

Local Government Retention Schedule

Archival Review by Agency

Administration and Business Support (ADM)

Archives, Library and Museum Management (ALM)

Indexes and Finding Aids

ADM-ALM-03

Records related to indexes, lists and finding aids to provide access to records or information.

Retain permanently

PERM

No

Patron Management

ADM-ALM-05

Records related to management of patrons including access, cards, and information.

Retain 3 years after completion then destroy

CP 3

No

Buildings, Facilities and Infrastructure Management (BFI)

Building Certification

ADM-BFI-01

Records related to certification of buildings and facilities including certificates of occupancy.

Retain 4 years after create date then destroy.

CR 4

No

Building Files

ADM-BFI-02

Records related to government owned buildings and facilities including capital improvements, as-built or as-constructed drawings, does not include routine maintenance.

Retain for the Life of the Asset then destroy

LOA 10

Yes

Construction Project Files

ADM-BFI-03

Records related to the planning, design and construction of specific projects including buildings, facilities, and infrastructure projects.

Retain for the Life of the Asset then destroy 10 years after that date.

LOA 10

Yes

Facility Plans

ADM-BFI-10

Records related to Non-state agency facilities.

Retain 12 years after completion, then destroy

CP 12

No

Maintenance and Repairs/Space Records

ADM-BFI-05

Records related to government owned and operated buildings and facilities including maintenance, repair and cleaning.

Retain for the Life of the Asset then destroy.

LOA 10

No

Maps, Drawings and Plans

ADM-BFI-06

Records related to maps, drawings or plans of State assets including property, facilities, buildings and infrastructure.

Retain for 10 years after the Life of the Asset then destroy

LOA 10

Yes

Safety, Security and Access

ADM-BFI-07

Records related to building security including security services, key and entry systems, building security passes, master keys, visitor logs, and security procedures for State owned or operated accommodations.

Retain 2 years after expiration then destroy

EXP 2

No

Work Orders

ADM-BFI-08

Records related to work and job orders for repair and maintenance of State property.

Retain 1 year after completion then destroy

CP 1

No

Community and Public Relations (COM)

Complaints

ADM-COM-02

Records related to complaints by the public of employees relating to policies, procedures or business practices including filing forms, recommendations, responses and resolution.

Retain 1 year after completion then destroy

CP 1

No

Administration and Business Support (ADM)

Community and Public Relations (COM)

Publicity and Promotion

ADM-COM-07

Records related to marketing the government including advertising and public relations with the media including newspapers, television, magazines, etc.

Retain 5 years after create date, then destroy

CR 5

Yes

Education (EDU)

Assessments

ADM-EDU-01

Records related to proficiency and learning assessments.

Retain 5 years after completion then destroy

CP 5

No

Course Development and Administration

ADM-EDU-02

Records related to development of courses including schedules of classes, outlines, and syllabi.

Retain 5 years after create date then destroy

CR 5

No

Discipline

ADM-EDU-03

Records related to student discipline or citizenship.

Retain 7 years after completion then destroy

CP 7

No

Enrollment

ADM-EDU-04

Records related to student enrollment and withdrawal.

Retain 5 years after withdrawal or graduation then destroy

CP 5

No

Grade Results

ADM-EDU-06

Records related to grade results including examination and testing.

Retain 1 year after create date then destroy

CR 1

No

High School Student Records

ADM-EDU-17

Records relating to cumulative folders, perm record cards, and transcripts

Retain permanently

PERM

No

Programs

ADM-EDU-09

Records related to academic programs.

Retain 5 years after completion then destroy

CP 5

Yes

Student Records

ADM-EDU-12

Records related to student evaluations, assessments and attendance, does not include transcripts.

Retain 5 years after completion then destroy

CP 5

No

Student Transcripts - Colleges

ADM-EDU-13

Records related to official student transcripts - these should be maintained separately from student file

Retain permanently

PERM

No

Training Materials

ADM-EDU-14

Records related to scoring guides and test booklet development.

Retain 2 years after superseded then destroy

SUP 2

No

Equipment and Vehicle Management (EVM)

Equipment Files

ADM-EVM-01

Records related to equipment including history, logs, manuals and operating procedures.

Retain 5 years after the Life of the Asset then destroy

LOA 5

No

Maintenance and Repairs

ADM-EVM-02

Records related to maintenance and repair of vehicles and equipment.

Retain 5 years after completion then destroy

CP 5

No

Administration and Business Support (ADM)

Equipment and Vehicle Management (EVM)

Vehicle Files

ADM-EVM-04

Records related to vehicles including history, logs, manuals and operating procedures.

Retain 5 years after the Life of the Asset then destroy

LOA 5

No

General Management (GMT)

Affidavits of Publication

ADM-GMT-29

Records related to affidavits of publication and legal notices.

Retain 5 years after completion then destroy

CP 5

No

Agendas

ADM-GMT-13

Records related to minutes and agendas of meetings.

Retain 3 years after create date, then destroy

CR 3

Yes

Calendars and Schedules

ADM-GMT-02

Records related to appointments, task lists, and meeting schedules.

Retain 5 years after obsolete then destroy

OBS 5

No

Correspondence - Directors

ADM-GMT-03

Records related to internal and external communications to or from the directors and/or management of policy issues, concerns and issues, and actions taken.

Retain permanently

PERM

No

Correspondence - Elected Officials

ADM-GMT-04

Records related to Internal and external communications to or from the elected officials of policy issues, concerns and issues, and actions taken.

Retain permanently

PERM

No

Correspondence - General

ADM-GMT-05

Records related to routine correspondence of day-to-day office administration and not identified in other record series.

Retain 3 years after create date, then destroy

CR 3

Yes

Distribution, Mailing and Contact Lists

ADM-GMT-06

Records related to lists of individuals and organizations for mailing or distribution.

Retain 3 years after superseded then destroy

SUP 3

Yes

Event Management

ADM-GMT-07

Records related to the organization and conduct of events including facility scheduling, registrations and confirmations, flyers or brochures, presentation material, and other related documentation.

Retain 3 years after completion then destroy

CP 3

Yes

Historical

ADM-GMT-08

Records related to documenting the history or development of an agency, office, program or event.

Retain permanently

PERM

No

Indexes and Finding Aids

ADM-GMT-09

Records related to indexes, lists and finding aids to provide access to records or information.

Retain permanently

PERM

No

Logs

ADM-GMT-11

Records related to logs used to monitor or control.

Retain 3 years after create date, then destroy

CR 3

No

Meeting Management

ADM-GMT-12

Records related to the management of meetings including minutes, agendas and notices.

Retain 3 years after create date, then destroy

CR 3

Yes

Administration and Business Support (ADM)

General Management (GMT)

Organization

ADM-GMT-15

Records related to the organization structure including reorganizations.

Retain permanently

PERM

No

Planning and Development

ADM-GMT-17

Records related to planning and development i.e. strategic planning, goals and objectives, USDA state plans, agency/unit plans Management and Administration Plans, Reorganization Plans, Program goals, Master Plans

Retain 5 years after create date, then destroy

CR 5

Yes

Program and Project Files

ADM-GMT-18

Records related to notes, minutes and agendas, studies, surveys, progress reports, correspondence, research and background files, presentation materials, cost estimates, implementation plans and final reports for projects of a general nature and not identified in other record series.

Retain 5 years after completion then destroy

CP 5

Yes

Publications

ADM-GMT-19

Records related to the design, creation and development of agency intended for distribution to the public.

Retain 5 years after create date, then destroy

CR 5

Yes

Quality Verification

ADM-GMT-32

Records that have been digitized and are awaiting quality check verification.

Retain until verification process has been completed; for permanent records: after State Records Committee authorization has been received.

)BS/SUP 3

No

Reference Material

ADM-GMT-20

Records related to information received from other agencies, commercial or private entities and/or other reference materials which are maintained solely for ease of access and reference.

Retain 3 years after obsolete, then destroy

OBS 3

Yes

Reports - Annual

ADM-GMT-21

Records related to annual reports not identified in other record series.

Retain 7 years after create date, then destroy

CR 7

Yes

Reports - Annual Agency

ADM-GMT-28

Records related to agency annual reports and strategic plans.

Retain permanently

PERM

Yes

Reports - General

ADM-GMT-22

Records related to general reports not identified in other record series.

Retain 5 years after create date, then destroy

CR 5

Yes

Research

ADM-GMT-23

Records related to research of a general nature and not identified in other record series.

Retain 5 years after completion then destroy

CP 5

Yes

Transitory Records

ADM-GMT-26

Records related to temporary, of short-term value not required as evidence of a business transaction and including duplicate and fiscal copies, miscellaneous notices, preliminary drafts, reports, worksheets, touting or transmittals and informal communication not identified in other record series.

Retain 3 years after obsolete or superseded, then destroy.

)BS/SUP 3

No

Information Technology and Services (ITS)

Access and Control

ADM-ITS-01

Records related to security, security and access to information technology and architecture.

Retain 7 years after expiration then destroy

EXP 7

No

Administration and Business Support (ADM)

Information Technology and Services (ITS)

Geographic Information Systems (GIS)

ADM-ITS-10

Records related to Geographic Information Systems (GIS).

Retain 22 years after completion then destroy

CP 22

Yes

Systems and Networks

ADM-ITS-07

Records related to development and maintenance of voice and data networks, infrastructure and computer applications including both internally-developed and externally-acquired.

Retain 5 years after superseded then destroy

SUP 5

No

Risk Management (RSK)

Accidents and Property Damage

ADM-RSK-01

Records related to reporting damage to State owned property including claims.

Retain 5 years after completion then destroy

CP 5

No

Incident Management

ADM-RSK-03

Records related to incidents involving property and assets.

Retain 10 years after completion then destroy

CP 10

No

Insurance Policies

ADM-RSK-05

Records related to insurance of government property and assets including insurance policies, riders, renewals, and communication with insurance providers, policies, riders, renewals insurance placement, advice from or to insurers, and training on insurance products and services for automobile insurance, property insurance and liability insurance.

Retain 10 years after expiration then destroy

EXP 10

No

Employee Services (EMP)

Benefits Management (BEN)

Claims

EMP-BEN-01

Records related to employee benefit claims.

Retain 10 years after completion then destroy

CP 10

No

Enrollment

EMP-BEN-02

Records related to employee enrollment in government benefit plans.

Retain 5 years after completion then destroy

CP 5

No

Plans

EMP-BEN-04

Records related to benefit plans and statements.

Retain 5 years after superseded then destroy

SUP 5

No

Employer and Labor Services (ELS)

Labor Negotiations

EMP-ELS-05

Records related to labor negotiations.

Retain permanently

PERM

No

Payroll Management (PRL)

Deductions and Garnishments

EMP-PRL-01

Records related to deduction and garnishments from employee paychecks.

Retain 5 years after expiration then destroy

EXP 5

No

Employee Data Master

EMP-PRL-02

Records related to master lists of employee data.

Retain 5 years after superseded then destroy

SUP 5

No

Reports - Payroll

EMP-PRL-03

Records related to reports for payroll including registers.

Retain 7 years after calendar year end then destroy

CYE 7

No

Employee Services (EMP)

Personnel Management (PER)

Drug and Alcohol Testing

EMP-PER-03

Records related to drug and alcohol testing of employees.

Retain 3 years after completion then destroy

CP 3

No

Employee Bonds

EMP-PER-24

Records related to employee bonds including blanket and continuation performance bonds.

Retain 10 years after expiration then destroy

EXP 10

No

Evaluations - Performance

EMP-PER-04

Records related to performance evaluations.

Retain 10 years after separation then destroy

CP 10

No

Grievances and Investigations

EMP-PER-07

Records related to filing of grievances and investigations related to employees.

Retain 7 years after completion then destroy

CP 7

No

I-9s

EMP-PER-08

Records related to employment eligibility verification form I-9.

Retain 3 years after separation then destroy

TE 3

No

Leave Records/UW Tenure & Promotions

EMP-PER-10

Records related to employee leave records.

Retain 3 years after completion then destroy

CP 3

No

Medical Records

EMP-PER-11

Records related to employee medical records.

Retain 30 years after separation then destroy

TE 30

No

Military Files/University Wyoming Personnel Files

EMP-PER-12

Records related to military service.

Retain permanently

PERM

Yes

Organizational Charts

EMP-PER-13

Records related to agency and departmental organization charts.

Retain for 3 years superseded, then destroy

SUP 3

No

Personnel Files - Long Term

EMP-PER-22

Records related to individual employee includes copies of job descriptions, resumes, offer letter, terms and conditions of employment, references, applications, resignations, terminations, retirement, attendance issues, employee feedback, emergency contact information, salary changes, commendations, disciplinary reports, investigations, compensation history, and leave of absences, does not include medical files.

Retain 10 years after separation then destroy

CP 10

No

Personnel Files - Short Term

EMP-PER-14

Records related to individual employee includes copies of job descriptions, resumes, offer letter, terms and conditions of employment, references, applications, resignations, terminations, retirement, attendance issues, employee feedback, emergency contact information, salary changes, commendations, disciplinary reports, investigations, compensation history, and leave of absences, does not include medical files.

Retain 5 years after separation then destroy

TE 5

No

Student Employment

EMP-PER-16

Records related to employment of students.

Retain 5 years after separation then destroy

TE 5

No

Time and Attendance

EMP-PER-18

Records related to reporting and approving employee attendance.

Retain 5 years after calendar year end then destroy

CYE 5

No

Employee Services (EMP)

Personnel Management (PER)

Volunteer Files

EMP-PER-20

Records related to volunteers.

Retain 5 years after separation then destroy

TE 5

No

Work Schedules

EMP-PER-21

Records related to work schedules for employees and volunteers.

Retain 1 year after calendar year end then destroy

CYE 1

No

Retirement and Pension Administration (RPA)

Contributions

EMP-RPA-01

Records related to employee contributions to retirement or pension funds.

Retain 50 years after calendar year end then destroy

CYE 50

No

Member Files

EMP-RPA-02

Record related to membership in retirement or pension funds and plans.

Retain 60 years after separation then destroy

TE 60

No

Salary and Compensation Management (SCM)

Salary Surveys

EMP-SCM-02

Records related to surveys of salaries and wages.

Retain 2 years after completion then destroy

CP 2

No

Staffing and Recruiting (SAR)

Applicants - Not Hired

EMP-SAR-01

Records related for applicants not hired.

Retain 3 year after calendar year end then destroy

CYE 3

No

Background Checks - Not Hired

EMP-SAR-02

Records related to pre-employment background checks for applicants not hired.

Retain 3 year after calendar year end then destroy

CYE 3

No

Exams and Tests

EMP-SAR-03

Records related to pre-employment exams and tests.

Retain 3 years after superseded then destroy

SUP 3

No

Positions and Classifications

EMP-SAR-04

Records related to preparation of job descriptions and position classification and reclassification.

Retain 5 years after superseded then destroy

SUP 5

No

Vacancy Announcements

EMP-SAR-06

Records related to announcements for job or position vacancies and openings.

Retain 2 years after completion then destroy

CP 2

No

Training Management (TRM)

Course Management

EMP-TRM-01

Records related to management of courses not identified in other record series.

Retain 3 years after completion then destroy

CP 3

No

Instructor Management

EMP-TRM-04

Records related to management of contract or volunteer instructors.

Retain 1 year after termination then destroy

TE 1

No

Employee Services (EMP)

Workers Compensation and Unemployment (WCU)

Claims

EMP-WCU-01

Records related to workers compensation and unemployment claims.

Retain 5 years after completion then destroy

CP 5

No

Financial and Accounting (FIN)

Accounting Management (ACC)

Accounts Payables

FIN-ACC-09

Records relating to payable accounts including vouchers, warrants, correspondence, billings, packing slips, copies of financial transactions and other supporting documentation arranged by supplier or object of expenditure.

Retain 7 years after the fiscal year end then destroy

FYE 7

No

Accounts Receivable and Revenue

FIN-ACC-12

Records related to the control of recoverable amounts and potential revenues including revenue and suspense accounts, recoverable amounts, etc.

Retain 7 years after the fiscal year end then destroy

FYE 7

No

Collections and Bankruptcy

FIN-ACC-01

Records related to collection of past due accounts and bankruptcy files.

Retain 7 years after completion then destroy

CP 7

No

Fee and Rate Schedules

FIN-ACC-14

Records related to fees and rate schedules for services.

Destroy when superseded

SUP 3

No

Funds - Inmate

FIN-ACC-03

Records related to the management of inmate funds.

Retain 5 years after the fiscal year end then destroy

FYE 5

No

Input/Output Financial

FIN-ACC-99

Records used for data input to financial systems and applications and outputs to verify data.

Retain 1 year after verification then destroy

VER 1

No

Journal Entries

FIN-ACC-06

Records relating to journal entries.

Retain 3 years after the fiscal year end then destroy

FYE 3

No

Ledgers - General

FIN-ACC-07

Records relating to ledgers for general ledger management including daily postings and month/year end details.

Retain permanently

PERM

Yes

Ledgers - Subsidiary

FIN-ACC-08

Records relating to ledgers for payments and receipts, cash management, check management, advances, journal entries, general ledger management, month end details and all forms of payment, and the recording of payments or disbursements.

Retain 6 years after the fiscal year end then destroy

FYE 6

No

Reports - Accounting

FIN-ACC-10

Records related to accounting processes and controls.

Retain 5 years after the fiscal year end then destroy

FYE 5

No

Reports - Annual

FIN-ACC-11

Records related to financial reporting including financial management reports, statistics and statements, working papers, correspondence, and memoranda.

Retain 10 years after the fiscal year end then destroy

FYE 10

No

Financial and Accounting (FIN)

Asset Management (ASM)

Bus - School Districts

FIN-ASM-06

Records related to buses.

Retain 7 years after calendar year end

CYE 7

No

Fixed Assets

FIN-ASM-02

Records related to the control of fixed and unfixed assets (excluding buildings and lands) including receipt, storage, stocktaking, does not include records relating to financial assets, such as cash, bank accounts, and accounts receivable.

Retain 4 years after the Life of the Asset then destroy

LOA 4

No

Inventories

FIN-ASM-03

Records related to the control of supplies and stock inventory including receipt, storage, and stocktaking, does not include records relating to financial assets, such as cash, bank accounts, and accounts receivable.

Retain 5 years after the fiscal year end then destroy

FYE 5

No

Surplus and Disposal

FIN-ASM-04

Records related to the disposal of surplus equipment, the condemnation and destruction of equipment, the recycling of paper, materials, supplies, etc.

Retain 5 years after the fiscal year end then destroy

FYE 5

No

Bank Administration (BNK)

Bank Relationship

FIN-BNK-01

Records relating to the establishment, maintenance, and termination of bank accounts including procedures used for conducting banking operations, etc.

Retain 2 years after completion then destroy

CP 2

No

Statements and Reports

FIN-BNK-04

Records related to bank account and credit card statements and reconciliations.

Retain 5 years after the fiscal year end then destroy

FYE 5

No

Budget Management (BUD)

Annual

FIN-BUD-01

Records related to agency annual budgets.

Retain 5 years after the fiscal year end then destroy

FYE 5

No

Workpapers

FIN-BUD-04

Records related to budget workpapers and supporting documentation.

Retain 5 years after the fiscal year end then destroy

FYE 5

No

Customer Service (CUS)

Customer Files

FIN-CUS-01

Records related to customer accounts including applications.

Retain 5 years after completion then destroy

CP 5

No

Financial Statements and Reports (FSR)

Annual

FIN-FSR-01

Records related to annual financial reports and statements.

Retain 5 years after the fiscal year end then destroy

FYE 5

No

Audited

FIN-FSR-02

Records related to audited financial reports and statements.

Retain permanently

PERM

No

Financial and Accounting (FIN)

Financial Statements and Reports (FSR)

Reconciliations and Balancing

FIN-FSR-03

Records related to reconciliations and balancing for financial reports and statements.

Retain 5 years after the fiscal year end then destroy

FYE 5

No

Reports - Annual

FIN-FSR-04

Records related to financial reporting including financial management reports, statistics and statements, working papers, correspondence, and memoranda.

Retain 5 years after the fiscal year end then destroy

FYE 5

No

Grant and Scholarship Management (GRM)

Grant Files

FIN-GRM-01

Records related to grant files general.

Retain 10 years after completion then destroy

CP 10

No

Grant Files - Federal

FIN-GRM-05

Records related to Federal grant files; per Uniform Guidance- §200.334, which specifies start dates for retention periods by category.

Retain 3 years after completion then destroy

CP 3

No

Investment Management (INV)

Bond Issues

FIN-INV-09

Records related to bonds.

Retain 3 years after completion then destroy

CP 3

No

Bond Register and Paid Off Bonds

FIN-INV-01

Records related to bonds including registers and paid off bonds.

Retain 6 years after completion then destroy

CP 6

Yes

Endowments and Funds

FIN-INV-02

Records related to endowments funds.

Retain permanently

PERM

Yes

Statements and Reports

FIN-INV-07

Records related to investment statements and reports.

Retain 5 years after the fiscal year end then destroy

FYE 5

No

Procurement (PRO)

Bids, Proposals and Quotes

FIN-PRO-01

Records related to bid, quotes and proposals declined. Approved documents maintained with contracts or purchase order files.

Retain 4 years after completion then destroy

CP 4

No

Purchase Orders and Requisitions

FIN-PRO-02

Records related to requisitions for goods and services and purchase orders.

Retain 5 years after completion then destroy

CP 5

No

Vendor Management

FIN-PRO-03

Records related to management of vendors including vendor correspondence material, catalogs, and pricelists.

Retain 5 years after expiration then destroy

EXP 5

No

Tax Management (TAX)

Appraisals

FIN-TAX-01

Records related to appraisals for tax assessments.

Retain 10 years after the fiscal year end then destroy

FYE 10

Yes

Financial and Accounting (FIN)

Tax Management (TAX)

Certificates

FIN-TAX-19

Records related to tax certificates including property tax.

Retain 3 year after calendar year end then destroy

CYE 3

No

Exemptions

FIN-TAX-05

Records related to exemptions from taxation.

Retain 3 years after expiration then destroy

EXP 3

Yes

Refunds and Reductions

FIN-TAX-18

Records related to tax refunds.

Retain 1 year after completion then destroy

CP 1

No

Reports - Census/Plat Books

FIN-TAX-10

Records related to census reports and Plat Books by the Assessor's office.

Retain permanently

PERM

Yes

Sales and Use

FIN-TAX-12

Records related to sales and use tax assessments.

Retain 5 years after the fiscal year end then destroy

FYE 5

No

Tax Assessments

FIN-TAX-13

Records related to the general assessment of taxes.

Retain 10 years after the fiscal year end then destroy

FYE 10

No

Unclaimed Property (UNC)

Property Lists

FIN-UNC-03

Records related to lists of unclaimed property.

Retain permanently

PERM

Yes

Governance and Compliance (GAC)

Accreditation and Certification (AAC)

Colleges and Universities

GAC-AAC-01

Records related to accreditation of colleges and universities.

Retain 5 years after completion then destroy

CP 5

Yes

Hospitals/Medical Facilities

GAC-AAC-02

Records related to accreditation of hospitals and medical facilities.

Retain for life of asset

LOA 10

Yes

Audit, Oversight and Compliance (AOC)

Corporations

GAC-AOC-01

Records related to oversight of corporations including corporate filings.

Retain 75 years after completion

CP 75

Yes

Environmental

GAC-AOC-02

Records related to oversight of environmental programs.

Retain 10 years after completion then destroy

CP 10

No

Federal Programs and Reporting

GAC-AOC-03

Records related to oversight and auditing of federal programs.

Retain 5 years after completion then destroy

CP 5

Yes

Financial

GAC-AOC-04

Records related to financial audits of agencies and programs.

Retain 5 years after completion then destroy

CP 5

Yes

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

General

GAC-AOC-05

Records related to general audits of agencies and programs.

Retain 5 years after completion then destroy CP 5 Yes

Maps

GAC-AOC-11

Records related to compliance maps.

Retain for 3 years after obsolete, then destroy OBS 3 Yes

UCC Filings - Local Government

GAC-AOC-14

Records related to UCC filings with local governments.

Retain 6 years after filing date or 6 years after continuation date. CR 6 No

Election Management (ELM)

Abstracts

GAC-ELM-01

Records related to abstracts for election management.

Retain permanently PERM Yes

Annexations

GAC-ELM-02

Records related to annexations for election management.

Retain permanently PERM No

Applications

GAC-ELM-03

Records related to election applications.

Retain 5 years after obsolete then destroy OBS 5 No

Appointments

GAC-ELM-04

Records related to appointments.

Retain 5 years after obsolete then destroy OBS 5 No

Ballots and Poll Books

GAC-ELM-12

Records related to ballots and polling.

Retain 2 years after completion then destroy CP 2 No

Petitions

GAC-ELM-07

Records related to petitions.

Retain 5 years after completion then destroy CP 5 No

Reports - General

GAC-ELM-10

Records related to the reporting on the administration and management of elections.

Retain 5 years after create date, then destroy CR 5 Yes

Voter Registration

GAC-ELM-11

Records related to voter registration.

Retain until superseded, then destroy SUP 3 No

Environment Management (ENV)

Air Permitting and Pollution Control and Remediation

GAC-ENV-07

Records related to control and remediation of pollution.

Retain 10 years until expiration then destroy EXP 10 No

Storage Tank - Remediation

GAC-ENV-10

Records related to remediation of storage tanks.

Retain 75 years after calendar year end then destroy CYE 75 No

Storage Tanks

GAC-ENV-11

Records related to installation and removal.

Retain 5 years after completion then destroy CP 5 No

Governance and Compliance (GAC)

Environment Management (ENV)

Water Facilities

GAC-ENV-13

Records related to the water facilities.

Retain 5 years after completion then destroy

CP 5

No

Governance (GOV)

Articles of Organization

GAC-GOV-05

Records related to articles of organization.

Retain permanently

PERM

No

Bylaws

GAC-GOV-01

Records relate to bylaws.

Retain permanently

PERM

No

Minutes, Resolutions, and Ordinances

GAC-GOV-03

Records related to official minutes, agendas, resolutions, and ordinances.

Retain permanently

PERM

No

Oaths of Office

GAC-GOV-04

Records related to oaths of office.

Retain permanently

PERM

No

Oaths of Office - Local Government

GAC-GOV-07

Records relating to local government oaths of office.

Retain 3 years after create date, then destroy

CR 3

No

Human Rights Management (HRM)

ADA Accommodations

GAC-HRM-02

Records related to accommodations for disabilities under the Americans with Disabilities Act.

Retain 5 years after completion then destroy

CP 5

No

Affirmative Action/EEOC

GAC-HRM-03

Records related to compliance with the Equal Employment Opportunity Commission.

Retain 5 years after create date, then destroy

CR 5

No

Inspections and Monitoring (ISP)

Buildings and Construction

GAC-ISP-04

Records related to inspections and monitoring of building and construction.

Retain 5 years after completion then destroy

CP 5

Yes

Equipment and Vehicles

GAC-ISP-06

Records related to inspections and monitoring of equipment and vehicles.

Retain 5 years after completion then destroy

CP 5

No

Fire and Electrical

GAC-ISP-07

Records related to inspection for fire prevention and fire protection for buildings, facilities, and structures including fire reports, etc.

Retain 5 years after completion then destroy

CP 5

No

General

GAC-ISP-08

Records related to general inspections and tests, not covered elsewhere.

Retain 5 years after completion then destroy

CP 5

No

Health

GAC-ISP-10

Records related to inspections and testing of health.

Retain 5 years after completion then destroy

CP 5

Yes

Governance and Compliance (GAC)

Inspections and Monitoring (ISP)

Herbicide, Pesticide and Chemicals

GAC-ISP-11

Records related to inspections and testing of herbicides, pesticides and chemicals.

Retain 5 years after completion then destroy

CP 5

No

Investigations

GAC-ISP-12

Records related to inspections and testing investigations.

Retain 5 years after completion then destroy

CP 5

No

Legislation and Regulation Management (LRM)

General

GAC-LRM-07

Records related to general rules and regulations.

Retain 5 years after superseded then destroy

SUP 5

Yes

Orders

GAC-LRM-10

Records related to administrative orders.

Retain 3 years superseded, then destroy

SUP 3

Yes

Proclamations

GAC-LRM-23

Records related to local government proclamations.

Retain 2 years after create date.

CR 2

No

Standing and Interim/Select Committee Files

GAC-LRM-18

Records related to standing and interim/select committees.

Retain 75 years after completion then destroy

CP 75

Yes

Permit Management (PMT)

Building Permits

GAC-PMT-09

Records related to applications and issuing building permits mechanical, electrical, plumbing, curb cuts, street/alley cuts and excavation, signs, flammable liquid tank, and building removal..

Retain 4 years after completion then destroy

CP 4

No

Landfill and Sanitation

GAC-PMT-11

Records related to landfill, dump or sanitation and and service permits.

Retain 1 year after create date, then destroy

CR 1

Yes

Mobile Home Parks

GAC-PMT-01

Records related to licenses for mobile home parks, including inspections.

Retain permanently

PERM

No

Special or Temporary

GAC-PMT-06

Records related to special or temporary permits not identified in other record series, to include liquor licenses.

Retain 5 years after expiration then destroy

EXP 5

No

Transporters and Trip Permits

GAC-PMT-07

Records related to permits for transportation and trips.

Retain 2 years after expiration then destroy

EXP 2

No

Water Rights and NSR Permits

GAC-PMT-08

Records related to establishment of rights to use water in the State.

Retain permanently

PERM

No

Policy and Standards Management (PSM)

Memorandums, Orders and Directives

GAC-PSM-01

Records related to memorandums, orders and directives.

Retain permanently

PERM

No

Governance and Compliance (GAC)

Policy and Standards Management (PSM)

Policies, Procedures and Manuals

GAC-PSM-02

Records related to policies and procedures of routine and day-to-day operations.

Retain 5 years after superseded then destroy SUP 5 Yes

Standards

GAC-PSM-03

Records related to standards and best practices.

Retain 3 years after superseded, then destroy SUP 3 Yes

Records Management (RCM)

Microfilm and Imaging

GAC-RCM-06

Records related to microfilm projects (AR2) and Transfer of Records (AR9)

Retain permanently PERM No

Retention Schedules

GAC-RCM-09

Records related to the development and maintenance of State records retention schedules.

Retain permanently PERM No

Legal and Judiciary (LGL)

Contract Management (CTR)

Capital Improvement

LGL-CTR-01

Records related to the contracting of capital improvements.

Retain 10 years after the Life of the Asset then destroy LOA 10 Yes

Collective

LGL-CTR-11

Records related to union, labor and collective bargaining agreements.

Retain 10 years after expiration then destroy EXP 10 No

General

LGL-CTR-04

Records related to contracts of janitorial, maintenance, or other program or operational services directly related to ongoing activities

Retain 10 years after expiration then destroy EXP 10 No

Goods and Services

LGL-CTR-05

Records related to contracting of goods and services.

Retain 10 years after expiration then destroy EXP 10 No

Indexes

LGL-CTR-06

Records related to indexes, lists and finding aids to provide access to records or information.

Retain permanently PERM Yes

Leases

LGL-CTR-08

Records related to leases, does not include Mineral Leases.

Retain 10 years after expiration then destroy EXP 10 No

Court Administration (COU)

Calendars

LGL-COU-01

Records related to court calendars.

Retain 1 year after create date, then destroy CR 1 No

Case Files

LGL-COU-02

Records related to court case files, does not include juvenile case files.

Retain 7 years after completion then destroy CP 7 Yes

Legal and Judiciary (LGL)

Court Administration (COU)

Case Files - Juvenile

LGL-COU-03

Records related to court juvenile case files.

Retain 12 years after completion then destroy

CP 12

Yes

Case Files and Dockets

LGL-COU-04

Records related to court case file dockets.

Retain permanently

PERM

No

Civil

LGL-COU-05

Records related to civil case files.

Retain permanently

PERM

No

Civil/Small Claims/Family Violence/Stalking/Sexual Assault PO Case Files

LGL-COU-09

Records related to civil/small claims/Family Violence/Stalking/Sexual Assault PO case files.

Retain 10 years after completion or last activity date then destroy

CP 10

No

Court Dockets - County/Municipality

LGL-COU-13

Records related to docket files for counties, municipalities and Justice of the Peace.

Retain 3 years after completion then destroy

CP 3

Yes

Criminal

LGL-COU-06

Records related to criminal case files.

Retain permanently

PERM

No

Indexes

LGL-COU-07

Records related to indexes, lists and finding aids to provide access to records or information.

Retain permanently

PERM

No

Jury Management

LGL-COU-08

Records related to management of juries.

Retain 4 years after completion then destroy

CP 4

No

Warrants

LGL-COU-10

Records related to executed warrants served.

Retain 2 years after completion then destroy

CP 2

No

Warrants - Unexecuted

LGL-COU-11

Records related to unexecuted warrants.

Retain 4 years until expiration then destroy

EXP 4

No

Legal Matter Management (LMM)

Adoptions

LGL-LMM-01

Records related to adoptions including agreement and consents.

Retain permanently

PERM

No

Advice and Opinions

LGL-LMM-03

Records related to research and correspondence related to legal issues including precedents and opinions.

Retain permanently

PERM

No

Case Files

LGL-LMM-06

Records related to legal case files other than public defender adult and juvenile, death penalty, domestic violence assault, and victim client files.

Retain 10 years after completion then destroy

CP 10

No

Case Files - Adult Felony

LGL-LMM-08

Records related to district attorneys/law enforcement cases for adult felony.

Retain 25 years after completion then destroy

CP 25

No

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

Case Files - Domestic Violence Assault

LGL-LMM-46

Records related to domestic violence assault case files.

Retain 20 years after completion, then destroy

CP 20

No

Case Files - Homicides

LGL-LMM-43

Records related to law enforcement homicide cases

Retain permanently

PERM

No

Concealed Firearms

LGL-LMM-13

Records related to concealed firearms.

Retain 5 years until expiration then destroy

EXP 5

No

Court Orders

LGL-LMM-14

Records related to court orders.

Retain 5 years after completion then destroy

CP 5

No

Docket Files

LGL-LMM-15

Records related to docket files.

Retain 15 years after completion then destroy

CP 15

Yes

Evidence

LGL-LMM-44

Records relating to evidence logs/disposition of evidence for misdemeanors/non-criminal complaints

Retain 4 years after completion then destroy

CP 4

No

Evidence - Felonies

LGL-LMM-42

Records related to evidence logs/disposition of evidence for felony files

Retain 25 years after completion, then destroy

CP 25

No

Evidence - Homicides

LGL-LMM-16

Records related to evidence logs/disposition of evidence for homicide files

Retain permanently

PERM

No

General

LGL-LMM-19

Records related to legal matters of a general nature not identified elsewhere in the Legal Matter category, to include misdemeanors.

Retain 4 years after calendar year end then destroy

CYE 4

Yes

Hearings and Appeals

LGL-LMM-21

Records relates to hearings and appeals.

Retain 5 years after completion then destroy

CP 5

Yes

Investigations

LGL-LMM-22

Records related to investigations including criminal, evidence, and crime lab reports.

Retain 5 years after completion then destroy

CP 5

Yes

Missing Persons File

LGL-LMM-24

Records related to missing person files.

Retain 1 years after completion then destroy

CP 1

No

Power of Attorney

LGL-LMM-29

Records related to powers of attorney.

Retain 3 years after superseded, then destroy

SUP 3

No

Small Claims

LGL-LMM-30

Records related to small claims case files including bankruptcy.

Retain 7 years after completion then destroy

CP 7

No

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

Waivers and Releases

LGL-LMM-32

Records related to waivers and releases.

Retain 6 years after expiration then destroy

EXP 6

No

Waivers and Releases - Local Government

LGL-LMM-45

Records related to local government waivers and releases.

Retain 4 years after completion, then destroy.

CP 4

No

Licensing and Registration (LAR)

Applications - Unsuccessful

LGL-LAR-02

Records related to applications for licenses or certifications that are not completed or are unsuccessful.

Retain 2 year after calendar year end then destroy

CYE 2

No

Brands

LGL-LAR-05

Records related to brands.

Retain permanently

PERM

Yes

Contractor/Electrician/Professional Engineer/Surveyors

LGL-LAR-14

Records related to licensing contractors and electricians.

Retain 3 years after expiration then destroy

EXP 3

No

Facilities, Establishments and Products

LGL-LAR-18

Records related to licensing facilities, establishments and products.

Retain 5 years after expiration then destroy

EXP 5

Yes

General

LGL-LAR-22

Records related to general licenses.

Retain 5 years after expiration then destroy

EXP 5

No

Mining

LGL-LAR-46

Records related to licenses for mining.

Retain permanently

PERM

No

Motor Vehicles - Titles

LGL-LAR-26

Records related to motor vehicle titles.

Retain 3 years after completion then destroy

CP 3

No

Motor Vehicles, General

LGL-LAR-27

Records related to motor vehicle licensing.

Retain 5 years after expiration then destroy

EXP 5

No

Motor Vehicles, Registration

LGL-LAR-30

Records related to motor vehicle registration.

Retain 5 years after expiration then destroy

EXP 5

No

Notary

LGL-LAR-31

Records related to licenses for notaries.

Retain 5 years after expiration then destroy

EXP 5

No

Professional Licenses

LGL-LAR-32

Records related to professional licenses, not identified elsewhere in this activity.

Retain 50 years after expiration then destroy

EXP 50

Yes

Radioactive Materials

LGL-LAR-33

Records related to registration of radioactive materials.

Retain 5 years after completion then destroy

CP 5

Yes

Legal and Judiciary (LGL)

Litigation Management (LIT)

Case Files

LGL-LIT-01

Records related to issues under litigation including court cases, contract disputes by or against the government or its staff.

Retain 5 years after completion then destroy

CP 5

Yes

Real Property (RPR)

Appraisals - Valuations

LGL-RPR-08

Records related to appraisals for valuation, does not include tax valuations.

Retain 3 years obsolete or superseded, then destroy.

JBS/SUP 3

No

Land and Easements

LGL-RPR-03

Records related to property rights, exchanges, sale or acquisition of land including easements. May include cemetery records.

Retain permanently

PERM

No

Reports - Property

LGL-RPR-05

Records related to annual property reports.

Retain permanently

PERM

Yes

Natural Resource Management (NRM)

Agriculture Management (AGR)

Entry and Awards - Fair

NRM-AGR-04

Records related to entry and awards for the State fair.

Retain 2 year after calendar year end then destroy

CYE 2

Yes

Quarantines

NRM-AGR-11

Records related to quarantines.

Retain permanently

PERM

No

Land and Water Resource Management (LWR)

Aerial Maps and Photos

NRM-LWR-01

Records related to aerial maps and photos.

Retain permanently

PERM

No

Land Management

NRM-LWR-06

Records related to management of government land.

Retain permanently

PERM

No

Mining Records

NRM-LWR-13

Records related to mining including abstracts and lode claims

Retain permanently

PERM

No

Plats and Maps

NRM-LWR-07

Records related to plats and maps.

Retain permanently

PERM

No

Public Health Services (PHS)

Child and Youth Services (CYS)

Child Support Services

PHS-CYS-03

Records related to child support services.

Retain 3 years after completion then destroy

CP 3

Yes

Public Health Services (PHS)

Family and Aging Services (FAS)

Assistance - Financial

PHS-FAS-02

Records related to financial assistance.

Retain 5 years after completion then destroy

CP 5

No

Case Files

PHS-FAS-04

Records related to family services case files.

Retain 2 years after completion then destroy

CP 2

No

Hazardous Material Management (HMM)

Radioactive Material

PHS-HMM-02

Records related to receipt, maintenance and disposal of radioactive material.

Retain 5 years after expiration then destroy

EXP 5

No

Hospital and Medical (HAM)

Administrator - Certificate

PHS-HAM-25

Records related to the certification of administrators for hospitals and medical facilities.

Retain permanently

PERM

No

Analysis - X-Ray and Chemical

PHS-HAM-02

Records related to the analysis of x-rays and chemicals.

Retain permanently

PERM

Yes

Blood Donor and Transfusion

PHS-HAM-24

Records related to blood donor and transfusion records.

Retain 10 years after create date then destroy

CR 10

No

Drugs and Controlled Substances

PHS-HAM-07

Records related to controlled drugs and substances including inventories.

Retain 5 years after create date, then destroy

CR 5

No

Incidents

PHS-HAM-11

Records related to incidents including minor injury reports.

Retain 10 years after completion then destroy

CP 10

No

Lab Slips

PHS-HAM-12

Records related to serology lab slips.

Retain 5 years after create date then destroy

CR 5

No

Ledgers - Patient

PHS-HAM-13

Records related to ledgers for patients.

Retain 5 years after create date then destroy

CR 5

No

Patient Management

PHS-HAM-17

Records related to management of patients including accounts and client files.

Retain 10 years after completion then destroy

CP 10

No

Patient Records - Adults

PHS-HAM-18

Records related to adult patient records.

Retain 7 years after completion then destroy

CP 7

No

Patient Records - Children

PHS-HAM-19

Records related to children patient records.

Retain 25 years after completion then destroy

CP 25

No

Public Health Services (PHS)

Laboratory Management (LAB)

Calibration PHS-LAB-01

Records related to calibration logs and files.

Retain 10 years after completion then destroy CP 10 No

Reports - Lab PHS-LAB-04

Records related to lab samples and reports

Retain 7 years after create date then destroy CR 7 No

Vital Records (VIT)

Births, Deaths and Marriages PHS-VIT-01

Records related to births including delayed and still births, deaths, marriages and divorces.

Retain permanently PERM Yes

Public Safety Services (PSS)

Correctional Institutions (CIM)

Client Files PSS-CIM-03

Records related to client files.

Retain 5 years after completion then destroy CP 5 No

Fingerprint Card - Criminal/Criminal Justice Applicants PSS-CIM-06

Records related to fingerprints of criminal offenders.

Retain 99 years after create date, then destroy CR 99 No

Inmate Base Files PSS-CIM-09

Records related to inmate base files. Also includes GED, transcripts, and certificates of completion.

Retain permanently PERM Yes

Inmate Maintenance PSS-CIM-11

Records related to inmate maintenance.

Retain 5 years after discharge then destroy CP 5 No

Investigations PSS-CIM-15

Records related to investigations including shakedown, site or staff, and search logs.

Retain 5 years after completion then destroy CP 5 No

Medical File - Inmate PSS-CIM-18

Records related to inmate medical files.

Retain 10 years after separation then destroy TE 10 No

Programs - Medical PSS-CIM-22

Records related to medical programs.

Retain 5 years after expiration then destroy EXP 5 Yes

Roster PSS-CIM-23

Records related to rosters.

Retain 3 years after superseded then destroy SUP 3 No

Emergency and Disaster Management (EDM)

Ambulance PSS-EDM-01

Records related to ambulance trip reports.

Retain 8 years after create date, then destroy CR 8 No

Disaster Files PSS-EDM-04

Records related to management and history of disasters.

Retain permanently PERM Yes

Public Safety Services (PSS)

Emergency and Disaster Management (EDM)

Emergency and Fire Drills

PSS-EDM-05

Records related to emergency and fire drills including .

Retain 2 years after completion then destroy

CP 2

No

Identification Cards - Personnel

PSS-EDM-08

Records related to emergency personnel identification cards for other organizations.

Retain 1 year after separation then destroy

TE 1

No

Programs and Plans

PSS-EDM-06

Records related to programs and plans for disasters or emergencies including evacuations, training exercises, outreach and public education related to emergencies and planning coordination with other agencies and industries.

Retain 5 years after superseded then destroy

SUP 5

Yes

Law Enforcement (LAE)

Accidents and Incidents

PSS-LAE-02

Records related to accidents reports and incidents.

Retain 10 years after completion then destroy

CP 10

Yes

Arrest and Detainment

PSS-LAE-19

Records related to arrests and detainment.

Retain 5 years after completion then destroy

CP 5

No

Citation Management - Alcohol

PSS-LAE-06

Records related to citations involving alcohol including implied consents.

Retain 55 years after completion then destroy

CP 55

No

Citation Management - Parking

PSS-LAE-07

Records related to parking tickets and citations.

Retain 2 years after completion then destroy

CP 2

No

Citation Management - Traffic/Violations

PSS-LAE-08

Records related to traffic citations.

Retain 10 years after completion then destroy

CP 10

Yes

Citation Management - Violations

PSS-LAE-09

Records related to violations, including code, fire, and game and fish.

Retain 5 years after completion then destroy

CP 5

No

Dispatch and 911 Information

PSS-LAE-17

Records related to dispatcher and 911 logs, information including stolen property, requests and info cards.

Retain 2 years after create date then destroy

CP 2

No

General

PSS-LAE-20

Records related to general police and fire information including pawn slips.

Retain 5 years after create date then destroy

CR 5

No

Photographic Identification File

PSS-LAE-18

Records related to photographic identification files also known as mug files not part of an arrest or case file.

Retain 20 years after create date then destroy

CR 20

No

Surveillance

PSS-LAE-11

Records related to related to surveillance including radio, telephone and web cameras.

Retain 2 years after create date then destroy

CR 2

No

Public Safety Services (PSS)

Law Enforcement (LAE)

Surveillance - Video Recording Devices

PSS-LAE-21

Records related to surveillance footage from video recording devices.

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.

CP .25

No

Vehicular Homicide Crash Reports

PSS-LAE-16

Records related to vehicular homicide crash reports.

Retain permanently

PERM

No

Video Records

PSS-LAE-15

Records related to video records.

Retain 5 years after completion then destroy

CP 5

No