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Superseded Schedules

09-131 *Positive Disease Reports and Test Charts*

Brands (Livestock Board)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

05-350 *Brand Renewal Correspondence and Receipt*

09-136 *Returned Renewal Notice and Envelope*

Livestock Board

Brands (Livestock Board)

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
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Superseded Schedules

05-349 Brand Recording Correspondence

Governance and Compliance (GAC)

Inspections and Monitoring (ISP)

Brand	GAC-ISP-02	CP	35	Retain 35 years after completion then destroy	No
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Superseded Schedules

05-340 Lifetime Brand Inspections

05-344 Truck - Fleet Permit

Permit Management (PMT)

Special or Temporary	GAC-PMT-06	EXP	5	Retain 5 years after expiration then destroy	No
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Superseded Schedules

09-134 Brands Forms and Reports Files

09-135 Estray Livestock Report

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Brands	LGL-LAR-05	PERM		Retain permanently	Yes
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Superseded Schedules

05-347 Brand Index By County

05-348 Brand Index Cards

05-352 Name Index Cards

05-355 State Brand Book (Discontinued)

09-133 Brands Files (Brand Bills of Sale/Transfer of Brands/Certificates/Worksheets/Books)

Livestock Board

Law Enforcement (Livestock Board)

Governance and Compliance (GAC)

Inspections and Monitoring (ISP)

Brand	GAC-ISP-02	CP	35	Retain 35 years after completion then destroy	No
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Superseded Schedules

09-137 *Citations / Court Abstracts / Investigative Case Reports*

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

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

05-358 *Livestock Carrier Contact Sheets*

Medicine, Bd of

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - Directors	ADM-GMT-03	PERM		Retain permanently	No
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Superseded Schedules

09-010 *Director's Correspondence*

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

93-055 *Inquiry Correspondence*

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Discipline and Investigations - Medical	LGL-LAR-24	PERM		Retain permanently	Yes
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Superseded Schedules

09-007 *Complaint Files (Dismissed)*

09-008 *Complaint Ledger*

93-054 *Docket Files a.k.a. Disciplinary Files*

Professional Licenses	LGL-LAR-32	EXP	50	Retain 50 years after expiration then destroy	Yes
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Superseded Schedules

09-005 *Temporary Permit File*

09-006 *Physician Assistants Certification Files*

09-011 *Licensed Physicians Credential Files*

09-012 *License Renewal Notice*

Tests and Examinations	LGL-LAR-42	CP	50	Retain 50 years after completion then destroy	No
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Superseded Schedules

13976 *Uncertified Credential Files*

Nursing Home Admin Bd

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

91-019 *General Correspondence*

Surveys	ADM-GMT-25	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

91-026 *State Licensure Board Survey*

Governance and Compliance (GAC)

Governance (GOV)

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM		Retain permanently	No
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Superseded Schedules

91-022 *NAB Board Minutes*

Legislation and Regulation Management (LRM)

General	GAC-LRM-07	SUP	5	Retain 5 years after superseded then destroy	Yes
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Superseded Schedules

91-025 *Rules and Regulations*

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Continuing Education	LGL-LAR-13	CR	3	Destroy 3 years after create date	No
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Superseded Schedules

91-027 *Wyoming Approval of CE Programs*

Discipline and Investigations - General	LGL-LAR-16	CP	50	Retain 50 years after completion then destroy	Yes
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Superseded Schedules

91-017 *Complaints*

Professional Licenses	LGL-LAR-32	EXP	50	Retain 50 years after expiration then destroy	Yes
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Superseded Schedules

91-018 *Continuing Education (CE) Hours*

Nursing Home Admin Bd

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Rosters	LGL-LAR-35	SUP	3	Retain 3 years after superseded, then destroy	No
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Superseded Schedules

91-020 *Listing of Licensed Nursing Home Administrators*

Tests and Examinations	LGL-LAR-42	CP	50	Retain 50 years after completion then destroy	No
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Superseded Schedules

91-023 *NAB Grades*

Public Health Services (PHS)

Hospital and Medical (HAM)

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

91-021 *NAB Approval of Programs*

Admin (Nursing Home Admin Bd)

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Professional Licenses	LGL-LAR-32	EXP	50	Retain 50 years after expiration then destroy	Yes
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Superseded Schedules

05-441 *License Files*

Nursing, Board of

Administration and Business Support (ADM)

Education (EDU)

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

- 08-074** *Nursing Education Program (School) File*
- 08-075** *Nursing Education Program (School) File Annual Reports*
- 08-076** *Nursing Education Program (School) File Correspondence*
- 08-077** *Nursing Education Program (School) File Site Visits & Self-Evaluations*

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3		Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

- 02-384** *RN, LPN, and CNA Application for Licensure by Examination - Incomplete*
- 08-070** *Advanced Practice Registered Nurse (APRN), Registered Nurse (RN), Licensed Practical Nurse (LPN), and Certified Nurse Aide (CNA) Application for License - Incomplete*
- 11-017** *Advance Practice Registered Nurse (APRN), Registered Nurse (RN), Licensed Practical Nurse (LPN), and Certified Nurse Aid (CNA) Application for License - Denied*
- 11-076** *Clean Criminal History Background Report*
- 11429** *Applications - Extra Copies (All types; made when incomplete form sent back to nurse)*

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Complaints and Inquiries	LGL-LAR-49	CP	6	Retain 6 years after completion then destroy	No
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Superseded Schedules

- 11-020** *Complaint File (Unsubstantiated)*
- 11-021** *Complaint File (Substantiated)*

Professional Licenses	LGL-LAR-32	EXP	50	Retain 50 years after expiration then destroy	Yes
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Superseded Schedules

- 08-078** *Registered Nurse (RN) & Licensed Practical Nurse (LPN) Statistical Examination Reports*
- 11-018** *Advanced Practice Registered Nurse (APRN), Registered Nurse (RN), Licensed Practical Nurse (LPN), and Certified Nurse Aide (CNA) License Files*
- 11430** *Application for Temporary Permits Without Licensure (Good for 90 days. Can only be used once)*

Nursing, Board of

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Professional Licenses	LGL-LAR-32	EXP	50	Retain 50 years after expiration then destroy	Yes
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Superseded Schedules

11447 *RN and LPN License Books (Nurses listed in numerical order by license number)*

Tests and Examinations	LGL-LAR-42	CP	50	Retain 50 years after completion then destroy	No
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Superseded Schedules

02-378 *Examinations - Administrative Files*

12-023 *Certified Nurse Aide (CNA Examination) Results*

Occupational Therapy, Bd of

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

01-164 *Administrative (Housekeeping) Files*

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Applications - Unsuccessful	LGL-LAR-02	CYE 2	Retain 2 year after calendar year end then destroy	No
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Superseded Schedules

01-167 *Incomplete License Application Files*

Professional Licenses	LGL-LAR-32	EXP 50	Retain 50 years after expiration then destroy	Yes
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Superseded Schedules

01-166 *Continuing Education Credits*

01-168 *License File*

01-169 *License Verification Requests*

Substantiated Complaints	LGL-LAR-41	CP 50	Retain 50 years after completion then destroy	No
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Superseded Schedules

01-165 *Complaint File*

Tests and Examinations	LGL-LAR-42	CP 50	Retain 50 years after completion then destroy	No
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Superseded Schedules

01-170 *NBCOT Examination Scores*

Oil & Gas Commission

Admin (Oil & Gas Commission)

Administration and Business Support (ADM)

General Management (GMT)

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

15925 *Conservation Tax Files*

Natural Resource Management (NRM)

Land and Water Resource Management (LWR)

Oil & Gas Production Reports	NRM-LWR-12	PERM		Retain permanently	No
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Superseded Schedules

NEW *Oil & Gas Production Reports*

Pari-Mutuel Commission

Admin (Pari-Mutuel Commission)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

90-085 General Correspondence

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

94-004 Race Meet Reports

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
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Superseded Schedules

90-084 Breeders Incentive Fund Distribution Report

Governance and Compliance (GAC)

Permit Management (PMT)

Special or Temporary	GAC-PMT-06	EXP	5	Retain 5 years after expiration then destroy	No
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Superseded Schedules

90-079 Permittee File

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

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

90-080 Disciplinary Action Records

90-081 Commission Hearing Records

Licensing and Registration (LAR)

Professional Licenses	LGL-LAR-32	EXP	50	Retain 50 years after expiration then destroy	Yes
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Superseded Schedules

90-077 Licensee Records

Pari-Mutuel Commission

Admin (Pari-Mutuel Commission)

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Professional Licenses	LGL-LAR-32	EXP	50	Retain 50 years after expiration then destroy	Yes
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Superseded Schedules

90-078 Licensee Report

Public Health Services (PHS)

Laboratory Management (LAB)

Reports - Lab	PHS-LAB-04	CR	7	Retain 7 years after create date then destroy	No
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Superseded Schedules

90-083 Lab Sample and Veterinarian Reports

Parks&Cult Resources

Administration and Business Support (ADM)

General Management (GMT)

Calendars and Schedules	ADM-GMT-02	OBS	5	Retain 5 years after obsolete then destroy	No
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Superseded Schedules

11-046 *Appointment/Desk Calendars*

Admin Services (Parks&Cult Resources)

Employee Services (EMP)

Personnel Management (PER)

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

03-153 *Leave Requests*

Time and Attendance	EMP-PER-18	CYE	5	Retain 5 years after calendar year end then destroy	No
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Superseded Schedules

03-154 *Monthly Leave Report*

03-155 *Monthly Time Sheets*

All Divisions (Parks&Cult Resources)

Administration and Business Support (ADM)

Archives, Library and Museum Management (ALM)

Collection Management	ADM-ALM-02	PERM		Retain permanently	No
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Superseded Schedules

97-224 *Permanent E-Mail Records(These records have legal, administrative or historical value.)*

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

97-226 *Time-Limited E-Mail Records(These have a legal or administrative value.)*

97-227 *Non-Record E-Mail Messages(These message are created primarily for the communication of information and could be compared to, but not limited to, personal messages, duplicate documents, telephone call notices, schedules meeting reminders, or other tempora*

Parks&Cult Resources

All Divisions (Parks&Cult Resources)

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 life ends	No
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Superseded Schedules

97-225 *E-Mail Backup Tapes(These tapes are for backup only.)*

Cultural Resource (Parks&Cult Resources)

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
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Superseded Schedules

02-273 *Unclear Title Correspondence*

99-026 *Requests for EDIS Approval*

Collection Management	ADM-ALM-02	PERM		Retain permanently	No
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Superseded Schedules

01-140 *Collection Records (Donor Forms, Receipts, Inventories, Related Correspondence)*

02-036 *Accession Logs*

02-255 *Accession Logs (Working Copies)*

02-256 *Accession Records*

02-257 *Accession Register*

02-259 *Catalog Numbering History*

02-260 *Catalog Records*

02-261 *Collection Inventory*

05-459 *MA Forms - Numerical*

12-069 *Quarterly Museum Accession/Deaccession Report*

12-070 *Proposed Museum Acquisitions*

16423 *State Inventory of Markers and Monuments*

16426 *Map, Photograph, Negative, Architectural Drawing*

16428 *Site Form and Survey Report*

90-053 *MA Log Books*

91-050 *Collections Records*

Parks&Cult Resources

Cultural Resource (Parks&Cult Resources)

Administration and Business Support (ADM)

Archives, Library and Museum Management (ALM)

Collection Management	ADM-ALM-02	PERM		Retain permanently	No
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Superseded Schedules

91-114 Card Catalog

92-149 Wyoming Enrollments to the National Register of Historic Places' Correspondence and Research Information

Indexes and Finding Aids	ADM-ALM-03	PERM		Retain permanently	No
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Superseded Schedules

01-139 Collection Finding Aids

Lending	ADM-ALM-04	CP	3	Retain 3 years after completion then destroy	No
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Superseded Schedules

02-264 Incoming Loan Agreement

02-268 Outgoing Loan Agreement

Requests	ADM-ALM-06	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

01-141 Photographic Order Forms

02-043 Requests for School Transcripts and Other Written Authorizations

Research	ADM-ALM-07	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

02-258 Artist Research Files

02-267 Object Research Files

90-038 Control File Authorizations and Research Requests

90-042 Research Ledger Sheets/Records

Buildings, Facilities and Infrastructure Management (BFI)

Safety, Security and Access	ADM-BFI-07	EXP	2	Retain 2 years after expiration then destroy	No
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Superseded Schedules

02-069 Surveillance Tapes

97-223 Visitors Register

Parks&Cult Resources

Cultural Resource (Parks&Cult Resources)

Administration and Business Support (ADM)

Community and Public Relations (COM)

Press and News Releases	ADM-COM-04	CR	5	Retain 5 years after create date, then destroy	Yes
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Superseded Schedules

99-029 *Press Releases*

Surveys	ADM-COM-08	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

00-190 *Customer Surveys*

03-176 *Visitor Survey*

03-177 *Visitor Survey Results*

Equipment and Vehicle Management (EVM)

Equipment Files	ADM-EVM-01	LOA	5	Retain 5 years after the Life of the Asset then destroy	No
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Superseded Schedules

16418 *Equipment Records*

Maintenance and Repairs	ADM-EVM-02	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

90-056 *Equipment Repair Records*

Vehicle Files	ADM-EVM-04	LOA	5	Retain 5 years after the Life of the Asset then destroy	No
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Superseded Schedules

03-097 *Request for Access to Motor Vehicle Records*

99-174 *Vehicle Log*

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

02-262 *Correspondence - Attorney Generals Office*

02-270 *Registrars Correspondence File*

14902 *General Correspondence Files*

90-039 *Correspondence - Control File Special Studies, Meeting Minutes, and Notes*

90-044 *Correspondence - Alphabetical*

90-045 *Correspondence - No-File-Pile/Suspense File*

Parks&Cult Resources

Cultural Resource (Parks&Cult Resources)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

90-046 Correspondence - General Supervisor's and Staff's

91-052 General Correspondence

92-147 Administrative Files and General Correspondence.

Event Management	ADM-GMT-07	CP	3	Retain 3 years after completion then destroy	Yes
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Superseded Schedules

91-049 Arts Council Event File

99-028 Event or Individual Resource File

99-031 Traveling Exhibitions

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

16415 Reference/Resource Publications

16416 State Plans Other Than Wyoming

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

02-369 Cumulative Reports

16414 Annual Report

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

02-271 Registrars Monthly Activity Report

02-371 Services to Agencies by Cubic Feet Report

05-217 Records Processing Logs

14905 Art in Public Buildings Core Committee Files

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

00-210 Notice of Records Transfer

Parks&Cult Resources

Cultural Resource (Parks&Cult Resources)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

01-155	<i>AR-1 Routing Checklist</i>
01-156	<i>AR-1 Tracking Form</i>
01-157	<i>Certificates of Records Destruction Suspense/Working Copy</i>
02-063	<i>Class Rosters and Training Evaluation Forms</i>
02-065	<i>Special Project Files</i>
02-067	<i>Unsuccessful Grant Applications</i>
02-197	<i>Clarification and Advice Files</i>
02-263	<i>Deaccession Reference File (Duplicates)</i>
02-265	<i>Internal Memoranda</i>
02-272	<i>Risk Management File</i>
02-370	<i>Quarterly Reports</i>
03-021	<i>Requests for Records Retrievals and Box Requests - Records Center</i>
03-172	<i>Temporary Receipt Form</i>
03-174	<i>Temporary Receipt Form</i>
03-175	<i>Temporary Receipt Log</i>
05-359	<i>Retention Scheduling Records</i>
06-020	<i>Quarterly Reports</i>
07-084	<i>Reading Files</i>
14903	<i>Press Clips</i>
16413	<i>Monthly Report</i>
90-043	<i>Control File Listings and Inventories</i>
90-052	<i>Telephone Message Slips</i>
90-054	<i>Microfilm Log Books</i>
90-055	<i>Microfilm Operator's Certificates (includes retake certificates)</i>
91-009	<i>Reading Files</i>
91-047	<i>Mailings to Council Members</i>
91-048	<i>Artist Registry/Slide Bank</i>

Parks&Cult Resources

Cultural Resource (Parks&Cult Resources)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

- 91-051** *Project File*
- 91-109** *Administrative Files*
- 93-036** *Subject Files*
- 94-001** *Reading Files*
- 97-044** *Non-Reproducible Records*
- 99-011** *Transitory Files*
- 99-030** *Subject Files*

Information Technology and Services (ITS)

Databases	ADM-ITS-03	OBS	3	Retain until obsolete, then destroy	No
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Superseded Schedules

- 00-124** *Microfilm and Historic Photo Databases*

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

- 02-068** *Web Page Working Files*

Employee Services (EMP)

Personnel Management (PER)

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

- 99-027** *Biographical Files*

Training Management (TRM)

Training Materials	EMP-TRM-06	SUP	3	Retain 3 years after superseded then destroy	No
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Superseded Schedules

- 02-066** *Training Handouts*

Parks&Cult Resources

Cultural Resource (Parks&Cult Resources)

Financial and Accounting (FIN)

Asset Management (ASM)

Surplus and Disposal	FIN-ASM-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

14887 Property Loss Notice - DAFC Form 157

Budget Management (BUD)

Workpapers	FIN-BUD-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

14885 Statewide Cost Allocation Plan

14894 Biennium Budget Requests with Working Papers

16420 Indirect Cost Allocation Plan

Grant and Scholarship Management (GRM)

Grant Files	FIN-GRM-01	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

01-142 Grant File

02-064 Grant File

11-050 Wyoming Cultural Trust Fund Grant Files

14906 Comprehensive Granting Record (Printout)

92-148 Survey and Planning Grant Records

97-120 Federal Grant Files

Procurement (PRO)

Vendor Management	FIN-PRO-03	EXP	5	Retain 5 years after expiration then destroy	No
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Superseded Schedules

14900 IRS Form 1099-MIS

Governance and Compliance (GAC)

Accreditation and Certification (AAC)

Museums	GAC-AAC-03	PERM		Retain permanently	Yes
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Superseded Schedules

01-143 Museum Accreditation Program (MAP) Files

01-144 Museum Assessment Program (MAP) File

Parks&Cult Resources

Cultural Resource (Parks&Cult Resources)

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

General	GAC-AOC-05	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

06-116 *Review and Compliance Project Records*

14899 *Reports of Examination*

Retain 10 *Review and compliance Project Records*

Governance (GOV)

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM		Retain permanently	No
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Superseded Schedules

01-171 *Acquisitions Review Committee Minutes*

03-173 *Acquisition Committee Meeting Minutes*

14901 *Minutes of the Wyoming Council on the Arts*

16412 *State Review Committee Minutes*

8155 *State Records Committee Minutes*

91-05 *Board Minutes and Supporting Documentation*

Policy and Standards Management (PSM)

Memorandums, Orders and Directives	GAC-PSM-01	PERM		Retain permanently	No
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Superseded Schedules

14888 *Executive Orders*

14890 *Policy Memos from DAFC*

Records Management (RCM)

Certificates of Destructions/Disposition Approval Reports	GAC-RCM-01	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

90-050 *Certificates of Records Destruction (AR 6) Forms*

Indexes	GAC-RCM-04	SUP	10	Retain 10 years after superseded then destroy	No
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Superseded Schedules

00-211 *Records Center Department Index*

00-212 *Records Center Location Index*

Parks&Cult Resources

Cultural Resource (Parks&Cult Resources)

Governance and Compliance (GAC)

Records Management (RCM)

Microfilm and Imaging	GAC-RCM-06	PERM		Retain permanently	No
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Superseded Schedules

90-040 *Microfilm Project (AR 2) Forms and Transfer of Records (AR 9) Forms*

Receipt of Records	GAC-RCM-08	SUP		Retain until superseded, then destroy	No
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Superseded Schedules

90-041 *Receipt of Records/Microfilm (AR 11) Forms*

Retention Schedules	GAC-RCM-09	PERM		Retain permanently	No
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Superseded Schedules

01-154 *Analysis of Record (AR-1) Forms - Numerical File*

90-049 *Analysis of Records (AR 1) Forms - Original*

Legal and Judiciary (LGL)

Contract Management (CTR)

General	LGL-CTR-04	EXP	10	Retain 10 years after expiration then destroy	No
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Superseded Schedules

02-266 *Memorandum of Understanding (M.O.U.)*

Legal Matter Management (LMM)

Court Orders	LGL-LMM-14	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

02-044 *Confidential Intermediary Court Orders*

Executive Division (Parks&Cult Resources)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

02-047 *Cultural Resources Correspondence*

02-048 *State Parks and Historic Sites Correspondence*

90-197 *Director's Correspondence*

Parks&Cult Resources

Executive Division (Parks&Cult Resources)

Administration and Business Support (ADM)

General Management (GMT)

Organization	ADM-GMT-15	PERM		Retain permanently	No
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Superseded Schedules

90-198 Department Reorganization and Organization Records

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

02-049 Leadership Program

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

02-045 Administrative Files

St Pks& Hist Sites (Parks&Cult Resources)

Administration and Business Support (ADM)

Archives, Library and Museum Management (ALM)

Collection Management	ADM-ALM-02	PERM		Retain permanently	No
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Superseded Schedules

08-018 Lifetime Disabled Veterans Program Files

08-023 Park and Historic Site Files

08-033 Legal Land Document Files

08-034 Water Files

4903 South Pass City File

91-155 Markers and Monuments Program Records

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 after that date.	Yes
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Superseded Schedules

08-030 Construction and Planning Maps

Parks&Cult Resources

St Pks& Hist Sites (Parks&Cult Resources)

Administration and Business Support (ADM)

Buildings, Facilities and Infrastructure Management (BFI)

Safety, Security and Access	ADM-BFI-07	EXP	2	Retain 2 years after expiration then destroy	No
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Superseded Schedules

11594 *Security Officers Correspondence (Security matters referred from other law enforcement agencies, etc.)*

11595 *Security Officers Daily Activity Report*

11596 *Security Officers Offense/Incident*

Community and Public Relations (COM)

Newspaper Articles and Clippings	ADM-COM-03	OBS	3	Retain 3 years after obsolete, then destroy	Yes
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Superseded Schedules

11593 *Scrap Books, Clippings, News Releases and Photographs*

Press and News Releases	ADM-COM-04	CR	5	Retain 5 years after create date, then destroy	Yes
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Superseded Schedules

01-009 *Press Releases*

Surveys	ADM-COM-08	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

92-026 *Visitor Survey Records*

Equipment and Vehicle Management (EVM)

Equipment Files	ADM-EVM-01	LOA	5	Retain 5 years after the Life of the Asset then destroy	No
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Superseded Schedules

08-021 *Site Equipment Purchase Files*

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

01-007 *General Correspondence File*

08-026 *General Correspondence File*

4884 *Wyoming State Park Commission Correspondence*

4915 *Land and Water Conservation Fund Correspondence*

4921 *General Correspondence*

4927 *Correspondence and Research on Historic Sites for Restoration Purposes*

Parks&Cult Resources

St Pks& Hist Sites (Parks&Cult Resources)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

91-160 *General Correspondence*

Event Management	ADM-GMT-07	CP	3	Retain 3 years after completion then destroy	Yes
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Superseded Schedules

01-010 *Rest Area and Events Exhibits*

Meeting Management	ADM-GMT-12	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

08-024 *Meeting Records*

Photographs and Visual Arts	ADM-GMT-16	CR	5	Retain 5 years after create date, then destroy	Yes
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Superseded Schedules

01-011 *Site Photograph File*

Reports - Annual Agency	ADM-GMT-28	PERM		Retain permanently	Yes
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Superseded Schedules

xx-012 *Statewide Comprehensive Outdoor Recreation Planning (SCORP)*

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

11582 *Memoranda - Hot Springs State Park*

11583 *Memoranda - Other Agencies*

4925 *South Pass Historic Preservation Commission*

91-158 *Snowmobile Registration Report*

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

01-008 *News Clippings File*

01-012 *Special Projects File*

08-027 *Bureau of Reclamation Administration Files*

4918 *Stockpiling File*

Parks&Cult Resources

St Pks& Hist Sites (Parks&Cult Resources)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

4919 *Work Summary for Force Account Labor*

Employee Services (EMP)

Personnel Management (PER)

Time and Attendance	EMP-PER-18	CYE 5	Retain 5 years after calendar year end then destroy	No
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Superseded Schedules

4920 *Daily Time Slips for Field Personnel and Engineering Section.*

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
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Superseded Schedules

4930 *Duplicate Vouchers*

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

08-017 *Fee Program Files*

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

08-016 *Concession Program Files*

Asset Management (ASM)

Capital	FIN-ASM-01	LOA 10	Retain for 10 years after the Life of the Asset then destroy	Yes
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Superseded Schedules

08-029 *Capital Outlay Project Files*

Parks&Cult Resources

St Pks& Hist Sites (Parks&Cult Resources)

Financial and Accounting (FIN)

Grant and Scholarship Management (GRM)

Grant Files	FIN-GRM-01	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

06-002 *Federal Grant Files*

12-072 *Off Highway Vehicles (OHV) Grants*

Governance and Compliance (GAC)

Governance (GOV)

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM		Retain permanently	No
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Superseded Schedules

12-071 *Trails Advisory Council Minutes*

Inspections and Monitoring (ISP)

General	GAC-ISP-08	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

11576 *Inspections Records (Health, fire, etc.)*

Permit Management (PMT)

Special or Temporary	GAC-PMT-06	EXP	5	Retain 5 years after expiration then destroy	No
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Superseded Schedules

11580 *Licenses and Permits (Sales, alcohol, etc.)*

Policy and Standards Management (PSM)

Memorandums, Orders and Directives	GAC-PSM-01	PERM		Retain permanently	No
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Superseded Schedules

11581 *Memoranda - Board of Charities and Reform*

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Dealers and Agents and Outfitters	LGL-LAR-15	EXP	7	Retain 7 years after expiration then destroy	No
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Superseded Schedules

91-157 *Snowmobile Selling Agent File*

Parks&Cult Resources

St Pks& Hist Sites (Parks&Cult Resources)

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Snowmobile	LGL-LAR-37	EXP	15	Retain 15 years after expiration then destroy	No
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Superseded Schedules

- 00-091** *Commercial Snowmobile Registration*
- 00-092** *Resident Snowmobile Registration - Non-resident Snowmobile User File*
- 00-093** *Tax Exempt Snowmobile Issuance Record*

Natural Resource Management (NRM)

Land and Water Resource Management (LWR)

Conservation Plans	NRM-LWR-03	EXP	25	Retain 25 years after expiration then destroy	Yes
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Superseded Schedules

- 08-028** *Bureau of Reclamation Management Plan for Reservoirs*

Recreation Management (REC)

Facilities	NRM-REC-01	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

- 08-013** *Boat Club Files*
- 08-014** *Boat Dock Records*
- 08-015** *Cabin Program Records*
- 11604** *Wyoming State Bath House Register*

Reservations	NRM-REC-02	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

- 08-019** *Reservation Program Files*

Wildlife Management (WLM)

Herd Records - Buffalo	NRM-WLM-03	CR	35	Retain 35 years after create date then destroy	Yes
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Superseded Schedules

- 08-025** *Buffalo Herd Records,*

Parks&Cult Resources

St Pks& Hist Sites (Parks&Cult Resources)

Public Safety Services (PSS)

Emergency and Disaster Management (EDM)

Emergency and Fire Drills	PSS-EDM-05	CP	2	Retain 2 years after completion then destroy	No
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Superseded Schedules

11575 *Fire Drill Records*

Law Enforcement (LAE)

Case Files	PSS-LAE-04	CP	10	Retain 10 years after completion then destroy	Yes
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Superseded Schedules

08-020 *Law Enforcement Files*

Parole, Bd of

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

08-121 *General Correspondence File (Non-Offender)*

Distribution, Mailing and Contact Lists	ADM-GMT-06	SUP	3	Retain 3 years after superseded then destroy	Yes
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Superseded Schedules

97-183 *Parole Board Member Log*

Governance and Compliance (GAC)

Governance (GOV)

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM		Retain permanently	No
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Superseded Schedules

08-119 *Minutes of Parole Board*

Public Safety Services (PSS)

Correctional Institutions (CIM)

Parole and Probation Files	PSS-CIM-21	CR	99	Retain 99 years after create date, then destroy	Yes
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Superseded Schedules

08-120 *Offender Files*

Voting Rights	PSS-CIM-29	CP	12	Retain 12 years after determination for rights have been restored then destroy	No
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Superseded Schedules

08-122 *Restoration of Voting Rights*

Professional Licensing Boards

Architects & Landscape

Administration and Business Support (ADM)

Community and Public Relations (COM)

Newspaper Articles and Clippings	ADM-COM-03	OBS	3	Retain 3 years after obsolete, then destroy	Yes
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Superseded Schedules

11767 Scrapbooks, Clippings, News Releases and Photographs

Equipment and Vehicle Management (EVM)

Equipment Files	ADM-EVM-01	LOA	5	Retain 5 years after the Life of the Asset then destroy	No
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Superseded Schedules

11741 Equipment Records Purchase Records Warranties Operation Manuals Maintenance Records (Also see Inventory Records)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

11737 Board - Correspondence

Publications	ADM-GMT-19	CR	5	Retain 5 years after create date, then destroy	Yes
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Superseded Schedules

11757 Newsletters, Publications and Printed Information of the Wyoming State Board of Architects

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

11736 Board Annual Report

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

11756 Memoranda - Other Agencies

Surveys	ADM-GMT-25	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

11769 Studies and Surveys

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

11748 Information on other States and Regional Conferences

Professional Licensing Boards

Architects & Landscape

Employee Services (EMP)

Payroll Management (PRL)

Reports - Payroll	EMP-PRL-03	CYE	7	Retain 7 years after calendar year end then destroy	No
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Superseded Schedules

11760 Payroll Registers a/k/a Pay Record

Personnel Management (PER)

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

11762 Personnel Master Files

Staffing and Recruiting (SAR)

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

07-101 Incomplete Applicant File

11761 Personnel Hiring Records Unsuccessful Applications Letters of inquiry Records of Publication and Publicity on Positions Interview Records

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
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Superseded Schedules

11771 Vouchers

Ledgers - General	FIN-ACC-07	PERM		Retain permanently	Yes
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Superseded Schedules

11752 Ledgers and Journals

Procurement (PRO)

Purchase Orders and Requisitions	FIN-PRO-02	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

11747 Field purchase Order Books

11766 Requisitions and Bills

Professional Licensing Boards

Architects & Landscape

Governance and Compliance (GAC)

Governance (GOV)

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM		Retain permanently	No
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Superseded Schedules

11738 *Board - Minutes of Meetings*

Policy and Standards Management (PSM)

Memorandums, Orders and Directives	GAC-PSM-01	PERM		Retain permanently	No
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Superseded Schedules

11735 *Attorney General - Opinions and Correspondence*

11755 *Memoranda - Board*

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Discipline and Investigations - General	LGL-LAR-16	CP	50	Retain 50 years after completion then destroy	Yes
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Superseded Schedules

02-275 *Dismissed Complaints*

Professional Licenses	LGL-LAR-32	EXP	50	Retain 50 years after expiration then destroy	Yes
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Superseded Schedules

11746 *Non-Resident Architect Files - Unlicensed (Inactive file - licensing process not completed)*

11753 *Licensed Architects - Master Files (A and B licenses)*

11754 *Licensed Architects - Rosters*

11764 *Registered Non-Resident Architects- Rosters*

18046 *Licensed Architects Master Files (C license)*

Substantiated Complaints	LGL-LAR-41	CP	50	Retain 50 years after completion then destroy	No
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Superseded Schedules

02-274 *Substantiated Complaints*

Tests and Examinations	LGL-LAR-42	CP	50	Retain 50 years after completion then destroy	No
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Superseded Schedules

11742 *Examination and Grading Records*

11743 *Examinations - Completed*

11744 *Examinations - Samples (Exams prepared by Board before NCARB exams were used)*

Professional Licensing Boards

Architects & Landscape

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Tests and Examinations	LGL-LAR-42	CP	50	Retain 50 years after completion then destroy	No
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Superseded Schedules

11745 *Examinations - Uncompleted (Inactive files - exam process not completed)*

Chiropractic

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

08-111 *General Correspondence Files*

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Discipline and Investigations - General	LGL-LAR-16	CP	50	Retain 50 years after completion then destroy	Yes
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Superseded Schedules

02-277 *Dismissed Complaints*

Professional Licenses	LGL-LAR-32	EXP	50	Retain 50 years after expiration then destroy	Yes
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Superseded Schedules

08-112 *Licensing Files - Incomplete*

94-622 *Licensing Files*

94-623 *Renewal Correspondence*

Substantiated Complaints	LGL-LAR-41	CP	50	Retain 50 years after completion then destroy	No
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Superseded Schedules

02-276 *Substantiated Complaints*

94-620 *Docket Files*

Professional Licensing Boards

Dental

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

00-025 *General Correspondence*

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

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

00-022 *Annual Inspection Reports*

Licensing and Registration (LAR)

Applications - Unsuccessful	LGL-LAR-02	CYE	2	Retain 2 year after calendar year end then destroy	No
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Superseded Schedules

00-026 *Incomplete Applicant File*

Discipline and Investigations - General	LGL-LAR-16	CP	50	Retain 50 years after completion then destroy	Yes
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Superseded Schedules

00-021 *Administrative Hearing File*

02-278 *Dismissed Complaints*

Professional Licenses	LGL-LAR-32	EXP	50	Retain 50 years after expiration then destroy	Yes
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Superseded Schedules

00-023 *Dentist Ledger Sheets*

00-024 *Dental Licensee File*

00-027 *Licensee Database*

Embalmers

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

99-018 *General Correspondence*

Professional Licensing Boards

Embalmers

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

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

99-014 *Annual Inspection Reports*

Licensing and Registration (LAR)

Applications - Denied	LGL-LAR-01	CYE	50	Retain 50 years after calendar year end then destroy	No
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Superseded Schedules

02-282 *Denied Applicant Files*

Applications - Unsuccessful	LGL-LAR-02	CYE	2	Retain 2 year after calendar year end then destroy	No
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Superseded Schedules

99-019 *Incomplete Applicant File*

Discipline and Investigations - General	LGL-LAR-16	CP	50	Retain 50 years after completion then destroy	Yes
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Superseded Schedules

02-281 *Administrative Hearing Files*

02-283 *Dismissed Complaints*

Professional Licenses	LGL-LAR-32	EXP	50	Retain 50 years after expiration then destroy	Yes
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Superseded Schedules

02-284 *License by Exam or Grandparenting*

02-285 *License Files*

99-020 *License Data Base*

Hearing Aid

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Applications - Unsuccessful	LGL-LAR-02	CYE	2	Retain 2 year after calendar year end then destroy	No
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Superseded Schedules

02-290 *Unsuccessful/Incomplete Application Files*

Professional Licensing Boards

Hearing Aid

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Discipline and Investigations - General	LGL-LAR-16	CP	50	Retain 50 years after completion then destroy	Yes
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Superseded Schedules

02-286 *Complaint File*

Professional Licenses	LGL-LAR-32	EXP	50	Retain 50 years after expiration then destroy	Yes
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Superseded Schedules

02-287 *License File*

02-289 *Supervised Temporary Permit*

02-291 *Unsupervised Temporary Permit*

Rosters	LGL-LAR-35	SUP	3	Retain 3 years after superseded, then destroy	No
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Superseded Schedules

02-288 *Roster of Applicants*

Mental Health

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

09-149 *General Correspondence*

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Applications - Denied	LGL-LAR-01	CYE	50	Retain 50 years after calendar year end then destroy	No
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Superseded Schedules

09-146 *Denied Applications*

Applications - Unsuccessful	LGL-LAR-02	CYE	2	Retain 2 year after calendar year end then destroy	No
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Superseded Schedules

09-151 *Incomplete/ Withdrawn Applicant File*

Professional Licensing Boards

Mental Health

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Discipline and Investigations - General	LGL-LAR-16	CP	50	Retain 50 years after completion then destroy	Yes
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Superseded Schedules

09-147 *Dismissed Complaints*

Professional Licenses	LGL-LAR-32	EXP	50	Retain 50 years after expiration then destroy	Yes
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Superseded Schedules

09-144 *Continuing Education Credit Records*

09-150 *Grandparented License/Certification File*

09-152 *License by Endorsement*

09-153 *License by Examination*

09-154 *Provisional Licensee File*

99-207 *Licensee Data Base*

Substantiated Complaints	LGL-LAR-41	CP	50	Retain 50 years after completion then destroy	No
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Superseded Schedules

09-155 *Substantiated Complaints*

Tests and Examinations	LGL-LAR-42	CP	50	Retain 50 years after completion then destroy	No
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Superseded Schedules

09-148 *Examination Scores*

Optometry

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

02-296 *General Correspondence*

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Applications - Denied	LGL-LAR-01	CYE	50	Retain 50 years after calendar year end then destroy	No
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Superseded Schedules

02-294 *Denied Applicant Files*

Professional Licensing Boards

Optometry

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Applications - Unsuccessful	LGL-LAR-02	CYE	2	Retain 2 year after calendar year end then destroy	No
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Superseded Schedules

02-297 *Incomplete Applicant File*

Discipline and Investigations - General	LGL-LAR-16	CP	50	Retain 50 years after completion then destroy	Yes
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Superseded Schedules

02-295 *Dismissed Complaints*

Professional Licenses	LGL-LAR-32	EXP	50	Retain 50 years after expiration then destroy	Yes
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Superseded Schedules

02-298 *License Files*

Substantiated Complaints	LGL-LAR-41	CP	50	Retain 50 years after completion then destroy	No
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Superseded Schedules

02-299 *Substantiated Complaints*

Physical Therapy

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

95-338 *General Correspondence Files*

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Applications - Denied	LGL-LAR-01	CYE	50	Retain 50 years after calendar year end then destroy	No
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Superseded Schedules

02-300 *Denied License Application Files*

Applications - Unsuccessful	LGL-LAR-02	CYE	2	Retain 2 year after calendar year end then destroy	No
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Superseded Schedules

02-302 *Incomplete License Application Files*

Professional Licensing Boards

Physical Therapy

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Discipline and Investigations - General	LGL-LAR-16	CP	50	Retain 50 years after completion then destroy	Yes
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Superseded Schedules

02-301 *Dismissed Complaints*

Professional Licenses	LGL-LAR-32	EXP	50	Retain 50 years after expiration then destroy	Yes
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Superseded Schedules

95-340 *Licensing Files (Physical Therapist/Physical Therapy Assistant)*

Substantiated Complaints	LGL-LAR-41	CP	50	Retain 50 years after completion then destroy	No
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Superseded Schedules

02-304 *Substantiated Complaints*

Podiatry

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

02-306 *General Correspondence*

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Applications - Unsuccessful	LGL-LAR-02	CYE	2	Retain 2 year after calendar year end then destroy	No
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Superseded Schedules

02-307 *Incomplete Applicant Files*

Discipline and Investigations - General	LGL-LAR-16	CP	50	Retain 50 years after completion then destroy	Yes
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Superseded Schedules

02-305 *Dismissed complaints*

Professional Licenses	LGL-LAR-32	EXP	50	Retain 50 years after expiration then destroy	Yes
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Superseded Schedules

02-308 *License Files*

Professional Licensing Boards

Podiatry

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Substantiated Complaints	LGL-LAR-41	CP	50	Retain 50 years after completion then destroy	No
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Superseded Schedules

02-309 *Substantiated Complaints*

Psychology

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

95-346 *General Correspondence Files*

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Applications - Unsuccessful	LGL-LAR-02	CYE	2	Retain 2 year after calendar year end then destroy	No
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Superseded Schedules

95-347 *Incomplete License Application Files*

95-349 *Unsuccessful License Application Files*

Discipline and Investigations - General	LGL-LAR-16	CP	50	Retain 50 years after completion then destroy	Yes
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Superseded Schedules

02-310 *Dismissed Complaints*

Professional Licenses	LGL-LAR-32	EXP	50	Retain 50 years after expiration then destroy	Yes
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Superseded Schedules

95-348 *Licensing Files*

Substantiated Complaints	LGL-LAR-41	CP	50	Retain 50 years after completion then destroy	No
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Superseded Schedules

02-311 *Substantiated Complaints*

95-345 *Docket Files*

Professional Licensing Boards

Radiologic Technologists

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

02-314 *General Correspondence*

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Applications - Denied	LGL-LAR-01	CYE	50	Retain 50 years after calendar year end then destroy	No
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Superseded Schedules

02-312 *Denied Applicant Files*

Applications - Unsuccessful	LGL-LAR-02	CYE	2	Retain 2 year after calendar year end then destroy	No
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Superseded Schedules

02-315 *Incomplete Applicant Files*

Discipline and Investigations - General	LGL-LAR-16	CP	50	Retain 50 years after completion then destroy	Yes
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Superseded Schedules

02-313 *Dismissed Complaints*

Professional Licenses	LGL-LAR-32	EXP	50	Retain 50 years after expiration then destroy	Yes
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Superseded Schedules

02-316 *License Files*

Substantiated Complaints	LGL-LAR-41	CP	50	Retain 50 years after completion then destroy	No
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Superseded Schedules

02-317 *Substantiated Complaints*

Respiratory Care

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

07-103 *Board Correspondence*

Professional Licensing Boards

Respiratory Care

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Applications - Denied	LGL-LAR-01	CYE	50	Retain 50 years after calendar year end then destroy	No
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Superseded Schedules

07-104 *Denied Applicant Files*

Applications - Unsuccessful	LGL-LAR-02	CYE	2	Retain 2 year after calendar year end then destroy	No
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Superseded Schedules

07-106 *Incomplete Applicant File*

Discipline and Investigations - General	LGL-LAR-16	CP	50	Retain 50 years after completion then destroy	Yes
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Superseded Schedules

07-105 *Dismissed Complaints*

Professional Licenses	LGL-LAR-32	EXP	50	Retain 50 years after expiration then destroy	Yes
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Superseded Schedules

07-108 *Type A and B License Files*

07-109 *Type C License Files (License by Endorsement)*

Substantiated Complaints	LGL-LAR-41	CP	50	Retain 50 years after completion then destroy	No
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Superseded Schedules

07-107 *Substantiated Complaints*

Speech Pathology & Audiology

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

18048 *General Correspondence*

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Applications - Unsuccessful	LGL-LAR-02	CYE	2	Retain 2 year after calendar year end then destroy	No
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Superseded Schedules

00-176 *Applicant Files - Incomplete*

Professional Licensing Boards
Speech Pathology & Audiology

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Discipline and Investigations - General	LGL-LAR-16	CP	50	Retain 50 years after completion then destroy	Yes
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Superseded Schedules

02-318 *Dismissed Complaints*

Professional Licenses	LGL-LAR-32	EXP	50	Retain 50 years after expiration then destroy	Yes
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Superseded Schedules

18049 *Licensing Files*

Substantiated Complaints	LGL-LAR-41	CP	50	Retain 50 years after completion then destroy	No
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Superseded Schedules

02-319 *Substantiated Complaints*

Veterinary Medicine

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

02-080 *Miscellaneous Correspondence*

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Applications - Unsuccessful	LGL-LAR-02	CYE	2	Retain 2 year after calendar year end then destroy	No
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Superseded Schedules

02-362 *Incomplete License File*

Discipline and Investigations - General	LGL-LAR-16	CP	50	Retain 50 years after completion then destroy	Yes
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Superseded Schedules

02-361 *Dismissed Complaints*

Professional Licenses	LGL-LAR-32	EXP	50	Retain 50 years after expiration then destroy	Yes
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Superseded Schedules

02-076 *Artificial Insemination Permit File*

02-078 *Embryo Transplant Permit File*

Professional Licensing Boards

Veterinary Medicine

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Professional Licenses	LGL-LAR-32	EXP	50	Retain 50 years after expiration then destroy	Yes
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Superseded Schedules

02-082 *Veterinarian License File*

02-215 *Artificial Insemination Permit Register/listing (Discontinued 10-95)*

6888 *Wyoming Board of Veterinary Medicine Register of Wyoming Veterinarians (Discontinued 12/95)*

Rosters	LGL-LAR-35	SUP	3	Retain 3 years after superseded, then destroy	No
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Superseded Schedules

02-081 *Roster of Veterinarians*

Substantiated Complaints	LGL-LAR-41	CP	50	Retain 50 years after completion then destroy	No
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Superseded Schedules

02-363 *Substantiated Complaints*

Public Defenders

Admin (Public Defenders)

Administration and Business Support (ADM)

General Management (GMT)

Publications	ADM-GMT-19	CR	5	Retain 5 years after create date, then destroy	Yes
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Superseded Schedules

12-008 *In House Newsletters*

Transitory Records	ADM-GMT-26	OBS/SUP 3		Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

07-147 *Agency Files*

07-148 *Telephone Message Book*

13-031 *Agency Files - Special*

13955 *Caseload Statistics*

Financial and Accounting (FIN)

Grant and Scholarship Management (GRM)

Grant Files	FIN-GRM-01	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

07-146 *Grant Files*

Governance and Compliance (GAC)

Policy and Standards Management (PSM)

Policies, Procedures and Manuals	GAC-PSM-02	SUP	5	Retain 5 years after superseded then destroy	Yes
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Superseded Schedules

14600 *Wyoming Public Defender Criminal Practice Manual Manuscript*

Appellate/Post Conviction (Public Defenders)

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

Case Files - Adult	LGL-LMM-07	CP	14	Retain 14 years after completion then destroy	No
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Superseded Schedules

93-266 *Appellate Files*

Public Defenders

Fiscal (Public Defenders)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

13966 *Pay Increase Eligibility List*

13969 *Position Allocation/Incumbent Listing*

Employee Services (EMP)

Payroll Management (PRL)

Employee Data Master	EMP-PRL-02	SUP	5	Retain 5 years after superseded then destroy	No
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Superseded Schedules

13967 *Payroll Master Employee Data Input Form, AUD 131*

Personnel Management (PER)

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

11-074 *Vacation and Leave Reports*

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

13968 *Personnel File*

Staffing and Recruiting (SAR)

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

13971 *Resumes*

13972 *Unsuccessful Employment Application*

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

13970 *Position Vacancy Announcement*

Public Defenders

Fiscal (Public Defenders)

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
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Superseded Schedules

13961 *Telecommunications Bills*

Budget Management (BUD)

Workpapers	FIN-BUD-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

13958 *Budget Request File*

13959 *Budget File*

Guardians Ad Litem Program (Public Defenders)

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

Guardians Ad Litem	LGL-LMM-20	CP	19	Retain 19 years after completion then destroy	No
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Superseded Schedules

08-123 *Guardians Ad Litem (GAL) Program Case Files*

Trial (Public Defenders)

Legal and Judiciary (LGL)

Court Administration (COU)

Jury Management	LGL-COU-08	CP	4	Retain 4 years after completion then destroy	No
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Superseded Schedules

90-088 *Jury List and Juror Questionnaire*

Legal Matter Management (LMM)

Case Files - Adult	LGL-LMM-07	CP	14	Retain 14 years after completion then destroy	No
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Superseded Schedules

17411 *Adult Case File*

93-267 *Post Conviction Relief Files*

Public Defenders

Trial (Public Defenders)

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

Case Files - Death Penalty	LGL-LMM-09	CP	50	Retain 50 years after completion then destroy	No
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Superseded Schedules

07-102 *Death Penalty Case Files*

Case Files - Juvenile	LGL-LMM-11	CP	14	Retain 14 years after completion then destroy	No
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Superseded Schedules

17412 *Juvenile Case File*

Public Svc Commission

Admin (Public Svc Commission)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

96-028 *Miscellaneous Correspondence*

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
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Superseded Schedules

12-108 *Wyoming Universal Service Fund Files*

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

General	GAC-AOC-05	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

96-030 *Regulatory Correspondence (Secretary & Chief Counsel)*

Maps	GAC-AOC-11	OBS	3	Retain for 3 years after obsolete, then destroy	Yes
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Superseded Schedules

96-027 *Maps, Plans, and Specifications*

Reports	GAC-AOC-13	CP	15	Retain 15 years after completion then destroy.	No
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Superseded Schedules

96-022 *Annual Reports*

Utility Engineering Records	GAC-AOC-09	CP	15	Retain 15 years after completion then destroy	Yes
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Superseded Schedules

96-026 *Engineering Utility Records*

Inspections and Monitoring (ISP)

General	GAC-ISP-08	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

90-071 *Complaint and Inquiry Records*

Public Svc Commission

Admin (Public Svc Commission)

Governance and Compliance (GAC)

Legislation and Regulation Management (LRM)

Tariffs	GAC-LRM-19	PERM	Retain permanently	Yes
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Superseded Schedules

96-229 *Utility Tariffs*

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

Docket File Index	LGL-LMM-33	PERM	Retain permanently	No
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Superseded Schedules

5231 *Index to Docket Files*

Docket Files	LGL-LMM-15	CP	15	Retain 15 years after completion then destroy	Yes
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Superseded Schedules

14599 *Public Utilities Application Files*

Docket Files - Utilities	LGL-LMM-41	PERM	Retain Permanently.	No
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Superseded Schedules

5230 *Public Service Commission Docket Orders*

Docket Files - Utilities (Includes General Orders)	LGL-LMM-40	CP	50	Retain 50 years after completion then destroy.	No
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Superseded Schedules

5232 *Docket Files (Includes General Orders)*

Real Estate Appraiser Board, Wyoming Certified

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

98-072 *General Correspondence*

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

98-066 *Attendance Rosters*

Governance and Compliance (GAC)

Governance (GOV)

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM		Retain permanently	No
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Superseded Schedules

09-017 *Minutes of the Real Estate Appraiser Board*

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

Docket Files	LGL-LMM-15	CP	15	Retain 15 years after completion then destroy	Yes
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Superseded Schedules

98-070 *Docket Files*

Licensing and Registration (LAR)

Continuing Education	LGL-LAR-13	CR	3	Destroy 3 years after create date	No
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Superseded Schedules

09-018 *Continuing Education Course Certificates*

09-020 *Course/Seminar Outlines*

98-071 *Examination Results*

98-074 *Pre-Certification and Post-Certification Course Applications*

Discipline and Investigations - General	LGL-LAR-16	CP	50	Retain 50 years after completion then destroy	Yes
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Superseded Schedules

98-069 *Dismissed Complaints*

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Professional Licenses	LGL-LAR-32	EXP	50	Retain 50 years after expiration then destroy	Yes
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Superseded Schedules

09-019 *Certified General & Certified Residential Real Estate Appraiser Files*

Real Estate Commission

Admin (Real Estate Commission)

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
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Superseded Schedules

09-022 Course Outlines

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

09-023 General Correspondence

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

98-075 Attendance Rosters

Governance and Compliance (GAC)

Governance (GOV)

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM		Retain permanently	No
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Superseded Schedules

09-024 Minutes of the Real Estate Board

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

Docket Files	LGL-LMM-15	CP	15	Retain 15 years after completion then destroy	Yes
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Superseded Schedules

09-143 Docket Files

Licensing and Registration (LAR)

Continuing Education	LGL-LAR-13	CR	3	Destroy 3 years after create date	No
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Superseded Schedules

09-021 Continuing Education Course Certificates

98-076 Continuing Education and Pre-Licensing Education Applications

98-081 Real Estate Examination Results

Real Estate Commission

Admin (Real Estate Commission)

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Discipline and Investigations - General	LGL-LAR-16	CP	50	Retain 50 years after completion then destroy	Yes
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Superseded Schedules

09-142 *Dismissed Complaints*

Professional Licenses	LGL-LAR-32	EXP	50	Retain 50 years after expiration then destroy	Yes
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Superseded Schedules

09-025 *Real Estate Broker Files and Salesmen Files*

Retirement System

Accounting (Retirement System)

Administration and Business Support (ADM)

General Management (GMT)

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

9784 Record of Quarterly Reports ("C" summary record) a/k/a Log Book (schedule obsolete after 1/95)

Employee Services (EMP)

Payroll Management (PRL)

Reports - Payroll	EMP-PRL-03	CYE	7	Retain 7 years after calendar year end then destroy	No
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Superseded Schedules

94-638 Payroll Registers a/k/a Hand Payrolls

Retirement and Pension Administration (RPA)

Contributions	EMP-RPA-01	CYE	50	Retain 50 years after calendar year end then destroy	No
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Superseded Schedules

94-637 Paid and Volunteer Firemen Payroll Contribution Reports

Member Files	EMP-RPA-02	TE	60	Retain 60 years after separation then destroy	No
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Superseded Schedules

16379 Social Security Agreements and Modification Letters

Financial and Accounting (FIN)

Financial Statements and Reports (FSR)

Annual	FIN-FSR-01	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

16361 Financial Statements

Active System (Retirement System)

Administration and Business Support (ADM)

General Management (GMT)

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

12828 Actuarial Studies/Reports (These computer printouts contain retirement number, sex, d.o.b., and benefit amounts under various systems, salary amounts, months of service, and employment date.)

Retirement System

Active System (Retirement System)

Administration and Business Support (ADM)

General Management (GMT)

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

- 16386** Quarterly Return of Withheld Federal Income Tax (941E) (Interest Income) (Includes but not limited to the following: - Deposit Voucher -WUAS Interface Detail Report -WUAS Refund Report -Manual Transfer (WUAS 142) -Deposit Receipt - Related Correspond
- 16387** Refund Summary (Includes: WUAS Interface Detail Report)
- 16388** Retirement Deduction Reports (Microfiche)
- 16389** Taxable Refund Summary

Employee Services (EMP)

Payroll Management (PRL)

Reports - Payroll	EMP-PRL-03	CYE	7	Retain 7 years after calendar year end then destroy	No
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Superseded Schedules

- 94-642** Monthly Payroll Contribution Reports (Retirement Funds)

Retirement and Pension Administration (RPA)

Member Files	EMP-RPA-02	TE	60	Retain 60 years after separation then destroy	No
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Superseded Schedules

- 14048** Member's Account Folders - Inactive/Refunds (Includes but is not limited to: -Registration Blank -Notice of Change of Name -Certificate of Date of Birth -Letter from member designating beneficiary -Notice of Change of Beneficiary - Transfer
- 9752** Member's Account Folders - Active

Admin (Retirement System)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

- 16357** Agency Files

Retirement System

Benefits (Retirement System)

Administration and Business Support (ADM)

General Management (GMT)

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

13722 Tax Distribution Summary (This is a monthly printout reporting taxes.)

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

13721 Insurance Reports (These are monthly printouts for Blue Cross/Blue Shield, Prudential Life Insurance, and Equitable Life Insurance deductions.)

16400 Medical Insurance Report

Transitory Records	ADM-GMT-26	OBS/SUP 3		Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

16390 Actuary/Auditor Year End Report

Employee Services (EMP)

Payroll Management (PRL)

Reports - Payroll	EMP-PRL-03	CYE	7	Retain 7 years after calendar year end then destroy	No
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Superseded Schedules

16404 Payroll Verification Report

17859 Payroll Register (AUD 132) a/k/a Earnings History Report (Microfiche)

Retirement and Pension Administration (RPA)

Member Files	EMP-RPA-02	TE	60	Retain 60 years after separation then destroy	No
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Superseded Schedules

02-451 Denied Disability Benefit Member File

02-452 Partial Disability Benefit Member File

02-453 Permanent Total Disability Benefit Member File

02-454 Survivor File

02-455 Total Disability Benefit Member File

9765 Retired Member's Account Folders - Deceased

9766 Retired Member's Account Folders

Retirement System

Benefits (Retirement System)

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

Financial	GAC-AOC-04	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

17861 W2-P Audit Report (Microfiche)

Deferred Comp (Retirement System)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

02-407 General Correspondence

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

05-462 Summary Reports (Plan Activity Reports)

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

92-023 Payroll Transmittals

Employee Services (EMP)

Benefits Management (BEN)

Plans	EMP-BEN-04	SUP	5	Retain 5 years after superseded then destroy	No
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Superseded Schedules

02-406 457 Plan Evolution

Retirement and Pension Administration (RPA)

Member Files	EMP-RPA-02	TE	60	Retain 60 years after separation then destroy	No
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Superseded Schedules

92-022 Participant Files

Retirement System

Deferred Comp (Retirement System)

Financial and Accounting (FIN)

Procurement (PRO)

Bids, Proposals and Quotes	FIN-PRO-01	CP	4	Retain 4 years after completion then destroy	No
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Superseded Schedules

02-408 *Requests for Proposal*

Vendor Management	FIN-PRO-03	EXP	5	Retain 5 years after expiration then destroy	No
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Superseded Schedules

92-021 *IRS Form 1099M (Statement for Recipient of Miscellaneous Income)*

Revenue, Dept of
Admin Svc (Revenue, Dept of)

Administration and Business Support (ADM)

General Management (GMT)

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

15622 *Under/Over Payment of Tax Paid (a/k/a: Correction Report)*

Transitory Records	ADM-GMT-26	OBS/SUP 3		Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

17269 *Deposit File Listing (Sales Tax)*

Financial and Accounting (FIN)

Accounting Management (ACC)

Journal Entries	FIN-ACC-06	FYE	3	Retain 3 years after the fiscal year end then destroy	No
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Superseded Schedules

4508 *Miscellaneous Daily Journal (Includes: Daily Batch Logs, ACH Reports, Severance Tax Dist. Reports & Misc., etc.)*

Bank Administration (BNK)

Bank Relationship	FIN-BNK-01	CP	2	Retain 2 years after completion then destroy	No
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Superseded Schedules

95-173 *Returned Check Forms, aka Bad Checks*

Statements and Reports	FIN-BNK-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

14590 *Field Representative's Returned Check Form (ST-017) and Dishonored Check Transmittal Receipt (ST-088)*

Tax Management (TAX)

Sales and Use	FIN-TAX-12	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

14592 *County Treasurer Reimbursement Records - Use Tax*

91-415 *Sales and Use Tax Processed Refund*

92-151 *Sales Tax Daily Distribution Reports*

Taxation - Appeals	FIN-TAX-14	FYE	10	Retain 10 years after the fiscal year end then destroy	No
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Superseded Schedules

14878 *Approved Claims for Refund*

Revenue, Dept of

Administration (Revenue, Dept of)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

17831 *General Correspondence*

Excise Tax (Revenue, Dept of)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

03-093 *General Correspondence*

17835 *General Correspondence*

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

03-094 *Prior Approval Letters (Fuel and Power, and Ingredients and Components)*

4563 *Cigarette Tax Distribution Yearly Report*

96-203 *Sales Tax Delinquency Listing*

Financial and Accounting (FIN)

Tax Management (TAX)

Estate	FIN-TAX-04	FYE	15	Retain 15 years after the fiscal year end then destroy	No
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Superseded Schedules

90-032 *Estate Tax Files*

Lodging	FIN-TAX-07	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

17265 *Lodging Tax Monthly Distribution*

17268 *Lodging Tax Transaction Journal*

91-413 *Lodging Tax Reports*

91-414 *Lodging Tax Processed Refund Claims*

Revenue, Dept of

Excise Tax (Revenue, Dept of)

Financial and Accounting (FIN)

Tax Management (TAX)

Reports - Census/Plat Books	FIN-TAX-10	PERM		Retain permanently	Yes
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Superseded Schedules

4562 *Cigarette Tax Distribution by Counties, by Cities, by Towns*

Governance and Compliance (GAC)

Governance (GOV)

General Environmental	GAC-GOV-02	CP	10	Retain 10 years after completion then destroy	Yes
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Superseded Schedules

03-095 *Tax Exempt File (Religious/Charitable)*

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

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

17270 *Hearing Agenda*

Licensing and Registration (LAR)

Securities	LGL-LAR-36	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

17833 *Application for Permit to Transfer Stock or Securities Owned by a Decedent (29-8)*

Minerals Tax (Revenue, Dept of)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

96-006 *General Correspondence*

Revenue, Dept of
Minerals Tax (Revenue, Dept of)

Financial and Accounting (FIN)

Tax Management (TAX)

Tax Assessments	FIN-TAX-13	FYE	10	Retain 10 years after the fiscal year end then destroy	No
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Superseded Schedules

- 91-034** *Severance Tax Journal (microfiche)*
- 99-041** *Annual Report for Hard Minerals*
- 99-042** *Annual Report for Oil and Gas Production*
- 99-043** *Mineral Severance Tax Monthly Report (Post 1988)*

Taxation - Appeals	FIN-TAX-14	FYE	10	Retain 10 years after the fiscal year end then destroy	No
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Superseded Schedules

- 96-005** *Taxpayer Appeals*

Well Location	FIN-TAX-17	OBS	20	Retain 20 years until obsolete then destroy	Yes
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Superseded Schedules

- 18037** *Well Location Reports (ATD 1, 2, and 3)*

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

Environmental	GAC-AOC-02	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

- 97-032** *Mineral Audit Report*

General	GAC-AOC-05	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

- 90-068** *Annual Report Audit*

Property Tax (Revenue, Dept of)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

- 90-176** *General Correspondence*

Revenue, Dept of
Property Tax (Revenue, Dept of)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

90-178 *Locally Assessed Appraisals*

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
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Superseded Schedules

90-175 *Certificate (of valuations) (ATD 22)*

Tax Management (TAX)

Appraisals	FIN-TAX-01	FYE 10	Retain 10 years after the fiscal year end then destroy	Yes
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Superseded Schedules

90-180 *Return for Tax Assessment: Pipelines (Gas Pipeline, Form 31-G-1; Liquid Pipeline, Form 31-L-1)*

90-181 *Return for Tax Assessment: Private Railroad Cars*

90-182 *Return for Tax Assessment: Public Utilities (Airlines; Municipal Electrics, Form 33-MUN-1; Rural Electrics, Form 33-REA-1; Gas Distribution, Form 33-GAS-1; Private Electrics, Form ELE-1)*

90-183 *Return for Tax Assessment: Railroads*

90-184 *Return for Tax Assessment: Telephone and Telegraph (Radio-Telephone; Telecommunications, Form 9-Tel-1; Rural Telephone Cooperative, Form 9-Tele-1)*

Maps	FIN-TAX-08	SUP 3	Destroy when superseded	No
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Superseded Schedules

90-173 *Base Maps*

Property Tax	FIN-TAX-02	FYE 5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

90-188 *Tax Notice - Private Car Companies (Form ATD 20)*

Revenue, Dept. of
Excise Tax (Revenue, Dept of)

Financial and Accounting (FIN)

Tax Management (TAX)

Cigarettes	FIN-TAX-20	CR	15	Retain 15 years after create date, then destroy	No
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Superseded Schedules

17-003 *Cigarettes*

Secretary of State

Admin (Secretary of State)

Administration and Business Support (ADM)

Community and Public Relations (COM)

Press and News Releases	ADM-COM-04	CR	5	Retain 5 years after create date, then destroy	Yes
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Superseded Schedules

00-220 Press Releases

General Management (GMT)

Correspondence - Elected Officials	ADM-GMT-04	PERM		Retain permanently	No
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Superseded Schedules

91-351 Administration Records and Correspondence (Includes all records not scheduled separately)

Financial and Accounting (FIN)

Accounting Management (ACC)

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

11378 Wyoming Uniform Accounting System Input Documents

11379 Wyoming Uniform Accounting System Output Reports

Legal and Judiciary (LGL)

Contract Management (CTR)

Compacts/Court Decrees (Intra- and Interstate)	LGL-CTR-07	PERM		Retain permanently	No
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Superseded Schedules

91-356 Interstate Compacts

Legal Matter Management (LMM)

Facsimile Signature Records	LGL-LMM-18	PERM		Retain permanently	Yes
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Superseded Schedules

91-355 Facsimile Signature Records

Pardons, Commutations and Restorations	LGL-LMM-28	PERM		Retain permanently	Yes
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Superseded Schedules

00-219 Pardons and Commutations

Secretary of State

Admin (Secretary of State)

Legal and Judiciary (LGL)

Litigation Management (LIT)

Intellectual Property	LGL-LIT-06	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

06-044 *Wyoming Bucking Horse Trademark Dispute Resolution Files*

Corporations Division and UCC Division (Secretary of State)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3		Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

91-368 *Reservation of Corporate Name Letters*

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

Corporations	GAC-AOC-01	CP	75	Retain 75 years after completion	Yes
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Superseded Schedules

- 00-222** *General Partnership Records*
- 00-223** *Registered Limited Liability Company Records*
- 00-224** *Statutory Filings, Miscellaneous (See Analysis of Records form for list of agencies)*
- 00-225** *Statutory Trust Company Records*
- 00-226** *Unincorporated Non-profit Association Records*
- 04-009** *Uniform Commercial Code Filings (UCC Filings) - Filings External Users*
- 05-435** *Uniform Commercial Code Filings (UCC Filings) - Secretary of State Internal User*
- 07-144** *Uniform Commercial Code Filings (UCC Filings) Paper Filings Internal Users (other UCC's with Signatures and attachments)*
- 12-026** *Corporation Charter Documents*
- 12-086** *Annual Reports from Corporations, Registered Limited Liability Companies, & Statutory Trust Companies (may include others)*
- 91-361** *Applications of Trademarks and Trade Names Cancelled or Expired*
- 91-362** *Trademark Designs*
- 91-366** *Limited Liability Company Documents*
- 91-367** *Uniform Limited Partnership Act Records*

Secretary of State

Corporations Divison and UCC Division (Secretary of State)

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

Corporations	GAC-AOC-01	CP	75	Retain 75 years after completion	Yes
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Superseded Schedules

91-371 *Appointment of Service of Process for Multi-level and Pyramid Organizations*

91-372 *Summons: Secretary of State as Agent for Service of Process on nonresident motorist, corporations, limited partnerships, and limited liability companies*

General	GAC-AOC-05	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

04-005 *Central Filing - Agriculture Products Law (EFS Filings - Effective Financing Statements)*

07-143 *Central Filing - Agriculture Products Law (EFS Filings - Effective Financing Statements)*

Elections (Secretary of State)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3		Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

91-392 *Calls for State Party Conventions*

Governance and Compliance (GAC)

Election Management (ELM)

Abstracts	GAC-ELM-01	PERM		Retain permanently	Yes
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Superseded Schedules

91-389 *Official County Abstracts and State Abstract (Summary)*

Applications	GAC-ELM-03	OBS	5	Retain 5 years after obsolete then destroy	No
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Superseded Schedules

00-236 *Special Election/Initiative Applications, Sponsors Records, Correspondence, and related records (Used to gain access to ballot with names or issues)*

91-393 *Applications for Nomination*

Secretary of State
Elections (Secretary of State)

Governance and Compliance (GAC)

Election Management (ELM)

Financial Disclosure	GAC-ELM-05	OBS	10	Retain 10 years until obsolete then destroy	No
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Superseded Schedules

00-244 *State Elected Official Financial Disclosure Forms and Records for the states five elected officials and the members of the legislature (As required by the Ethics and Disclosure Act and the Executive Branch Code of Ethics including Executive Order 1997-4)*

Investigations	GAC-ELM-06	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

91-398 *Election Violations/Complaints and Investigation Records*

Petitions	GAC-ELM-07	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

00-237 *Special Election/Initiative Petitions*

Reports - General	GAC-ELM-10	CR	5	Retain 5 years after create date, then destroy	Yes
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Superseded Schedules

91-385 *State Legislative and District Judgeship Office Candidates Reports, Candidates Campaign Committee Reports, and all other reports relating to political action committees and candidates for statewide offices (Statement of Campaign Receipts and Expenditures)*

Governance (GOV)

Bylaws	GAC-GOV-01	PERM		Retain permanently	No
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Superseded Schedules

91-391 *Party Rules and Bylaws*

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM		Retain permanently	No
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Superseded Schedules

91-388 *State Canvassing Board Minutes*

Oaths of Office	GAC-GOV-04	PERM		Retain permanently	No
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Superseded Schedules

00-234 *Oaths of Office-Legislators and Staff*

91-390 *Oaths of Office*

Secretary of State
Elections (Secretary of State)

Governance and Compliance (GAC)

Legislation and Regulation Management (LRM)

Apportionment - Legislative	GAC-LRM-02	CR	12	Retain 12 years after create date, then destroy	Yes
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Superseded Schedules

00-241 *Legislative Apportionment Records*

Bills	GAC-LRM-22	PERM		Retain permanently	No
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Superseded Schedules

00-230 *Bill Jackets/Original House Bills and Senate Files including Roll Call Tally Sheets*

Enrolled Acts	GAC-LRM-05	PERM		Retain permanently	Yes
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Superseded Schedules

00-231 *Enrolled Acts*

General	GAC-LRM-07	SUP	5	Retain 5 years after superseded then destroy	Yes
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Superseded Schedules

91-401 *Rules and Regulations - Filed by Other Agencies and Board*

Journals - House and Senate	GAC-LRM-09	PERM		Retain permanently	No
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Superseded Schedules

00-232 *House and Senate Journals (Created/typed prior to and ending in 1992)*

00-233 *House and Senate Legislative Journals (Cut and Paste Version)*

Ordinances	GAC-LRM-12	PERM		Retain permanently	Yes
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Superseded Schedules

00-227 *City Ordinances*

Proclamations	GAC-LRM-13	PERM		Retain permanently	Yes
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Superseded Schedules

00-240 *Gubernatorial Proclamations*

Recordings - Legislature	GAC-LRM-15	PERM		Retain permanently	No
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Superseded Schedules

00-229 *Recordings of the Legislature*

Secretary of State

Elections (Secretary of State)

Governance and Compliance (GAC)

Legislation and Regulation Management (LRM)

Vetoed Legislation	GAC-LRM-20	PERM		Retain permanently	Yes
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Superseded Schedules

00-235 Vetoed Legislation Records

Lobbyist Management (LOB)

Lobbyist	GAC-LOB-02	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

00-242 Lobbyist Activity Reports/Disclosures

00-243 Lobbyist Registration Records

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

Extraditions and Requisitions	LGL-LMM-35	PERM		Retain permanently	No
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Superseded Schedules

00-239 Extraditions and Requisitions

Notaries (Secretary of State)

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Notary	LGL-LAR-31	EXP	5	Retain 5 years after expiration then destroy	No
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Superseded Schedules

00-245 Notary Commissions (Electronic Record)

00-246 Notary Public Applications and Renewal Records

00-247 Notary Public Qualifications Slips from County Clerks

Securities (Secretary of State)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

91-407 Securities and Letters of Exemption Reading Files (Correspondence)

Secretary of State

Securities (Secretary of State)

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

Investigations - Securities	LGL-LMM-23	CP	20	Retain 20 years after completion then destroy	Yes
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Superseded Schedules

91-405 *Investigation Files Relating to Securities Agents, Broker-Dealers, and Frauds*

Licensing and Registration (LAR)

Securities	LGL-LAR-36	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

91-404 *Broker-Dealer Registration Files (cancelled)*

91-408 *Non-Wyoming Cancelled Securities Issues - Private and Public (includes completed, revoked, abandoned and pre-effective withdrawals of securities offerings)*

91-409 *Wyoming Cancelled Securities Issues (includes completed, revoked, abandoned and pre-effective withdrawals of securities offerings)*

Supreme Court
State Bar Association (Supreme Court)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

03-239 *General Correspondence*

Organization	ADM-GMT-15	PERM		Retain permanently	No
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Superseded Schedules

03-233 *The Wyoming Lawyer*

03-236 *Bylaws*

Transitory Records	ADM-GMT-26	OBS/SUP 3		Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

03-202 *Budget Preparation Work Papers*

03-203 *Budgets, Supplemental Budgets and Related Records*

03-207 *Inventory Records*

03-232 *Publication Order Forms*

Employee Services (EMP)

Payroll Management (PRL)

Reports - Payroll	EMP-PRL-03	CYE	7	Retain 7 years after calendar year end then destroy	No
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Superseded Schedules

03-208 *Payroll Records*

Personnel Management (PER)

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

03-242 *Personnel Files*

Workers Compensation and Unemployment (WCU)

Claims	EMP-WCU-01	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

03-209 *Workers Compensation Claim Records and Supporting Records*

Supreme Court
State Bar Association (Supreme Court)

Financial and Accounting (FIN)

Accounting Management (ACC)

Ledgers - General	FIN-ACC-07	PERM		Retain permanently	Yes
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Superseded Schedules

03-206 *General Ledger*

Financial Statements and Reports (FSR)

Audited	FIN-FSR-02	PERM		Retain permanently	No
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Superseded Schedules

03-201 *Audits*

Governance and Compliance (GAC)

Governance (GOV)

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM		Retain permanently	No
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Superseded Schedules

03-241 *Minutes and Supporting Documentation*

Legislation and Regulation Management (LRM)

General	GAC-LRM-07	SUP	5	Retain 5 years after superseded then destroy	Yes
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Superseded Schedules

03-222 *Disciplinary Codes, Rules and Regulations (Reference Copy)*

03-243 *Rules and Regulations*

Legal and Judiciary (LGL)

Contract Management (CTR)

General	LGL-CTR-04	EXP	10	Retain 10 years after expiration then destroy	No
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Superseded Schedules

03-204 *Contracts*

Court Administration (COU)

State Bar - Disciplinary Files	LGL-COU-16	PERM		Retain permanently	No
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Superseded Schedules

03-226 *Disciplinary Files - Public Reprimand*

03-227 *Disciplinary Files - Suspension and Disbarment*

Supreme Court
State Bar Association (Supreme Court)

Legal and Judiciary (LGL)

Court Administration (COU)

State Bar - Examination Work Files	LGL-COU-12	CP	75	Retain 75 years after completion then destroy	No
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Superseded Schedules

03-218 *Bar Examination Work Files*

State Bar - Reports	LGL-COU-15	CP	6	Retain 6 years after completion then destroy	No
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Superseded Schedules

03-205 *Fee Disputes*

03-223 *Disciplinary File - Dismissals*

03-225 *Disciplinary Files - Private Reprimands*

Legal Matter Management (LMM)

Bar Briefs	LGL-LMM-05	PERM		Retain permanently	Yes
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Superseded Schedules

03-229 *Bar Brief*

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

03-237 *Client Security Fund (CSF) Complaint Files*

03-238 *Complaints - Unauthorized Practice of Law*

Licensing and Registration (LAR)

Continuing Education	LGL-LAR-13	CR	3	Destroy 3 years after create date	No
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Superseded Schedules

03-210 *Application for CLE Credit*

03-211 *Class Registration Forms*

03-212 *Sponsor Applications - continuing Legal Education*

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

03-228 *General Correspondence*

State Bar - Applications	LGL-LAR-38	EXP	3	Retain 3 years after expiration then destroy	No
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Superseded Schedules

03-219 *Bar Examinations - Completed*

Supreme Court

State Bar Association (Supreme Court)

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

State Bar - Client Files	LGL-LAR-39	EXP	75	Retain 75 years after expiration then destroy	No
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Superseded Schedules

03-235 Attorney Membership Files

State Bar - Membership	LGL-LAR-40	PERM		Retain permanently	No
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Superseded Schedules

03-213 Applicant Files

03-214 Applications for Admission on Motion

03-215 Bar Examination Essay Questions

03-230 Directories

03-231 Surveys of Members

State Bar Exams	LGL-LAR-03	PERM		Retain permanently	Yes
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Superseded Schedules

03-216 Bar Examination Report to Supreme Court

Real Property (RPR)

Buildings	LGL-RPR-02	LOA	7	Retain 7 years after the Life of the Asset then destroy	Yes
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Superseded Schedules

03-244 Building Purchase Files

Wyoming Circuit Court (Supreme Court)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

05-414 General Correspondence

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

05-415 Jail Roster Lists/Reports

05-416 Jury List

Supreme Court

Wyoming Circuit Court (Supreme Court)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

- 05-417** *Jury Questionnaires*
- 05-421** *Research Request Correspondence*
- 05-426** *Sound Recordings/Electronic Records*

Employee Services (EMP)

Personnel Management (PER)

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

- 14835** *Personnel Files*

Staffing and Recruiting (SAR)

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

- 05-422** *Resumes and Employment Interest Files (From people inquiring about jobs)*
- 05-429** *Unsuccessful Applications for Employment*

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
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Superseded Schedules

- 05-405** *Cash Receipts*

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

- 05-418** *Payroll Data Input Records and Output Reports - Originals and Duplicates (Includes time sheets, annual or sick leave records, tax forms, etc.)*
- 05-430** *WOLF/Wyoming Uniform Accounting System Output Reports - Originals and Duplicates (Includes Sub-budget Detail, Budget Distribution, Daily Activity, etc.)*

Supreme Court

Wyoming Circuit Court (Supreme Court)

Financial and Accounting (FIN)

Accounting Management (ACC)

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

05-431 *WOLF/Wyoming Uniform Accounting System Input Records - Originals and Duplicates - Not Listed Separately (Includes activity forms, receipts and transmittal forms, travel vouchers, vouchers, etc.)*

Journal Entries	FIN-ACC-06	FYE	3	Retain 3 years after the fiscal year end then destroy	No
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Superseded Schedules

14831 *Vouchers/Purchase Orders - County (Duplicates)*

Asset Management (ASM)

Inventories	FIN-ASM-03	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

14833 *Inventory Records and Reports - Originals and Duplicates*

Bank Administration (BNK)

Statements and Reports	FIN-BNK-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

14825 *Bank Records for Civil, Criminal, and Bond Accounts (Includes bank statements, deposit slips, cancelled checks, checkbook stubs, check registers)*

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

General	GAC-AOC-05	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

05-420 *Reports of Examination or Audit*

Legislation and Regulation Management (LRM)

Orders	GAC-LRM-10	SUP	3	Retain 3 years superseded, then destroy	Yes
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Superseded Schedules

05-404 *Administrative Orders from the Supreme Court, Oaths of Office, Orders of Appointment of Magistrates, Administrative Orders of Circuit Court Judge(s)*

Supreme Court
Wyoming Circuit Court (Supreme Court)

Legal and Judiciary (LGL)

Court Administration (COU)

Calendars	LGL-COU-01	CR	1	Retain 1 year after create date, then destroy	No
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Superseded Schedules

05-406 *Court Calendar*

Case Files	LGL-COU-02	CP	7	Retain 7 years after completion then destroy	Yes
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Superseded Schedules

14816 *Transcriptions*

Civil	LGL-COU-05	PERM		Retain permanently	No
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Superseded Schedules

05-408 *Small Claims/Civil Court Docket Sheets - Satisfied/Dismissed/Bankruptcy,*

Civil/Small Claims/Family Violence/Stalking/Sexual Assault PO Case Files	LGL-COU-09	CP	10	Retain 10 years after completion or last activity date then destroy	No
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Superseded Schedules

05-407 *Small Claims/Civil Case Files - Open/Dormant/Unsatisfied*

05-411 *Family Violence/Stalking Case Files*

05-425 *Small Claims Court Docket Books or Docket Sheets*

Criminal	LGL-COU-06	PERM		Retain permanently	No
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Superseded Schedules

05-409 *Criminal Case Files (Includes cases relating to family violence, drug possession, driving while under the influence, and all felonies) (A docket is considered to be complete or completed when it contains the name of the defendant; the defendants address as and date of birth; the date of the violation; the dates and types of court actions; the name of the attorney(s), if the defendant is represented; the plea; the finding, indicating felony or misdemeanor; sentencing; fine/jail time; and the date satisfied or dismissed.)*

05-410 *Criminal Court Docket Books or Docket Sheets (A docket is considered to be complete or completed when it contains the name of the defendant; the defendants address and date of birth; the date of the violation; the dates and types of court actions; name of the attorney(s), if the defendant is represented; the plea; the finding, indicating felony or misdemeanor; sentencing; fine/jail time; and the date satisfied or dismissed.)*

05-412 *Family Violence/Stalking Docket Books or Docket Sheets (A docket is considered to be complete or completed when it contains the names of the parties; the relationship of the victim to the defendant; the addresses and dates of birth; the date of the abuse and information about the act; the dates of court actions; the name of the attorney(s), if any; information about the court order(s); and the date and description of the remedy.)*

Supreme Court

Wyoming Circuit Court (Supreme Court)

Legal and Judiciary (LGL)

Court Administration (COU)

Criminal Case Files - Circuit Court	LGL-COU-17	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

New *Criminal Case Files - Circuit Court*

Indexes	LGL-COU-07	PERM		Retain permanently	No
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Superseded Schedules

14817 *Indexes to Civil, Family Violence, Criminal, and Small Claims Cases*

Warrants	LGL-COU-10	CP	2	Retain 2 years after completion then destroy	No
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Superseded Schedules

05-423 *Search Warrants*

Public Safety Services (PSS)

Law Enforcement (LAE)

Citation Management - Traffic/Violations	PSS-LAE-08	CP	10	Retain 10 years after completion then destroy	Yes
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Superseded Schedules

05-427 *Traffic Citations and Dockets/Abstracts of Cases (Relating to or containing ONLY OPEN Traffic Citations)*

Citation Management - Violations	PSS-LAE-09	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

05-413 *Game & Fish Violations and similar minor offense citations if these records are filed with traffic citations, and Docket Books, Docket Sheets, or Abstracts of Cases relating to these cases.*

Teaching Stds Bd,Wy Prof

Governance and Compliance (GAC)

Governance (GOV)

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM		Retain permanently	No
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Superseded Schedules

91-199 *Professional Teaching Standards Board Minutes*

Policy and Standards Management (PSM)

Standards	GAC-PSM-03	SUP	3	Retain 3 years after superseded, then destroy	Yes
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Superseded Schedules

13286 *Transaction File Status Report*

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Professional Licenses	LGL-LAR-32	EXP	50	Retain 50 years after expiration then destroy	Yes
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Superseded Schedules

12-106 *Expired Teacher Records*

Substantiated Complaints	LGL-LAR-41	CP	50	Retain 50 years after completion then destroy	No
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Superseded Schedules

12-105 *Disciplinary & Investigation File*

12-107 *Application Review File*

Transportation, Dept of

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Motor Vehicle Perm Listing	LGL-LAR-47	PERM		Retain permanently	No
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Superseded Schedules

New *Motor Vehicle Perm Listing*

Suspension - Mandatory (License & Registration)	LGL-LAR-48	EXP	55	Retain 55 years after expiration then destroy	No
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Superseded Schedules

New *Suspensions - Mandatory (Licenses & Registration)*

Public Safety Services (PSS)

Law Enforcement (LAE)

Safety and Security	PSS-LAE-14	CR	7	Retain 7 years after create date then destroy	No
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Superseded Schedules

New *Safety and Security*

Surveillance	PSS-LAE-11	CR	2	Retain 2 years after create date then destroy	No
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Superseded Schedules

11-069 *GIS/ITS Radio Channel, Telephone, and Web Camera Image Media*

Vehicular Homicide Crash Reports	PSS-LAE-16	PERM		Retain permanently	No
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Superseded Schedules

New *Vehicular Homicide Crash Reports*

Video Records	PSS-LAE-15	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

New *Video Records*

Accounting (Transportation, Dept of)

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
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Superseded Schedules

91-152 *Special Permits for Oversize and Overweight Loads -- A-67A*

Transportation, Dept of
Accounting (Transportation, Dept of)

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
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Superseded Schedules

91-350 *Accident Records Receipts (Form No. PR-900)*

Procurement (PRO)

Purchase Orders and Requisitions	FIN-PRO-02	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

91-153 *Field Purchase Orders -- A-4*

Aeronautics Commission (Transportation, Dept of)

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 after that date.	Yes
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Superseded Schedules

5882 *Airport Construction Project Files*

General Management (GMT)

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

17416 *Aviation Obstruction Studies*

Governance and Compliance (GAC)

Governance (GOV)

General Environmental	GAC-GOV-02	CP	10	Retain 10 years after completion then destroy	Yes
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Superseded Schedules

5880 *Civil Aeronautics Board, CAB, Route Cases*

Transportation, Dept of

Aeronautics Commission (Transportation, Dept of)

Public Safety Services (PSS)

Law Enforcement (LAE)

Accidents and Incidents	PSS-LAE-02	CP	10	Retain 10 years after completion then destroy	Yes
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Superseded Schedules

5879 *Accident Reports*

Director (Transportation, Dept of)

Administration and Business Support (ADM)

General Management (GMT)

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

04-012 *Film Elements for Printing Wyoming Highway Map*

Engineering & Planning (Transportation, Dept of)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

5267 *General Correspondence*

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

5279 *Tariff Pages, Intrastate and Interstate*

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

5274 *Annual Reports of Railroads*

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

5268 *Field Reports*

Transportation, Dept of
Engineering & Planning (Transportation, Dept of)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

- 12827** Interstate Commerce Commission Authorization and Orders (Section 1, chapter 140, Sessions Laws 1943, repealed W.S. 37-8-105 through 37-8-125. The specific statute relating to the creation and maintenance of these records was W.S. 37-8-122, 1977. The Publi
- 13725** Unacceptable Insurance Filing (Statement by insurer to Wyoming Public Service Commission that the insurance policy required for operating as a motor carrier in Wyoming has been issued as of a given date to a motor carrier that does not have a permit to op
- 5260** Ex Parte Dockets
- 5261** ICC Finance Dockets
- 5264** Grade Crossing Records
- 5266** Monthly Reports and Memorandum
- 5276** Digest of Decisions of ICC
- 95-328** Motor Transportation Docket Register

Employee Services (EMP)

Personnel Management (PER)

Relocation Files	EMP-PER-15	TE 5	Retain 5 years after separation then destroy	No
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Superseded Schedules

- 02-037** Employee Relocation Files

Financial and Accounting (FIN)

Tax Management (TAX)

Exemptions	FIN-TAX-05	EXP 3	Retain 3 years after expiration then destroy	Yes
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Superseded Schedules

- 5263** Special Permissions (For railroad deviations from tariff regulations)

Transportation, Dept of
Engineering & Planning (Transportation, Dept of)

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

General	GAC-AOC-05	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

5265 *Claims File*

Governance (GOV)

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM		Retain permanently	No
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Superseded Schedules

5256 *Transcripts of Department Hearings*

Inspections and Monitoring (ISP)

General	GAC-ISP-08	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

5269 *Field Investigations of Intra-state Motor Carriers*

Legislation and Regulation Management (LRM)

Tariffs	GAC-LRM-19	PERM		Retain permanently	Yes
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Superseded Schedules

5262 *Ex Parte General Increase Master Tariffs*

Legal and Judiciary (LGL)

Court Administration (COU)

Case Files and Dockets	LGL-COU-04	PERM		Retain permanently	No
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Superseded Schedules

5270 *Intra-state Motorbus Dockets*

5271 *Intra-state Motor Carrier Dockets*

Legal Matter Management (LMM)

Docket Files	LGL-LMM-15	CP	15	Retain 15 years after completion then destroy	Yes
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Superseded Schedules

5272 *Intra-state Railroad Dockets*

Transportation, Dept of
Engineering & Planning (Transportation, Dept of)

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Carriers	LGL-LAR-07	EXP	5	Retain 5 years after expiration then destroy	No
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Superseded Schedules

- 5250** *Common Carrier Records*
- 5252** *Interstate Carrier Records*
- 5258** *Common Carriers Annual Report*

Public Safety Services (PSS)

Law Enforcement (LAE)

Accidents and Incidents	PSS-LAE-02	CP	10	Retain 10 years after completion then destroy	Yes
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Superseded Schedules

- 5273** *Accident Reports of Railroads*

Highway Patrol (Transportation, Dept of)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

- 9445** *Correspondence, General*

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

- 04-011** *Weekly Highway Patrol Activity Reports*

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

- 02-320** *Highway Patrol - Ports of Entry Audit Sheets*
- 02-321** *Highway Patrol - Ports of Entry Bank Deposit Tickets*
- 02-322** *Highway Patrol - Daily Work Sheet*
- 02-327** *Highway Patrol - Ports of Entry Special Permits*
- 02-328** *Highway Patrol - Ports of Entry Temporary Permits/Dealer Reassignment Forms/Power of Attorney Forms*

Transportation, Dept of
Highway Patrol (Transportation, Dept of)

Employee Services (EMP)

Personnel Management (PER)

Personnel Files - Long Term	EMP-PER-22	CP	10	Retain 10 years after separation then destroy	No
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Superseded Schedules

12-090 *Highway Patrol Long Term Employment Files*

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

12-089 *Highway Patrol Short Term Employment Files*

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
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Superseded Schedules

02-324 *Highway Patrol Official Receipts*

Budget Management (BUD)

Workpapers	FIN-BUD-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

9444 *Capital Protective Services Budget Preparation Records*

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

Federal Programs and Reporting	GAC-AOC-03	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

00-125 *Highway Patrol Motor Carrier Inspections*

General	GAC-AOC-05	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

11-048 *Declaration of Temporary Speed – Form T-1*

Permit Management (PMT)

Transporters and Trip Permits	GAC-PMT-07	EXP	2	Retain 2 years after expiration then destroy	No
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Superseded Schedules

02-325 *Highway Patrol - Ports of Entry One Trip Permits (Temporary Registration)*

Transportation, Dept of
Highway Patrol (Transportation, Dept of)

Governance and Compliance (GAC)

Permit Management (PMT)

Transporters and Trip Permits	GAC-PMT-07	EXP	2	Retain 2 years after expiration then destroy	No
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Superseded Schedules

02-326 *Highway Patrol - Ports of Entry Radioactive Waste Transportation Permit*

Legal and Judiciary (LGL)

Real Property (RPR)

Right of Way	LGL-RPR-06	PERM		Retain permanently	Yes
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Superseded Schedules

00-269 *Right of Way Files*

Public Safety Services (PSS)

Emergency and Disaster Management (EDM)

Response	PSS-EDM-07	CP	2	Retain 2 years after completion then destroy	No
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Superseded Schedules

02-323 *Highway Patrol - Ports of Entry Emergency Response (Radioactive Waste)*

Law Enforcement (LAE)

Accidents and Incidents	PSS-LAE-02	CP	10	Retain 10 years after completion then destroy	Yes
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Superseded Schedules

92-086 *Highway Patrol Accident Reports*

Citation Management - Traffic/Violations	PSS-LAE-08	CP	10	Retain 10 years after completion then destroy	Yes
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Superseded Schedules

92-014 *Highway Patrol Traffic Citations*

Safety and Security	PSS-LAE-14	CR	7	Retain 7 years after create date then destroy	No
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Superseded Schedules

9438 *Capitol Protective Services Administrative Files*

Transportation, Dept of
Mtr Veh Svc (Transportation, Dept of)

Administration and Business Support (ADM)

Equipment and Vehicle Management (EVM)

Vehicle Registration and Licenses	ADM-EVM-05	EXP	1	Retain 1 year after expiration then destroy	No
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Superseded Schedules

- 99-168** *Government Entity Registrations and Related Correspondence*
- 99-169** *Regular County & Specialty License Plate Orders*

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

- 4673** *General Correspondence*
- 93-037** *General Correspondence*

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

- 11377** *Temporary Permits Issued by Ports of Entry and Attached Documents*
- 13710** *Abandoned Vehicle Reports*
- 98-088** *Out-of-State Manufacturers File*
- 98-089** *Temporary Permit Stubs*

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
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Superseded Schedules

- 02-465** *Paid Billing Notices, a.k.a. Accounting-Billing Notices*

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

- 92-018** *IFTA End-of-Day Reports*
- 92-033** *IFTA Monthly Transmittals*

Transportation, Dept of
Mtr Veh Svc (Transportation, Dept of)

Financial and Accounting (FIN)

Tax Management (TAX)

Road and Fuel	FIN-TAX-11	CR	7	Retain 7 years after create date, then destroy	No
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Superseded Schedules

- 02-458** *IRP/IFTA Audit Reports from Other States*
- 02-460** *Correspondence and Form Letters*
- 02-462** *IRP-Prorate Applications and Supplements*
- 02-463** *IRP Transmittal Notices from Other States*
- 02-464** *IRP/IFTA Monthly Distribution Journal Sheets*
- 03-022** *IFTA Tax Report*
- 92-038** *Non-Wyoming IFTA Jurisdictional Records*

Governance and Compliance (GAC)

Permit Management (PMT)

Transporters and Trip Permits	GAC-PMT-07	EXP	2	Retain 2 years after expiration then destroy	No
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Superseded Schedules

- 5253** *IRP/IFTA Private Carrier Records*

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

Bond Hearing	LGL-LMM-34	EXP	10	Retain 10 years after expiration then destroy	No
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Superseded Schedules

- 11-047** *Motor Vehicle Dealers and Manufacturers License Revocation, Bond Forfeiture and Hearing File*

Licensing and Registration (LAR)

Dealers and Agents and Outfitters	LGL-LAR-15	EXP	7	Retain 7 years after expiration then destroy	No
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Superseded Schedules

- 98-086** *Application For Wyoming Dealer License (MV422) and Wyoming Based Manufacturers License (Includes Surety Bond)*

Fuels - Special	LGL-LAR-21	EXP	6	Retain 6 years after expiration then destroy	No
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Superseded Schedules

- 02-456** *Insurance Filing and Letter of Operating Authority*
- 02-457** *Apportioned Application Forms (Application for Apportioned Registration ans supplements)*

Transportation, Dept of
Mtr Veh Svc (Transportation, Dept of)

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Motor Vehicles, Identification/Permit	LGL-LAR-28	EXP	25	Retain 25 years after expiration then destroy	No
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Superseded Schedules

02-470 *Application for Assignment of Vehicle Identification Number (MV-401)*

Motor Vehicles, License Plates	LGL-LAR-29	EXP	1	Retain 1 year after expiration then destroy	No
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Superseded Schedules

99-166 *Application for New or Renewal of Personalized Prestige License Plates*

Office Services (Transportation, Dept of)

Legal and Judiciary (LGL)

Contract Management (CTR)

Indexes	LGL-CTR-06	PERM		Retain permanently	Yes
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Superseded Schedules

96-468 *Index to Contracts, Agreements, Permits, Memorandums of Understanding and Utility Licenses*

Patrol (Transportation, Dept of)

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
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Superseded Schedules

99-165 *Unsuccessful Employment Files*

Support Services (Transportation, Dept of)

Administration and Business Support (ADM)

Buildings, Facilities and Infrastructure Management (BFI)

Building Files	ADM-BFI-02	LOA	10	Retain for the Life of the Asset then destroy	Yes
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Superseded Schedules

12-087 *As-Constructed Road, Building Plans, and Specifications*

Transportation, Dept of
Support Services (Transportation, Dept of)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

98-091 *General Correspondence*

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

02-468 *Rental Vehicle Reports, a.k.a. U-Haul Vehicle Reports*

99-156 *Statistical Report by Plate Type*

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

- 11-060** *Driver's Licenses (Suspended)*
- 11-061** *Driver's Licenses Transmittal Report (FSDL 701)*
- 11-062** *Driver's License (Returned)*
- 11-063** *General Correspondence*
- 11-068** *Request for Copy of Driving Record*
- 11-070** *Computerized Transaction Reports*
- 13712** *Letter Files of Cancelled Abandoned Vehicle Facilities*
- 17280** *Special Fuels Wholesaler Tax Accounts (Cancelled)*
- 4658** *Application for Pioneer License*
- 4669** *Temporary Permit Book*
- 99-151** *Error Reports*
- 99-153** *Motor Vehicle Registrations - Transporters*
- 99-157** *Transporter Files*
- 99-175** *Agriculture Credit Certificate*
- 99-176** *Agricultural Credit Certificate Application - Inactive*

Transportation, Dept of
Support Services (Transportation, Dept of)

Employee Services (EMP)

Personnel Management (PER)

Medical Records	EMP-PER-11	TE	30	Retain 30 years after separation then destroy	No
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Superseded Schedules

05-458 *Medical Records*

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
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Superseded Schedules

02-461 *County Treasurer Receipts*

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

17851 *Refunds*

Tax Management (TAX)

Road and Fuel	FIN-TAX-11	CR	7	Retain 7 years after create date, then destroy	No
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Superseded Schedules

02-459 *Cancelled Accounts, a.k.a. Cancelled Carrier Accounts, a.k.a. Delinquent Accounts*

02-467 *Reciprocity Registration Card (FSP 508)*

03-023 *Revoked Special Fuels Application File - IFTA*

17259 *Cancelled Gasoline Wholesalers Accounts*

90-194 *Special Fuels Applications File - IFTA*

92-017 *IFTA Tax Distribution Report*

92-035 *Wholesaler Fuel Tax Processed Refund Claims*

98-090 *Fuel Tax Reports*

99-177 *Monthly Dealer Fuel Tax Report*

99-178 *Wholesalers Fuel Tax Distribution files*

Sales and Use	FIN-TAX-12	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

17395 *Commercial Vehicle Road Tax Accounts - Out-of-Balance Files*

Transportation, Dept of
Support Services (Transportation, Dept of)

Governance and Compliance (GAC)

Permit Management (PMT)

Special or Temporary	GAC-PMT-06	EXP	5	Retain 5 years after expiration then destroy	No
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Superseded Schedules

02-469 *Temporary Registration Permits-Prorate, a.k.a. Trip Permits*

Legal and Judiciary (LGL)

Contract Management (CTR)

General	LGL-CTR-04	EXP	10	Retain 10 years after expiration then destroy	No
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Superseded Schedules

11-071 *Third Party Testing Agreements and Reviews*

Court Administration (COU)

Case Files	LGL-COU-02	CP	7	Retain 7 years after completion then destroy	Yes
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Superseded Schedules

09-004 *Compliance & Investigation Files*

Legal Matter Management (LMM)

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

11-064 *Hearing Requests/Results*

Licensing and Registration (LAR)

Carriers	LGL-LAR-07	EXP	5	Retain 5 years after expiration then destroy	No
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Superseded Schedules

5251 *Contract Carrier Records*

Dealers and Agents and Outfitters	LGL-LAR-15	EXP	7	Retain 7 years after expiration then destroy	No
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Superseded Schedules

4727 *Application for Gasoline Dealer License*

4728 *Gasoline Dealers License*

Drivers Licenses	LGL-LAR-17	CR	10	Retain 1 year after create date, then destroy	No
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Superseded Schedules

11-058 *Driver's Services Record Series*

Transportation, Dept of
Support Services (Transportation, Dept of)

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Drivers Licenses	LGL-LAR-17	CR	10	Retain 1 year after create date, then destroy	No
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Superseded Schedules

93-038 *Driver License Film File*

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

11-059 *Deceased Notification*

Licenses	LGL-LAR-06	EXP	10	Retain 10 years after expiration then destroy	No
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Superseded Schedules

10-005 *Rebuilt Salvage Decal Application File*

Motor Vehicle Perm Listing	LGL-LAR-47	PERM		Retain permanently	No
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Superseded Schedules

99-154 *Motor Vehicle Registration Master Alpha Listing (Annual) (Microfiche)*

99-155 *Motor Vehicle Registration Master Numeric Listing (Annual) (Microfiche)*

Motor Vehicles - Titles	LGL-LAR-26	CP	3	Retain 3 years after completion then destroy	No
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Superseded Schedules

02-472 *Cancelled Certificate of Title*

17853 *Certificate of Title*

99-150 *Car Rental Certificates File*

Motor Vehicles, General	LGL-LAR-27	EXP	5	Retain 5 years after expiration then destroy	No
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Superseded Schedules

4648 *Abstract of Motor Vehicle License Sales*

Motor Vehicles, Identification/Permit	LGL-LAR-28	EXP	25	Retain 25 years after expiration then destroy	No
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Superseded Schedules

02-471 *Assignment of Vehicle Identification Number Register (Digital)*

Motor Vehicles, License Plates	LGL-LAR-29	EXP	1	Retain 1 year after expiration then destroy	No
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Superseded Schedules

99-167 *Application for Radio Amateur License Plates (MV403) AKA Ham Radio License Plate Application*

Transportation, Dept of
Support Services (Transportation, Dept of)

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Suspension - Mandatory (License & Registration)	LGL-LAR-48	EXP	55	Retain 55 years after expiration then destroy	No
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Superseded Schedules

11-066 *Mandatory Suspension and Revocation Records (License & Registration)*

Public Safety Services (PSS)

Law Enforcement (LAE)

Citation Management	PSS-LAE-05	CP	1	Retain 1 year after completion, then destroy	No
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Superseded Schedules

03-117 *Motor Vehicle Citations (Non-Mandated)*

11-057 *Motor Vehicle Citations (Non-Mandated)*

Citation Management - Alcohol	PSS-LAE-06	CP	55	Retain 55 years after completion then destroy	No
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Superseded Schedules

11-065 *Implied Consent Records*

11-067 *Motor Vehicle Citations (Mandated)*

Technical Services (Transportation, Dept of)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

02-329 *Audit Sheet*

02-331 *Computer Cost Report*

02-333 *Daily Work Sheet (POE, Shops, Patrol)*

02-334 *Driver Services Transmittal*

02-335 *Emergency Response (Radioactive Waste Permit)*

02-342 *Official Receipts for Payment of Fees (IFTA/FR/POE/SHOPS)*

02-343 *One Trip Permit Issue Card*

02-344 *One Trip Permit Report*

Transportation, Dept of
Technical Services (Transportation, Dept of)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

- 02-345** *One Trip Permits*
- 02-346** *Special Permit Issue Card*
- 02-347** *Special Permits Report*
- 02-348** *Special Permits (pink copy)*
- 03-156** *Financial Responsibility Escrow Documents*

Information Technology and Services (ITS)

Databases	ADM-ITS-03	OBS 3	Retain until obsolete, then destroy	No
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Superseded Schedules

- 02-339** *Monthly Financial Statements*

Employee Services (EMP)

Salary and Compensation Management (SCM)

Reports - Salary	EMP-SCM-01	CP 10	Retain 10 years after completion then destroy	No
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Superseded Schedules

- 99-001** *Employee Time Cards*

Financial and Accounting (FIN)

Accounting Management (ACC)

Collections and Bankruptcy	FIN-ACC-01	CP 7	Retain 7 years after completion then destroy	No
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Superseded Schedules

- 02-341** *No Good Checks*

Bank Administration (BNK)

Bank Relationship	FIN-BNK-01	CP 2	Retain 2 years after completion then destroy	No
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Superseded Schedules

- 02-340** *Monthly Reconciliation Worksheets*

Transportation, Dept of
Technical Services (Transportation, Dept of)

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
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Superseded Schedules

02-330 *Bank Statements, Cancelled Checks, Check Stubs, Deposit Slips, Bank Reconciliation Report*

Financial Statements and Reports (FSR)

Audited	FIN-FSR-02	PERM		Retain permanently	No
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Superseded Schedules

02-332 *Consolidated Annual Financial Report (CAFR)*

02-338 *WYDOT Financial Report System*

Reports - Annual	FIN-FSR-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

02-337 *General Journal Backup Documents*

Transportation, Dept. of
Highway Patrol (Transportation, Dept of)

Public Safety Services (PSS)

Law Enforcement (LAE)

Surveillance - Video Recording Devices	PSS-LAE-21	CP	.25/5	Routine footage may be destroyed or recycled 90 days after create date. Retain footage documenting injuries, "offenses against the person," or detentions for 5 years after the completion of the incident/investigation or court case, whichever is later.	No
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Superseded Schedules

18-005 *Surveillance - Video Recording Devices*

Treasurer

Financial and Accounting (FIN)

Procurement (PRO)

Bids, Proposals and Quotes	FIN-PRO-01	CP	4	Retain 4 years after completion then destroy	No
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Superseded Schedules

10-032 Request for Proposal (RFP)

Admin (Treasurer)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - Directors	ADM-GMT-03	PERM		Retain permanently	No
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Superseded Schedules

94-002 Correspondence and Memoranda

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

4415 Annual Reports

4420 Gas Tax Report

9823 Gas Tax Refund Voucher (Copy) and Daily Batch Detail Report

9825 Gas Tax Refund Ledger Sheet

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

10019 Memoranda - Other State Agencies

92-012 MGIC Reports

9821 B. E. and E. Transaction Detail (microfiche)

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

14059 Cost Center Accounting Report

14060 Daily Batch Detail Report

4411 Transfers

4412 Transmittal Register

4418 Fund Posting Journal (Printout)

Treasurer
Admin (Treasurer)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

- 4422** *Receipts Transmittal Form*
- 9832** *Daily Fund Status Report*
- 9833** *Daily Fund Status - Treasurer's Control*

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
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Superseded Schedules

- 14157** *Payment Vouchers on Letters of Credit (Included with these Letters of Credit are letters signed by a bank official acknowledging transfer of funds. The funds are transferred for various state agencies' operating activities)*
- 4417** *Warrant Register (Printout)*
- 90-062** *Cancelled Warrant Activity Reports*

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

- 4423** *Official Receipt*

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

- 10023** *Treasurer Office WUAS Input and Output Documents*

Journal Entries	FIN-ACC-06	FYE 3	Retain 3 years after the fiscal year end then destroy	No
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Superseded Schedules

- 15297** *Journal Entry Book*

Ledgers - General	FIN-ACC-07	PERM	Retain permanently	Yes
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Superseded Schedules

- 9826** *Escrow Account Ledger Sheets*

Treasurer
Admin (Treasurer)

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
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Superseded Schedules

- 04-094** *Redeemed Warrants*
- 10-037** *WYO-STAR reports*
- 14152** *Wire Transfer Instructions/Receipts (Wire transfer instructions are used to account for fund transfers)*
- 14153** *Chemlink Reports*
- 4419** *Redeemed Warrant Listing (Printout)*
- 4421** *Printout of Receipts*
- 96-218** *Cancelled and Voided Warrants*
- 98-082** *Redeemed Warrants - Thru December 30, 1995*
- 9827** *Banking Transaction Envelopes*
- 9831** *Returned Check Reports*

Budget Management (BUD)

Annual	FIN-BUD-01	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

- 9817** *Fund Budget Summary (microfiche)*

Workpapers	FIN-BUD-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

- 9818** *Budget Detail (microfiche)*
- 9819** *Sub-Budget Detail (microfiche)*
- 9820** *Budget Distribution (microfiche)*

Financial Statements and Reports (FSR)

Annual	FIN-FSR-01	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

- 10-038** *Securities Lending*
- 14150** *Listing of Assets - a.k.a. Chemical Asset List*
- 14151** *Interest Payment Records (These records show the amount of interest received from the various investments)*

Treasurer
Admin (Treasurer)

Financial and Accounting (FIN)

Financial Statements and Reports (FSR)

Reconciliations and Balancing	FIN-FSR-03	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

- 00-095** *Warrant Reconciliation Reports*
- 10-039** *Monthly Income Reports and Reconciliations*
- 14054** *Interest Earned Report*
- 14056** *Bonds and Securities by Type Report*
- 14057** *Premium and Discount Amortization Report*
- 14058** *Sales/Purchase/Maturity of Investments Report*
- 14061** *Bonds and Securities by Fund Report (microfiche)*
- 14063** *Daily Investment Activity Report*
- 98-122A** *Fund Monthly Summaries*
- 9830** *Journal Entry Form and Batch Control Sheet - First Copy*

Reports - Annual	FIN-FSR-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

- 9824** *Trial Balance Reports, Monthly*

Investment Management (INV)

Bond Register and Paid Off Bonds	FIN-INV-01	CP	6	Retain 6 years after completion then destroy	Yes
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Superseded Schedules

- 10014** *Bond Register*
- 10021** *Paid Off Bonds*

Investment Cards	FIN-INV-04	EXP	5	Retain 5 years after expiration then destroy	Yes
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Superseded Schedules

- 14064** *Investment Cards (Includes the investment card, receipt, broker confirmation, and safekeeping receipt)*

Prospectus	FIN-INV-05	EXP	3	Retain until expired	No
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Superseded Schedules

- 14155** *Prospectus on Investment Holdings*
- 14156** *Government National Mortgage Association (GNMA) Payment Records*
- 98-121A** *Farmers Home Administration (FmHA) Loan Files*

Treasurer

Admin (Treasurer)

Financial and Accounting (FIN)

Investment Management (INV)

Public Purpose Investment	FIN-INV-10	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

- 14055** *Principal and Interest Payment Due Report*
- 15294** *Bank Collateral Report (microfiche)*
- 15296** *Bank Resolutions, Bank Applications for Deposit of Public Funds, Pledge Assignments, and Correspondence*
- 98-123A** *Guarantee Interest Certificates*
- 98-124A** *Small Business Assistance Act (SBAA) Loan Files*

Statements and Reports	FIN-INV-07	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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Superseded Schedules

- 10186** *Trust Fund Records*
- 14154** *Broker Statements (These statements are received from the brokerage firms that are handling investments for the state. They show all buys and sells)*

Legal and Judiciary (LGL)

Contract Management (CTR)

General	LGL-CTR-04	EXP	10	Retain 10 years after expiration then destroy	No
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Superseded Schedules

- 14062** *Repurchase Agreements Held - Day-to-Day Report*
- 15295** *Contracts for State Deposits, Matured*

Unclaimed Property (Treasurer)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

- 93-257** *General Correspondence - Unclaimed Property*

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

- 93-264** *Unclaimed Property Remittance Records*

Treasurer

Unclaimed Property (Treasurer)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

- 93-255** *Escheat Transfers to Permanent School Land Fund*
- 93-259** *Unclaimed Property Agreements*
- 93-260** *Unclaimed Property Inquiries*
- 93-261** *Unclaimed Property Lists*
- 98-103** *Unclaimed Property Remittance Records-Negative Reports*

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
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Superseded Schedules

- 98-156** *Unclaimed Property Paid Voucher Packet Claims*

Governance and Compliance (GAC)

Legislation and Regulation Management (LRM)

General	GAC-LRM-07	SUP 5	Retain 5 years after superseded then destroy	Yes
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Superseded Schedules

- 93-258** *Rules and Regulations*

Legal and Judiciary (LGL)

Litigation Management (LIT)

Unclaimed Property	LGL-LIT-07	PERM	Retain permanently	Yes
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Superseded Schedules

- 93-262** *Unclaimed Property Litigation Records*

Water Development Com

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
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Superseded Schedules

98-023 *Water Development Applications*

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

Environmental	GAC-AOC-02	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

98-022 *Reading File*

Governance (GOV)

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM		Retain permanently	No
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Superseded Schedules

17648 *Minutes and Related Documents*

Natural Resource Management (NRM)

Land and Water Resource Management (LWR)

Intrastate/Interstate Water Programs	NRM-LWR-09	CP	50	Retain for 50 years after completion then destroy	Yes
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Superseded Schedules

17649 *Project Files*

17650 *Water Planning Division Records*

17651 *Planning Reports*

98-021 *Consultant Reports (a.k.a.) Reproducible Originals*

Workforce Services, Dept. of

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Mining	LGL-LAR-46	PERM	Retain permanently	No
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Superseded Schedules

New Mining

Director (Workforce Services, Dept. of)

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
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Superseded Schedules

09-027 *Workforce Development Training Fund (WDTF) Historical Program Files*

Grant and Scholarship Management (GRM)

Grant Files	FIN-GRM-01	CP 10	Retain 10 years after completion then destroy	No
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Superseded Schedules

09-026 *Pre-Hire Economic Development Grants (formerly High Demand/High Growth)*

09-028 *Pre-Obligation of Workforce Development Training Funds*

09-029 *Business Training Grants for New and Existing Positions*

Governance and Compliance (GAC)

Governance (GOV)

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM	Retain permanently	No
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Superseded Schedules

11480 *Minutes - Employment Security Commission (Minutes of meetings of Employment Security Commission)*

Director-Admin (Workforce Services, Dept. of)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR 3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

11473 *General Correspondence - Administration*

Workforce Services, Dept. of
Director-Admin (Workforce Services, Dept. of)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

10417 *Food Stamp Participation Listing (Obsolete Report)*

Employment Services (Workforce Services, Dept. of)

Administration and Business Support (ADM)

General Management (GMT)

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

09-053 *Work Opportunity Tax Credit (WOTC) - Quarterly/Yearly Reports*

Employee Services (EMP)

Employer and Labor Services (ELS)

Employer Applications	EMP-ELS-01	CP 5	Retain 5 years after completion then destroy	No
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Superseded Schedules

09-054 *Work Opportunity Tax Credit (WOTC) - Employer Applications*

Training and Rehabilitation	EMP-ELS-04	CP 5	Retain 5 years after completion then destroy	No
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Superseded Schedules

- 09-040** *Workforce Investment Act (WIA)- Case files*
- 09-042** *Workforce Investment Act (WIA) - Quarterly/Yearly Reports*
- 09-043** *Trade Adjustment Assistance (TAA) - Quarterly/Yearly Reports*
- 09-045** *Trade Adjustment Assistance (TAA) - Case files*
- 09-050** *Veteran's Employment Training (VET) - Quarterly/Yearly Reports*
- 09-052** *Veteran's Employment Training (VET) - Client Files*
- 09-056** *Temporary Assistance for Needy Families (TANF) - Case Files*
- 09-058** *Temporary Assistance for Needy Families (TANF) - Quarterly/Yearly Reports*
- 09-059** *Wagner Peyser - Case files*
- 09-061** *Wagner Peyser - Quarterly/Yearly Reports*
- 09-062** *School to Career Program*

Workforce Services, Dept. of
Employment Services (Workforce Services, Dept. of)

Employee Services (EMP)

Employer and Labor Services (ELS)

Training and Rehabilitation	EMP-ELS-04	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

- 09-063** *Food Stamp Employment & Training - Case Files*
- 09-064** *Food Stamp Employment & Training - Quarterly/Yearly Reports*

Personnel Management (PER)

I-9s	EMP-PER-08	TE	3	Retain 3 years after separation then destroy	No
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Superseded Schedules

- 09-047** *Alien Labor Certification (ALC) - Housing Reviews*
- 09-048** *Alien Labor Certification (ALC) - Employer Job Orders*
- 09-049** *Alien Labor Certification (ALC) - Federal Grants*
- 09-066** *Alien Labor Certification (ALC) - Employer Application*

Financial and Accounting (FIN)

Grant and Scholarship Management (GRM)

Grant Files	FIN-GRM-01	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

- 09-041** *Workforce Investment Act (WIA) - Federal Grants*
- 09-046** *Trade Adjustment Assistance (TAA) - Federal Grant*
- 09-051** *Veteran's Employment Training (VET) - Federal Grants*
- 09-055** *Work Opportunity Tax Credit (WOTC) - Federal Grants*
- 09-057** *Food Stamp Employment & Training - Federal Grants*
- 09-060** *Wagner Peyser - Federal Grants*
- 09-065** *Temporary Assistance for Needy Families (TANF) - Federal Grants*
- 11872** *Federal Grant Files: A-95 Review Records, Notice of Publication, Grant and Modifications, Related Correspondence, Grant Close-Out and Audit Records*

**Workforce Services, Dept. of
Mines (Workforce Services, Dept of)**

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

8752 *Administrative Files and General Correspondence Files*

Indexes and Finding Aids	ADM-GMT-09	PERM		Retain permanently	No
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Superseded Schedules

14883 *Index Cards*

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

12-097 *Annual Report of Mining Operations*

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

12-094 *Contractor Certified Person Test Files -Certified*

12-101 *Contractor Certified Person Test Files -Failed*

Risk Management (RSK)

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

8503 *Accident or Special Accident Investigations*

Employee Services (EMP)

Employer and Labor Services (ELS)

Employment Testing and Certification	EMP-ELS-02	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

12-092 *Qualified Person Test Files -Certified*

12-093 *Shot Firer's Test Files -Certified*

12-099 *Shot Firer's Test Files -Failed*

12-100 *Qualified Person Test Files -Failed*

**Workforce Services, Dept. of
Mines (Workforce Services, Dept of)**

Employee Services (EMP)

Workers Compensation and Unemployment (WCU)

Reports - Injuries	EMP-WCU-06	CYE	5	Retain 5 years after calendar year end then destroy	No
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Superseded Schedules

12-098 *Coal Mine Injuries and Employment Reports (Monthly)*

12-102 *Lost Time Accident Reports and Reportable Accident Reports*

Governance and Compliance (GAC)

Governance (GOV)

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM		Retain permanently	No
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Superseded Schedules

8500 *Minutes and Supporting Records*

Inspections and Monitoring (ISP)

Safety - Mine/Fatality/Catastrophe	GAC-ISP-15	PERM		Retain permanently	No
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Superseded Schedules

12-095 *Report of Inspections*

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Mining	LGL-LAR-46	PERM		Retain permanently	No
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Superseded Schedules

12-091 *Individual Certification Files (Includes test records of mine employees and inspectors) Mine Foreman/Examiner Exams*

Natural Resource Management (NRM)

Land and Water Resource Management (LWR)

Land Management	NRM-LWR-06	PERM		Retain permanently	No
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Superseded Schedules

12-096 *Abandonment of Coal/Metal Non Metal Mine Maps and Records*

Plats and Maps	NRM-LWR-07	PERM		Retain permanently	No
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Superseded Schedules

8506 *Maps and Plans*

Workforce Services, Dept. of
Prog & Pol (Workforce Services, Dept. of)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

8216 *Field Purchase Orders (Duplicates) (Form #DAFC-60)*

Vocational Rehabilitation (Workforce Services, Dept. of)

Administration and Business Support (ADM)

Equipment and Vehicle Management (EVM)

Equipment Files	ADM-EVM-01	LOA 5	Retain 5 years after the Life of the Asset then destroy	No
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Superseded Schedules

04-019 *Telecommunication Relay Service Equipment Distribution Files*

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR 3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

6152 *Correspondence, General*

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

- 04-048** *Caseload Summary Report*
- 17034** *Aged Authorization Reports*
- 17035** *Authorization and Payment Report*
- 17037** *Daily and Weekly Fiscal Reports*
- 17042** *Transfer List*
- 17043** *Closure List*
- 17044** *Social Security Administration*
- 17047** *Alpha List*
- 17048** *Master List*
- 17049** *Post Employment Report*
- 17051** *Case Characteristics Reports*
- 17052** *RSA-911 Report (Previously R-300 Closures)*

Workforce Services, Dept. of
Vocational Rehabilitation (Workforce Services, Dept. of)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

- 17056** *Quarterly Cumulative Caseload Report - RSA 113*
- 6157** *General Administrative Files*
- 6159** *Meetings and Conference Files*
- 6162** *Staff In-Service Conferences*
- 93-067** *Disability Determination and Transmittal (SSA-831)*

Employee Services (EMP)

Employer and Labor Services (ELS)

Training and Rehabilitation	EMP-ELS-04	CP 5	Retain 5 years after completion then destroy	No
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Superseded Schedules

- 04-014** *BEP Small Business Client Reports*
- 91-139** *Case Files (*Definition of "activity": 1. Case closure; 2. Closure from post-employment services; 3. Completion of the last annual review.)*
- 93-068** *Disability Determination Supporting Records*

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
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Superseded Schedules

- 17036** *Accounts Payable Vouchers*

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

- 04-017** *BEP Vending Receipts and Related Documentation*

Grant and Scholarship Management (GRM)

Grants – Vocational Rehabilitation	FIN-GRM-04	CP 3	Retain 3 years after completion then destroy	Yes
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Superseded Schedules

- 02-083** *DVR Federal Grants*

Workforce Services, Dept. of
Vocational Rehabilitation (Workforce Services, Dept. of)

Financial and Accounting (FIN)

Grant and Scholarship Management (GRM)

Grants – Vocational Rehabilitation	FIN-GRM-04	CP	3	Retain 3 years after completion then destroy	Yes
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Superseded Schedules

- 17054** *Annual VR Program/Cost Report - RSA 2*
- 17061** *Financial Status Report (SF-269)*
- 99-067** *U.S. Dept of Education Grant - Vocational CFDA # 84.126*

Procurement (PRO)

Bids, Proposals and Quotes	FIN-PRO-01	CP	4	Retain 4 years after completion then destroy	No
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Superseded Schedules

- 04-013** *BEP Score Sheets*
- 04-015** *BEP Unsuccessful Vendor Bid Files*
- 06-012** *BEP Vending RFP Files*

Legal and Judiciary (LGL)

Contract Management (CTR)

General	LGL-CTR-04	EXP	10	Retain 10 years after expiration then destroy	No
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Superseded Schedules

- 04-018** *Equal Opportunity Client Information*

Workforce Programs (Workforce Service, Dept of)

Employee Services (EMP)

Employer and Labor Services (ELS)

Programs	EMP-ELS-03	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

- 07-085** *Older American's Act, Title V: Senior Community Service Employment Program (SCSEP)/Older American Community Service Employment Program (OACSEP)*
- 12-111** *Quality Child Care Contractual Services (WY Quality Counts!)*
- 12-112** *Quality Child Care (WY Quality Counts!) Historical Program Files*

Training and Rehabilitation	EMP-ELS-04	CP	5	Retain 5 years after completion then destroy	No
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Superseded Schedules

- 12-088** *Employment & Training for Self Sufficiency (ETSS)*

Workforce Services, Dept. of
Workforce Programs (Workforce Service, Dept of)

Financial and Accounting (FIN)

Grant and Scholarship Management (GRM)

Grant Files	FIN-GRM-01	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

12-109 *Quality Child Care Grants (WY Quality Counts!)*

12-110 *Quality Child Care Scholarships (WY Quality Counts!)*

Public Health Services (PHS)

Family and Aging Services (FAS)

Assistance - Employment	PHS-FAS-01	CP	3	Retain 3 years after completion then destroy	No
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Superseded Schedules

12-113 *Employment for Older Workers Case Management Files (Title V)(SCSEP)*

12-114 *Employment for Older Workers State Reporting, Monitoring, Performance Evaluations (SCSEP)*

Wyo Business Council

Comptroller (Wyo Business Council)

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

Financial	GAC-AOC-04	CP	5	Retain 5 years after completion then destroy	Yes
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Superseded Schedules

92-094 *Audit Report*

Division of Investment Ready Communities (Wyo Business Council)

Financial and Accounting (FIN)

Grant and Scholarship Management (GRM)

Grant Files	FIN-GRM-01	CP	10	Retain 10 years after completion then destroy	No
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Superseded Schedules

11-015 *Business Ready Community and Community Facilities Grant and Loan Programs*

90-075 *Community Development Program Records*

Econ & Community Dev (Wyo Business Council)

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
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Superseded Schedules

02-365 *Small Business Project Files (STEA)*

02-389 *Completed Projects Files*

Financial and Accounting (FIN)

Loan Programs (LOP)

Case Files	FIN-LOP-01	EXP	5	Retain 5 years after expiration then destroy	Yes
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Superseded Schedules

01-249 *Loan Program Files (Amendment IV, Rural Rehabilitation, and STEA Loans)*

Administration and Business Support (ADM)

Community and Public Relations (COM)

Press and News Releases	ADM-COM-04	CR	5	Retain 5 years after create date, then destroy	Yes
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Superseded Schedules

08-124 *New Releases*

Publicity and Promotion	ADM-COM-07	CR	5	Retain 5 years after create date, then destroy	Yes
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Superseded Schedules

91-072 *Video Presentations*

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
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Superseded Schedules

08-127 *Correspondence*

Publications	ADM-GMT-19	CR	5	Retain 5 years after create date, then destroy	Yes
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Superseded Schedules

08-125 *Statistical Information Reports*

91-073 *Brochure File*

Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then destroy.	No
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Superseded Schedules

08-126 *Paid Advertising Schedules*

Governance and Compliance (GAC)

Governance (GOV)

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM		Retain permanently	No
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Superseded Schedules

New *Board Meeting Minutes*