State Agency Records Retention Schedule

Administration and Business Support (ADM)

Archives, Library and Museum Management (ALM)   **Archival Review**

Acquisitions and Decommissions	ADM-ALM-01	CP 4	Yes

Records related to the acquisition and decommission of material.

Retain 4 years after completion then destroy

Collection Management	ADM-ALM-02	PERM	No

Records related to the management of items and objects owned by the agency.

Retain permanently

Indexes and Finding Aids	ADM-ALM-03	PERM	No

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

Retain permanently

Lending	ADM-ALM-04	CP 3	No

Records related to borrowing, lending and returning of items including tracking.

Retain 3 years after completion then destroy

Requests	ADM-ALM-06	CP 5	No

Records related to requests from the public.

Retain 5 years after completion then destroy

Research	ADM-ALM-07	CP 5	No

Records related to conducting research.

Retain 5 years after completion then destroy

Buildings, Facilities and Infrastructure Management (BFI)   **Archival Review**

Building Certification	ADM-BFI-01	CR 4	No

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

Retain 4 years after create date then destroy.

Building Files	ADM-BFI-02	LOA 10	Yes

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

Construction Project Files	ADM-BFI-03	LOA 10	Yes

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.

Electrical Wiring Orders	ADM-BFI-09	OBS 3	No

Records related to review of electrical wiring orders.

Retain 3 years after obsolete, then destroy

Facility Plans	ADM-BFI-10	CP 12	No

Records related to Non-state agency facilities.

Retain 12 years after completion, then destroy

Food Services	ADM-BFI-04	CP 5	No

Records related to providing food services in State facilities.

Retain 5 years after completion then destroy

Maintenance and Repairs/Space Records	ADM-BFI-05	LOA 10	No

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

Retain for the Life of the Asset then destroy.

Administration and Business Support (ADM)

Buildings, Facilities and Infrastructure Management (BFI) Archival Review

Maps, Drawings and Plans   ADM-BFI-06   LOA 10   Yes

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

Safety, Security and Access   ADM-BFI-07   EXP 2   No

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

Work Orders   ADM-BFI-08   CP 1   No

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

Retain 1 year after completion then destroy

Community and Public Relations (COM) Archival Review

Awards   ADM-COM-01   CR 5   Yes

Records related to programs that award and recognize community contributions

Retain 5 years after create date, then destroy

Complaints   ADM-COM-02   CP 1   No

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

Newspaper Articles and Clippings   ADM-COM-03   OBS 3   Yes

Records related to non-government published articles and news clippings.

Retain 3 years after obsolete, then destroy

Press and News Releases   ADM-COM-04   CR 5   Yes

Records related to official government press and news releases and notices.

Retain 5 years after create date, then destroy

Programs   ADM-COM-05   CP 5   Yes

Records related to community programs not found in other record series.

Retain 5 years after completion then destroy

Publications   ADM-COM-06   CR 5   Yes

Records related to the development, planning and creation of all information items relating to or describing the State including graphics, logos and photographs included in written publications, brochures, and internet.

Retain 5 years after create date, then destroy

Publicity and Promotion   ADM-COM-07   CR 5   Yes

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

Surveys   ADM-COM-08   CP 5   No

Records related to surveys of customers and visitors.

Retain 5 years after completion then destroy

Education (EDU) Archival Review

Assessments   ADM-EDU-01   CP 5   No

Records related to proficiency and learning assessments.

Retain 5 years after completion then destroy

Administration and Business Support (ADM)

Education (EDU) Archival Review

Course Development and Administration	ADM-EDU-02	CR 5	No

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

Retain 5 years after create date then destroy

Enrollment	ADM-EDU-04	CP 5	No

Records related to student enrollment and withdrawal.

Retain 5 years after withdrawal or graduation then destroy

National Records	ADM-EDU-16	CYE 25	No

Records related to National program/tests for Wyoming Students.

Retain 25 years after calendar year end then destroy

Programs	ADM-EDU-09	CP 5	Yes

Records related to academic programs.

Retain 5 years after completion then destroy

Student Records	ADM-EDU-12	CP 5	No

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

Retain 5 years after completion then destroy

Training Materials	ADM-EDU-14	SUP 2	No

Records related to scoring guides and test booklet development.

Retain 2 years after superseded then destroy

Equipment and Vehicle Management (EVM) Archival Review

Equipment Files	ADM-EVM-01	LOA 5	No

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

Retain 5 years after the Life of the Asset then destroy

Maintenance and Repairs	ADM-EVM-02	CP 5	No

Records related to maintenance and repair of vehicles and equipment.

Retain 5 years after completion then destroy

Vehicle File - Loss	ADM-EVM-03	CP 10	No

Records related to vehicles including loss logs.

Retain 10 years after completion then destroy

Vehicle Files	ADM-EVM-04	LOA 5	No

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

Retain 5 years after the Life of the Asset then destroy

Vehicle Registration and Licenses	ADM-EVM-05	EXP 1	No

Records related to government owned or leased vehicle registration and licensing.

Retain 1 year after expiration then destroy

General Management (GMT) Archival Review

Associations and Memberships	ADM-GMT-01	OBS 5	Yes

Records related to membership, attendance and information in professional associations.

Retain 5 years after obsolete then destroy

Calendars and Schedules	ADM-GMT-02	OBS 5	No

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

Retain 5 years after obsolete then destroy

Administration and Business Support (ADM)

General Management (GMT)

Consultant Reports	ADM-GMT-31	CYE 20	No

Records related to Insurance and Actuaries.

Retain 20 years after calendar year end then destroy

Correspondence - Directors	ADM-GMT-03	PERM	No

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

Correspondence - Elected Officials	ADM-GMT-04	PERM	No

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

Retain permanently

Correspondence - General	ADM-GMT-05	CR 3	Yes

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

Distribution, Mailing and Contact Lists	ADM-GMT-06	SUP 3	Yes

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

Retain 3 years after superseded then destroy

Event Management	ADM-GMT-07	CP 3	Yes

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

Historical	ADM-GMT-08	PERM	No

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

Retain permanently

Indexes and Finding Aids	ADM-GMT-09	PERM	No

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

Retain permanently

Logs	ADM-GMT-11	CR 3	No

Records related to logs used to monitor or control.

Retain 3 years after create date, then destroy

Meeting Management	ADM-GMT-12	CR 3	Yes

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

Retain 3 years after create date, then destroy

Organization	ADM-GMT-15	PERM	No

Records related to the organization structure including reorganizations.

Retain permanently

Photographs and Visual Arts	ADM-GMT-16	CR 5	Yes

Records related to photographs and visual arts of a general nature and not identified in other record series.

Retain 5 years after create date, then destroy

Planning and Development	ADM-GMT-17	CR 5	Yes

Records related to planning and developement 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

Administration and Business Support (ADM)

General Management (GMT) Archival Review

Program and Project Files   ADM-GMT-18   CP 5   Yes

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

Publications   ADM-GMT-19   CR 5   Yes

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

Retain 5 years after create date, then destroy

Reference Material   ADM-GMT-20   OBS 3   Yes

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 destoy

Reports - Annual   ADM-GMT-21   CR 7   Yes

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

Retain 7 years after create date, then destroy

Reports - Annual Agency   ADM-GMT-28   PERM   Yes

Records related to agency annual reports and strategic plans.

Retain permanently

Reports - General   ADM-GMT-22   CR 5   Yes

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

Retain 5 years after create date, then destroy

Reports - Strategic or Long Term Planning   ADM-GMT-33   CR 25   No

Records related to long-term or strategic planning reports

Retain 25 years after creation then destroy

Surveys   ADM-GMT-25   CP 5   Yes

Records related to responses to surveys or questionnaires of a general nature and not identified in other record series.

Retain 5 years after completion then destroy

Transitory Records   ADM-GMT-26   OBS/SUP 3   No

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.

Travel Administration   ADM-GMT-27   CYE 2   No

Records related to travel including authorizations and approvals.

Retain 2 year after calendar year end then destroy

Information Technology and Services (ITS) Archival Review

Access and Control   ADM-ITS-01   EXP 7   No

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

Retain 7 years after expiration then destroy

Backup and Restore   ADM-ITS-02   ROT   No

Records related to copies of system files and databases, application software, logs, directories and other records needed to restore a system and its data in the event of system or data loss including records of the location and status of back-up copies.

Rotate tapes per schedule and destroy when useful life ends

Administration and Business Support (ADM)

Information Technology and Services (ITS) Archival Review

Databases ADM-ITS-03 OBS 3 No

Records related to the operation of databases (indexing, retrieving, updating records and duplication of the database as a backup), physical database design, optimization and performance of database management systems and integrity and protection of physical databases.

Retain until obsolete, then destroy

Geographic Information Systems (GIS) ADM-ITS-10 CP 22 Yes

Records related to Geographic Information Systems (GIS).

Retain 22 years after completion then destroy

Incidents ADM-ITS-05 CP 3 No

Records related to tracking system incident tickets.

Retain 3 years after completion then destroy

Systems and Networks ADM-ITS-07 SUP 5 No

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

Web Management ADM-ITS-08 CR 3 Yes

Records related to management of the public web sites including information posted to the web site, design, graphics, archives of the web site, access management, formats, and links.

Destroy 3 years after create date

Work Orders - Telecommunications ADM-ITS-09 CP 6 No

Records related to work orders and requests

Retain 6 years after completion then destroy

Risk Management (RSK) Archival Review

Accidents and Property Damage ADM-RSK-01 CP 5 No

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

Retain 5 years after completion then destroy

General Liability ADM-RSK-02 CP 10 No

Records related to general liability including claims.

Retain 10 years after completion then destroy

Incident Management ADM-RSK-03 CP 10 No

Records related to incidents involving property and assets.

Retain 10 years after completion then destroy

Insurance Policies ADM-RSK-05 EXP 10 No

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

Waivers and Releases ADM-RSK-06 CYE 5 No

Records related to waivers and releases of liability.

Retain 5 years after calendar year end then destroy

Employee Services (EMP)

Benefits Management (BEN) Archival Review

Claims   EMP-BEN-01   CP 10   No

Records related to employee benefit claims.

Retain 10 years after completion then destroy

Enrollment   EMP-BEN-02   CP 5   No

Records related to employee enrollment in government benefit plans.

Retain 5 years after completion then destroy

Insurance - Other   EMP-BEN-07   CP 5   No

Records related to Employee Insurance other than claims and enrollment.

Retain 5 years after completion then destroy

Plans   EMP-BEN-04   SUP 5   No

Records related to benefit plans and statements.

Retain 5 years after superseded then destroy

Employer and Labor Services (ELS) Archival Review

Employer Applications   EMP-ELS-01   CP 5   No

Records related to employer applications.

Retain 5 years after completion then destroy

Employment Testing and Certification   EMP-ELS-02   CP 5   No

Records related to pre-employment testing and certifications.

Retain 5 years after completion then destroy

Programs   EMP-ELS-03   CP 5   Yes

Records related to programs for labor and employer services.

Retain 5 years after completion then destroy

Training and Rehabilitation   EMP-ELS-04   CP 5   No

Records related to training and rehabilitation for labor and employer services.

Retain 5 years after completion then destroy

Payroll Management (PRL) Archival Review

Audited Taxes - Payroll Auditor's Office   EMP-PRL-04   CYE 60   No

Records related to payroll taxes for employees including withholding, remittances, filings, and returns.

Retain 60 years after calendar year end then destroy

Deductions and Garnishments   EMP-PRL-01   EXP 5   No

Records related to deduction and garnishments from employee paychecks.

Retain 5 years after expiration then destroy

Employee Data Master   EMP-PRL-02   SUP 5   No

Records related to master lists of employee data.

Retain 5 years after superseded then destroy

Reports - Payroll   EMP-PRL-03   CYE 7   No

Records related to reports for payroll including registers.

Retain 7 years after calendar year end then destroy

Personnel Management (PER) Archival Review

Awards   EMP-PER-01   CYE 3   No

Records related to programs that award and recognize employee contributions to improvements in service, operations, and the work environment.

Retain 3 year after calendar year end then destroy

Employee Services (EMP)

Personnel Management (PER)

Certifications	EMP-PER-02	EXP 2	No
Records related to employee certifications.			
Retain 2 years after expiration then destroy			
Drug and Alcohol Testing	EMP-PER-03	CP 3	No
Records related to drug and alcohol testing of employees.			
Retain 3 years after completion then destroy			
Employee Dismissal/RIF/Suspension Appeals	EMP-PER-26	CP 7	No
Records related to Dismissal/Reduction in Work Force/Disciplinary Appeal files.			
Retain 7 years after completion then destroy			
Evaluations - Performance	EMP-PER-04	CP 10	No
Records related to performance evaluations.			
Retain 10 years after separation then destroy			
Fingerprints - Non-Criminal Justice Applicants	EMP-PER-06	CYE 99	No
Records related to fingerprints of employees and applicants.			
Retain 99 years after calendar year end then destroy			
Grievances and Investigations	EMP-PER-07	CP 7	No
Records related to filing of grievances and investigations related to employees.			
Retain 7 years after completion then destroy			
I-9s	EMP-PER-08	TE 3	No
Records related to employment eligibility verification form I-9.			
Retain 3 years after separation then destroy			
Immigration	EMP-PER-09	CP 10	No
Records related to immigration and work status of non-citizens.			
Retain 10 years after completion then destroy			
Leave Records/UW Tenure & Promotions	EMP-PER-10	CP 3	No
Records related to employee leave records.			
Retain 3 years after completion then destroy			
Medical Records	EMP-PER-11	TE 30	No
Records related to employee medical records.			
Retain 30 years after separation then destroy			
Military Files/University Wyoming Personnel Files	EMP-PER-12	PERM	Yes
Records related to military service.			
Retain permanently			
Organizational Charts	EMP-PER-13	SUP 3	No
Records related to agency and departmental organization charts.			
Retain for 3 years superseded, then destroy			
Personnel Files - DEQ	EMP-PER-23	TE 11	No
gac			
Retain 11 years after separation then destroy			

Employee Services (EMP)

Personnel Management (PER)   Archival Review

Personnel Files - Long Term   EMP-PER-22   CP 10   No

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

Personnel Files - Short Term   EMP-PER-14   TE 5   No

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

Relocation Files   EMP-PER-15   TE 5   No

Records related to relocation of employees.

Retain 5 years after separation then destroy

Surveys   EMP-PER-17   SUP 3   No

Records related to employee surveys.

Retain for 3 years superseded, then destroy

Time and Attendance   EMP-PER-18   CYE 5   No

Records related to reporting and approving employee attendance.

Retain 5 years after calendar year end then destroy

Transfers   EMP-PER-19   CP 6   No

Records related to transfers of employees.

Retain 6 years after completion then destroy

Volunteer Files   EMP-PER-20   TE 5   No

Records related to volunteers.

Retain 5 years after separation then destroy

Work Schedules   EMP-PER-21   CYE 1   No

Records related to work schedules for employees and volunteers.

Retain 1 year after calendar year end then destroy

Retirement and Pension Administration (RPA)   Archival Review

Contributions   EMP-RPA-01   CYE 50   No

Records related to employee contributions to retirement or pension funds.

Retain 50 years after calendar year end then destroy

Member Files   EMP-RPA-02   TE 60   No

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

Retain 60 years after separation then destroy

Salary and Compensation Management (SCM)   Archival Review

Reports - Salary   EMP-SCM-01   CP 10   No

Records related to reports of salary and wages.

Retain 10 years after completion then destroy

Salary Surveys   EMP-SCM-02   CP 2   No

Records related to surveys of salaries and wages.

Retain 2 years after completion then destroy

Employee Services (EMP)

Staffing and Recruiting (SAR) Archival Review

Applicants - Not Hired EMP-SAR-01 CYE 3 No

Records related for applicants not hired.

Retain 3 year after calendar year end then destroy

Exams and Tests EMP-SAR-03 SUP 3 No

Records related to pre-employment exams and tests.

Retain 3 years after superseded then destroy

Positions and Classifications EMP-SAR-04 SUP 5 No

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

Retain 5 years after superseded then destroy

Staff Planning EMP-SAR-05 SUP 3 No

Records related to staff projections and planning including staff reductions and surpluses resulting from workforce adjustment and voluntary exit program, and strategic human resource planning.

Retain 3 years after superseded then destroy

Vacancy Announcements EMP-SAR-06 CP 2 No

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

Retain 2 years after completion then destroy

Training Management (TRM) Archival Review

Course Management EMP-TRM-01 CP 3 No

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

Retain 3 years after completion then destroy

Employee Training File EMP-TRM-02 TE 3 No

Records related to employee's training history including employee's name and identifying info, courses registered for and completion dates.

Retain 3 years after separation then destroy

Individual Training File - Law EMP-TRM-03 TE 60 No

Records related to employee's law enforcement training history including employee's name and identifying info, courses registered for and completion dates.

Retain 60 years after separation then destroy

Instructor Management EMP-TRM-04 TE 1 No

Records related to management of contract or volunteer instructors.

Retain 1 year after termination then destroy

Training Materials EMP-TRM-06 SUP 3 No

Records related to training and course materials not identified in other record series.

Retain 3 years after superseded then destroy

Workers Compensation and Unemployment (WCU) Archival Review

Claims EMP-WCU-01 CP 5 No

Records related to workers compensation and unemployment claims.

Retain 5 years after completion then destroy

Complaints EMP-WCU-02 CP 3 No

Records related to workers compensation and unemployment complaints.

Retain 3 years after completion then destroy

Employee WC Claim Files/Medical Records EMP-WCU-05 CYE 65 No

Records related to workers compensation and unemployment medical records.

Retain 65 years after calendar year end then destroy

Employee Services (EMP)

Workers Compensation and Unemployment (WCU)   Archival Review

Employer Account Files	EMP-WCU-03	CP 5	No

Records related to employer accounts workers compensation and unemployment.

Retain 5 years after completion then destroy

Employer Reports	EMP-WCU-04	CYE 2	No

Records related to employer reports workers compensation and unemployment.

Retain 2 year after calendar year end then destroy

Reports - Injuries	EMP-WCU-06	CYE 5	No

Records related to workers compensation and unemployment reports of injuries.

Retain 5 years after calendar year end then destroy

Underwriting	EMP-WCU-07	CP 5	Yes

Records related to underwriting for workers compensation and unemployment policies.

Retain 5 years after completion then destroy

Financial and Accounting (FIN)

Accounting Management (ACC)   Archival Review

Accounts Payables	FIN-ACC-09	FYE 7	No

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

Accounts Receivable and Revenue	FIN-ACC-12	FYE 7	No

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

Collections and Bankruptcy	FIN-ACC-01	CP 7	No

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

Retain 7 years after completion then destroy

Donations	FIN-ACC-02	PERM	Yes

Records related to donations of funds and assets to or from state.

Retain permanently

Funds - Inmate	FIN-ACC-03	FYE 5	No

Records related to the management of inmate funds.

Retain 5 years after the fiscal year end then destroy

Funds - Patient	FIN-ACC-04	FYE 5	No

Records related to the management of patient funds.

Retain 5 years after the fiscal year end then destroy

Input/Output Financial	FIN-ACC-99	VER 1	No

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

Retain 1 year after verification then destroy

Journal Entries	FIN-ACC-06	FYE 3	No

Records relating to journal entries.

Retain 3 years after the fiscal year end then destroy

Ledgers - General	FIN-ACC-07	PERM	Yes

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

Retain permanently

Financial and Accounting (FIN)

Accounting Management (ACC) Archival Review

Ledgers - Subsidiary   FIN-ACC-08   FYE 6   No

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

Reports - Accounting   FIN-ACC-10   FYE 5   No

Records related to accounting processes and controls.

Retain 5 years after the fiscal year end then destroy

Reports - Annual   FIN-ACC-11   FYE 10   No

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

Asset Management (ASM) Archival Review

Capital   FIN-ASM-01   LOA 10   Yes

Records related to the control of capital assets including buildings, facilities and infrastructure, does not include records relating to financial assets, such as cash, bank accounts, and accounts receivable.

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

Fixed Assets   FIN-ASM-02   LOA 4   No

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

Inventories   FIN-ASM-03   FYE 5   No

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

Surplus and Disposal   FIN-ASM-04   FYE 5   No

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

Bank Administration (BNK) Archival Review

Bank Relationship   FIN-BNK-01   CP 2   No

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

Letters of Credit   FIN-BNK-02   EXP 3   No

Records related to letters of credit issued to state or an agency.

Retain 3 years after expiration then destroy

Purchase and Credit Card Administration   FIN-BNK-03   EXP 3   No

Records related to the administration of purchase and credit cards including account management and applications.

Retain until expired

Statements and Reports   FIN-BNK-04   FYE 5   No

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

Retain 5 years after the fiscal year end then destroy

Financial and Accounting (FIN)

Budget Management (BUD)   Archival Review

Annual	FIN-BUD-01	FYE 5	No

Records related to agency annual budgets.

Retain 5 years after the fiscal year end then destroy

State Budget	FIN-BUD-02	PERM	Yes

Records related to the approved and consolidated State-wide budget.

Retain permanently

Statewide Cost Allocation Plans	FIN-BUD-03	PERM	Yes

Records related to the approved and consolidated State-wide cost allocations plans.

Retain permanently

Workpapers	FIN-BUD-04	FYE 5	No

Records related to budget workpapers and supporting documentation.

Retain 5 years after the fiscal year end then destroy

Financial Statements and Reports (FSR)   Archival Review

Annual	FIN-FSR-01	FYE 5	No

Records related to annual financial reports and statements.

Retain 5 years after the fiscal year end then destroy

Audited	FIN-FSR-02	PERM	No

Records related to audited financial reports and statements.

Retain permanently

Reconciliations and Balancing	FIN-FSR-03	FYE 5	No

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

Retain 5 years after the fiscal year end then destroy

Reports - Annual	FIN-FSR-04	FYE 5	No

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

Grant and Scholarship Management (GRM)   Archival Review

Grant Files	FIN-GRM-01	CP 10	No

Records related to grant files general.

Retain 10 years after completion then destroy

Grant Files - Construction	FIN-GRM-02	CP 20	Yes

Records related to grant files for construction.

Retain 20 years after completion of the grant

Grant Files - Federal	FIN-GRM-05	CP 3	No

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

Grants – Vocational Rehabilitation	FIN-GRM-04	CP 3	Yes

Records related to grants for vocational rehabilitation.

Retain 3 years after completion then destroy

Scholarships	FIN-GRM-03	CP 3	Yes

Records related to scholarships.

Retain 3 years after completion then destroy

Financial and Accounting (FIN)

Investment Management (INV) Archival Review

Bond Register and Paid Off Bonds	FIN-INV-01	CP 6	Yes

Records related to bonds including registers and paid off bonds.

Retain 6 years after completion then destroy

Investment Cards	FIN-INV-04	EXP 5	Yes

Records related to investments.

Retain 5 years after expiration then destroy

Prospectus	FIN-INV-05	EXP 3	No

Records related to prospectus for investments.

Retain until expired

Public Purpose Investment	FIN-INV-10	FYE 5	No

Records related to Investments made in the interest of the public.

Retain 5 years after the fiscal year end then destroy

Statements and Reports	FIN-INV-07	FYE 5	No

Records related to investment statements and reports.

Retain 5 years after the fiscal year end then destroy

Loan Programs (LOP) Archival Review

Case Files	FIN-LOP-01	EXP 5	Yes

Records related to loan programs including loan documents and tracking.

Retain 5 years after expiration then destroy

Procurement (PRO) Archival Review

Bids, Proposals and Quotes	FIN-PRO-01	CP 4	No

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

Retain 4 years after completion then destroy

Purchase Orders and Requisitions	FIN-PRO-02	CP 5	No

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

Retain 5 years after completion then destroy

Vendor Management	FIN-PRO-03	EXP 5	No

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

Retain 5 years after expiration then destroy

Tax Management (TAX) Archival Review

Appraisals	FIN-TAX-01	FYE 10	Yes

Records related to appraisals for tax assessments.

Retain 10 years after the fiscal year end then destroy

Cigarettes	FIN-TAX-20	CR 15	No

Records related to revenue for cigarette tax / dealers

Retain 15 years after create date, then destroy

Employer Accounts	FIN-TAX-03	SUP 70	No

Records related to employer tax accounts.

Retain 70 years after superseded then destroy

Estate	FIN-TAX-04	FYE 15	No

Records related to tax assessments on estates.

Retain 15 years after the fiscal year end then destroy

Financial and Accounting (FIN)

Tax Management (TAX)   Archival Review

Exemptions	FIN-TAX-05	EXP 3	Yes
Records related to exemptions from taxation.			
Retain 3 years after expiration then destroy			
Lodging	FIN-TAX-07	FYE 5	No
Records relate to lodging taxes.			
Retain 5 years after the fiscal year end then destroy			
Maps	FIN-TAX-08	SUP 3	No
Records related to maps for tax assessments and appraisals.			
Destroy when superseded			
Property Tax	FIN-TAX-02	FYE 5	No
Records related to revenue and the UP Railroad.			
Retain 5 years after the fiscal year end then destroy			
Refunds and Reductions	FIN-TAX-18	CP 1	No
Records related to tax refunds.			
Retain 1 year after completion then destroy			
Reports - Census/Plat Books	FIN-TAX-10	PERM	Yes
Records related to census reports and Plat Books by the Assessor's office.			
Retain permanently			
Road and Fuel	FIN-TAX-11	CR 7	No
Records related to tax assessments of roads and fuel.			
Retain 7 years after create date, then destroy			
Sales and Use	FIN-TAX-12	FYE 5	No
Records related to sales and use tax assessments.			
Retain 5 years after the fiscal year end then destroy			
Tax Assessments	FIN-TAX-13	FYE 10	No
Records related to the general assessment of taxes.			
Retain 10 years after the fiscal year end then destroy			
Taxation - Appeals	FIN-TAX-14	FYE 10	No
Records related to the appeal of taxation.			
Retain 10 years after the fiscal year end then destroy			
Valuations	FIN-TAX-15	FYE 10	No
Records related to valuation for tax purposes.			
Retain 10 years after the fiscal year end then destroy			
Well Location	FIN-TAX-17	OBS 20	Yes
Records related to well locations for tax assessments.			
Retain 20 years until obsolete then destroy			

Governance and Compliance (GAC)

Accreditation and Certification (AAC)   Archival Review

Hospitals/Medical Facilities	GAC-AAC-02	LOA 10	Yes
Records related to accreditation of hospitals and medical facilities.			
Retain for life of asset			

Governance and Compliance (GAC)

Accreditation and Certification (AAC) Archival Review

Museums GAC-AAC-03 PERM Yes

Records related to accreditation of museums.

Retain permanently

Schools GAC-AAC-04 EXP 25 No

Records related to accreditation of schools.

Retain 25 years after expiration then destroy

Audit, Oversight and Compliance (AOC) Archival Review

Corporations GAC-AOC-01 CP 75 Yes

Records related to oversight of corporations including corporate filings.

Retain 75 years after completion

Environmental GAC-AOC-02 CP 10 No

Records related to oversight of environmental programs.

Retain 10 years after completion then destroy

Federal Programs and Reporting GAC-AOC-03 CP 5 Yes

Records related to oversight and auditing of federal programs.

Retain 5 years after completion then destroy

Financial GAC-AOC-04 CP 5 Yes

Records related to financial audits of agencies and programs.

Retain 5 years after completion then destroy

General GAC-AOC-05 CP 5 Yes

Records related to general audits of agencies and programs.

Retain 5 years after completion then destroy

Insurance GAC-AOC-06 CP 5 No

Records related to oversight of insurance companies and agencies, includes external review records.

Retain 5 years after completion then destroy

Insurance - Company and Policy Files GAC-AOC-08 CP 10 No

Records related to oversight of insurance company and policy filings.

Retain 10 years after completion then destroy

Insurance - Legal and Preneed Exam GAC-AOC-07 CP 30 Yes

Records related to legal docket files, examination reports for prearranged and prepaid funeral contracts and cemetery trusts, and WHIP claim and enrollee files.

Retain 30 years after completion then destroy

Maps GAC-AOC-11 OBS 3 Yes

Records related to compliance maps.

Retain for 3 years after obsolete, then destroy

Reports GAC-AOC-13 CP 15 No

Records related to governance, audit and compliance reports.

Retain 15 years after completion then destroy.

Utility Engineering Records GAC-AOC-09 CP 15 Yes

Records related to oversight of utilities.

Retain 15 years after completion then destroy

Governance and Compliance (GAC)

Election Management (ELM)
Archival Review

Abstracts	GAC-ELM-01	PERM	Yes

Records related to abstracts for election management.

Retain permanently

Applications	GAC-ELM-03	OBS 5	No

Records related to election applications.

Retain 5 years after obsolete then destroy

Appointments	GAC-ELM-04	OBS 5	No

Records related to appointments.

Retain 5 years after obsolete then destroy

Financial Disclosure	GAC-ELM-05	OBS 10	No

Records related to candidate and elected officials financial disclosure.

Retain 10 years until obsolete then destroy

Investigations	GAC-ELM-06	CP 5	Yes

Records related to election investigations.

Retain 5 years after completion then destroy

Petitions	GAC-ELM-07	CP 5	No

Records related to petitions.

Retain 5 years after completion then destroy

Reports - General	GAC-ELM-10	CR 5	Yes

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

Retain 5 years after create date, then destroy

Environment Management (ENV)
Archival Review

Air Permitting and Pollution Control and Remediation	GAC-ENV-07	EXP 10	No

Records related to control and remediation of pollution.

Retain 10 years until expiration then destroy

Air, Land and Water Quality	GAC-ENV-01	PERM	No

Records related to environmental compliance for air, land, and water quality.

Retain permanently.

Consents and Clearances	GAC-ENV-17	EXP 15	No

Records related to environmental consents and clearances.

Retain 15 years after expiration then destroy

Cultural Resources	GAC-ENV-02	PERM	No

Records related to protection of cultural resources.

Retain permanently

Emission Inventories/Monitoring	GAC-ENV-03	CP 25	Yes

Records related to emission inventories.

Retain 25 years after completion then destroy

Entry Books	GAC-ENV-05	PERM	No

Records related to land quality entry books.

Retain permanently

Environmental Impact Statements	GAC-ENV-06	PERM	No

Records related to environmental impact statements.

Retain permanently

Governance and Compliance (GAC)

Environment Management (ENV) Archival Review

Industrial Siting	GAC-ENV-16	EXP 5	No

Records related to industrial siting.

Retain 5 years after expiration then destroy

Log Sheets and Data	GAC-ENV-18	CR 25	No

Records related to environmental log sheets and data.

Retain 25 years after create date, then destroy

Permit Files	GAC-ENV-19	CP 20	No

Records related to NPDES/WYPDES Permits

Retain 20 years after completion, then destroy

Programs and Plans	GAC-ENV-08	CYE 99	No

Records related to environmental programs and plans.

Retain 99 years after calendar year end then destroy

Reviews and Monitoring	GAC-ENV-09	CP 5	Yes

Records related to environmental reviews and monitoring.

Retain 5 years after completion then destroy

Storage Tank - Remediation	GAC-ENV-10	CYE 75	No

Records related to remediation of storage tanks.

Retain 75 years after calendar year end then destroy

Storage Tanks	GAC-ENV-11	CP 5	No

Records related to installation and removal.

Retain 5 years after completion then destroy

Supervisory Chron Files	GAC-ENV-14	CYE 15	No

Records related to chronological files of the supervisory function.

Retain 15 year after calendar year end then destroy

Water Facilities	GAC-ENV-13	CP 5	No

Records related to the water facilities.

Retain 5 years after completion then destroy

Governance (GOV) Archival Review

Bylaws	GAC-GOV-01	PERM	No

Records relate to bylaws.

Retain permanently

General Environmental	GAC-GOV-02	CP 10	Yes

Records related to governance case files.

Retain 10 years after completion then destroy

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM	No

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

Retain permanently

Oaths of Office	GAC-GOV-04	PERM	No

Records related to oaths of office.

Retain permanently

Governance and Compliance (GAC)

Human Rights Management (HRM)

Archival Review

Abuse or Neglect	GAC-HRM-01	CR 99	No

Records related to abuse or neglect of individuals.

Retain 99 years after create date, then destroy

Affirmative Action/EEOC	GAC-HRM-03	CR 5	No

Records related to compliance with the Equal Employment Opportunity Commission.

Retain 5 years after create date, then destroy

Investigations	GAC-HRM-04	CP 5	No

Records related to human rights investigations.

Retain 5 years after completion then destroy

Inspections and Monitoring (ISP)

Archival Review

Air Quality	GAC-ISP-14	CP 10	No

Records related to inspections and testing of land quality.

Retain 10 years after completion then destroy

Air/Asbestos/Enforcement	GAC-ISP-01	CP 25	Yes

Records related to inspections and monitoring of asbestos.

Retain 25 years after completion then destroy

Brand	GAC-ISP-02	CP 35	No

Records related to inspections and monitoring of brands.

Retain 35 years after completion then destroy

Buildings and Construction	GAC-ISP-04	CP 5	Yes

Records related to inspections and monitoring of building and construction.

Retain 5 years after completion then destroy

Dams / Utilities	GAC-ISP-05	PERM	No

Records related to inspections and monitoring of dams including safety.

Retain permanently

Equipment and Vehicles	GAC-ISP-06	CP 5	No

Records related to inspections and monitoring of equipment and vehicles.

Retain 5 years after completion then destroy

Feedlots	GAC-ISP-18	CP 5	No

Records related to inspections of feedlots.

Retain 5 years after completion then destroy

Fire and Electrical	GAC-ISP-07	CP 5	No

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

General	GAC-ISP-08	CP 5	No

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

Retain 5 years after completion then destroy

Health	GAC-ISP-10	CP 5	Yes

Records related to inspections and testing of health.

Retain 5 years after completion then destroy

Governance and Compliance (GAC)

Inspections and Monitoring (ISP)   **Archival Review**

Health Inspections with Sampling	GAC-ISP-21	CYE 40	No

Records related to health inspection case files with sampling data.

Retain 40 years after calendar year end then destroy

Herbicide, Pesticide and Chemicals	GAC-ISP-11	CP 5	No

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

Retain 5 years after completion then destroy

Investigations	GAC-ISP-12	CP 5	No

Records related to inspections and testing investigations.

Retain 5 years after completion then destroy

Mine Inspections/Building Material Samples	GAC-ISP-03	CP 30	No

Records related to mine inspections and monitoring of samples of building materials.

Retain 30 years after completion then destroy

Operational - Correctional	GAC-ISP-16	CP 10	No

Records related to inspections of correctional facilities.

Retain 10 years after completion then destroy

Safety - Mine/Fatality/Catastrophe	GAC-ISP-15	PERM	No

Records related to inspections of mine safety.

Retain permanently

Water Facilities	GAC-ISP-20	LOA 10	No

Records related to inspections of operational water treatment facilities.

Retain for 10 years after the life of the asset, then destroy

Weights and Measures	GAC-ISP-17	SUP 3	No

Records related to inspections and testing of weights and measures.

Retain 3 years after superseded, then destroy

Legislation and Regulation Management (LRM)   **Archival Review**

Administrative Rules	GAC-LRM-01	SUP 10	Yes

Records related to administrative rules.

Retain 10 years after superseded then destroy

Apportionment - Legislative	GAC-LRM-02	CR 12	Yes

Records related to legislative apportionment.

Retain 12 years after create date, then destroy

Bills	GAC-LRM-22	PERM	No

Records related to house bills, senate files, and roll call tallies

Retain permanently

Bills - Drafts	GAC-LRM-03	CR 75	Yes

Records relate to drafting bills, regulation and legislation.

Retain 75 years after create date, then destroy

Enrolled Acts	GAC-LRM-05	PERM	Yes

Retain permanently

Environment	GAC-LRM-06	PERM	No

Records related to environmental laws.

Retain permanently

Governance and Compliance (GAC)

Legislation and Regulation Management (LRM)   Archival Review

General	GAC-LRM-07	SUP 5	Yes
Records related to general rules and regulations.			
Retain 5 years after superseded then destroy			
Journals - House and Senate	GAC-LRM-09	PERM	No
Records related to journals of the House and Senate.			
Retain permanently			
Orders	GAC-LRM-10	SUP 3	Yes
Records related to administrative orders.			
Retain 3 years superseded, then destroy			
Orders - Legislative	GAC-LRM-11	SUP 10	Yes
Records related to legislative orders.			
Retain 10 years after superseded then destroy			
Ordinances	GAC-LRM-12	PERM	Yes
Records related to ordinances.			
Retain permanently			
Proclamations	GAC-LRM-13	PERM	Yes
Records related to proclamations.			
Retain permanently			
Program and Implementation Evaluation	GAC-LRM-14	CP 25	Yes
Records related to evaluation of programs.			
Retain 25 years after completion then destroy			
Recordings - Legislature	GAC-LRM-15	PERM	No
Records related to legislature recordings.			
Retain permanently			
Research	GAC-LRM-16	CP 25	Yes
Records related to legislative research.			
Retain 25 years after completion then destroy			
School Finance	GAC-LRM-17	CP 50	Yes
Records related to school finance.			
Retain 50 years after completion then destroy			
Standing and Interim/Select Committee Files	GAC-LRM-18	CP 75	Yes
Records related to standing and interim/select committees.			
Retain 75 years after completion then destroy			
Tariffs	GAC-LRM-19	PERM	Yes
Records related to tariffs.			
Retain permanently			
Vetoed Legislation	GAC-LRM-20	PERM	Yes
Records related to vetoed legislation.			
Retain permanently			

Lobbyist Management (LOB)   Archival Review

Lobbyist	GAC-LOB-02	CP 5	No
Records related to lobbyists.			
Retain 5 years after completion then destroy			

Governance and Compliance (GAC)

Occupational Health and Safety (OHS) Archival Review

Reports - Annual   GAC-OHS-01   CR 5   Yes

Records related to occupational health and safety annual reports.

Retain 5 years after create date, then destroy

Permit Management (PMT) Archival Review

Burning - Open/Smoke Management   GAC-PMT-02   EXP 10   No

Records related to permits for open burning.

Retain 10 years after expiration then destroy

Fire Certification   GAC-PMT-03   EXP 6   No

Records related to fire certification.

Retain 6 years after expiration then destroy

Plan Review   GAC-PMT-05   CP 5   No

Records related to reviews, decisions, and appeals including maps, drawings and plans.

Retain 5 years after completion then destroy

Special or Temporary   GAC-PMT-06   EXP 5   No

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

Retain 5 years after expiration then destroy

Transporters and Trip Permits   GAC-PMT-07   EXP 2   No

Records related to permits for transportation and trips.

Retain 2 years after expiration then destroy

Water Rights and New Source Review (NSR) Permits   GAC-PMT-13   CP 75   No

Records related to water rights and New Source Review (NSR) permits.

Retain 75 years after completion, then destroy.

Water Rights and NSR Permits   GAC-PMT-08   PERM   No

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

Retain permanently

Policy and Standards Management (PSM) Archival Review

Memorandums, Orders and Directives   GAC-PSM-01   PERM   No

Records related to memorandums, orders and directives.

Retain permanently

Policies, Procedures and Manuals   GAC-PSM-02   SUP 5   Yes

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

Retain 5 years after superseded then destroy

Privacy Policies   GAC-PSM-04   CP 6   No

Records related to privacy and personal data or information protection.

Retain 6 years after completion then destroy

Standards   GAC-PSM-03   SUP 3   Yes

Records related to standards and best practices.

Retain 3 years after superseded, then destroy

Records Management (RCM) Archival Review

Certificates of Destructions/Disposition Approval Reports   GAC-RCM-01   CP 10   No

Records created to the destruction of public records including approvals.

Retain 10 years after completion then destroy

Governance and Compliance (GAC)

Records Management (RCM)   Archival Review

Certification - Copies	GAC-RCM-02	EXP 2	No

Records related to applications for certified copies of records.

Retain 2 years after expiration then destroy

Indexes	GAC-RCM-04	SUP 10	No

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

Retain 10 years after superseded then destroy

Information Release	GAC-RCM-05	CP 7	No

Records related to requests for release of information, does not include Public Records Requests.

Retain 7 years after completion then destroy

Microfilm and Imaging	GAC-RCM-06	PERM	No

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

Retain permanently

Public Records Requests	GAC-RCM-07	PERM	No

Records related requests for information under the Public Records Act including tracking and responses.

Retain permanently

Receipt of Records	GAC-RCM-08	SUP	No

Records related to receipt of records at the archives.

Retain until superceded, then destroy

Retention Schedules	GAC-RCM-09	PERM	No

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

Retain permanently

Legal and Judiciary (LGL)

Contract Management (CTR)   Archival Review

Capital Improvement	LGL-CTR-01	LOA 10	Yes

Records related to the contracting of capital improvements.

Retain 10 years after the Life of the Asset then destroy

Compacts/Court Decrees (Intra- and Interstate)	LGL-CTR-07	PERM	No

Records related to interstate agreements and compacts.

Retain permanently

Cooperative Agreements	LGL-CTR-02	EXP 10	Yes

Records related to cooperative agreements.

Retain 10 years after expiration then destroy

Environmental	LGL-CTR-03	EXP 20	Yes

Records related to environmental contracts.

Retain 20 years after expiration then destroy

Gas/Mineral Lease	LGL-CTR-09	PERM	Yes

Records related to mineral leases.

Retain permanently

General	LGL-CTR-04	EXP 10	No

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

Legal and Judiciary (LGL)

Contract Management (CTR)   Archival Review

Goods and Services | LGL-CTR-05 | EXP 10 | No

Records related to contracting of goods and services.

Retain 10 years after expiration then destroy

Indexes | LGL-CTR-06 | PERM | Yes

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

Retain permanently

Leases | LGL-CTR-08 | EXP 10 | No

Records related to leases, does not include Mineral Leases.

Retain 10 years after expiration then destroy

Settlements | LGL-CTR-10 | CP 50 | Yes

Records related to settlements of contract or agreement disputes.

Retain 50 years after completion then destroy

Court Administration (COU)   Archival Review

Calendars | LGL-COU-01 | CR 1 | No

Records related to court calendars.

Retain 1 year after create date, then destroy

Case Files | LGL-COU-02 | CP 7 | Yes

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

Retain 7 years after completion then destroy

Case Files and Dockets | LGL-COU-04 | PERM | No

Records related to court case file dockets.

Retain permanently

Civil | LGL-COU-05 | PERM | No

Records related to civil case files.

Retain permanently

Civil/Small Claims/Family Violence/Stalking/Sexual Assualt PO Case Files | LGL-COU-09 | CP 10 | No

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

Criminal | LGL-COU-06 | PERM | No

Records related to criminal case files.

Retain permanently

Criminal Case Files - Circuit Court | LGL-COU-17 | CP 10 | No

Records relating to criminal case file.

Retain 10 years after completion then destroy

Indexes | LGL-COU-07 | PERM | No

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

Retain permanently

Jury Management | LGL-COU-08 | CP 4 | No

Records related to management of juries.

Retain 4 years after completion then destroy

State Bar - Disciplinary Files | LGL-COU-16 | PERM | No

Records related to State Bar Disciplinary Action.

Retain permanently

Legal and Judiciary (LGL)

Court Administration (COU)

State Bar - Examination Work Files   LGL-COU-12   CP 75   No

Records related to the Wyoming State Bar.

Retain 75 years after completion then destroy

State Bar - Reports   LGL-COU-15   CP 6   No

Records related to Court Administration.

Retain 6 years after completion then destroy

Warrants   LGL-COU-10   CP 2   No

Records related to executed warrants served.

Retain 2 years after completion then destroy

Legal Matter Management (LMM)

Adoptions   LGL-LMM-01   PERM   No

Records related to adoptions including agreement and consents.

Retain permanently

Adoptions - Non-Adoptive   LGL-LMM-02   CP 5   No

Records related to adoptions not completed, closed or rejected..

Retain 5 years completion, then destroy

Advice and Opinions   LGL-LMM-03   PERM   No

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

Retain permanently

Bar Briefs   LGL-LMM-05   PERM   Yes

Records related to bar briefs.

Retain permanently

Bond Hearing   LGL-LMM-34   EXP 10   No

Records related to bond hearings.

Retain 10 years after expiration then destroy

Case Files   LGL-LMM-06   CP 10   No

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

Case Files - Adult   LGL-LMM-07   CP 14   No

Records related to public defender cases for adults, does not include death penalty.

Retain 14 years after completion then destroy

Case Files - Death Penalty   LGL-LMM-09   CP 50   No

Records related to public defender cases for death penalty.

Retain 50 years after completion then destroy

Case Files - Juvenile   LGL-LMM-11   CP 14   No

Records related to public defender cases for juveniles.

Retain 14 years after completion then destroy

Case Files - Victims   LGL-LMM-12   CP 15   No

Records related to victim client files.

Retain 15 years after completion then destroy

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

Closure Packets	LGL-LMM-48	CP 1	No

Records related to closure packets for the Board of Administrative Hearings

Retain 1 year after hearings and appeals have been completed and then destroyed

Concealed Firearms	LGL-LMM-13	EXP 5	No

Records related to concealed firearms.

Retain 5 years until expiration then destroy

Court Orders	LGL-LMM-14	CP 5	No

Records related to court orders.

Retain 5 years after completion then destroy

District Attorney Case Files, Adult Felony, Adult Misdemeanor, Juvenile	LGL-LMM-47	CP 75	No

Records relating to Adult Felony, Adult Misdemeanor, and Juvenile Case Files,

Retain 75 years after completion, then destroy

Docket File Index	LGL-LMM-33	PERM	No

Records related to the docket file index.

Retain permanently

Docket Files	LGL-LMM-15	CP 15	Yes

Records related to docket files.

Retain 15 years after completion then destroy

Docket Files - Utilities	LGL-LMM-41	PERM	No

Records related to Docket Files for utilities.

Retain Permanently.

Docket Files - Utilities (Includes General Orders)	LGL-LMM-40	CP 50	No

Records related to docket files for utilities.

Retain 50 years after completion then destroy.

Extraditions and Requisitions	LGL-LMM-35	PERM	No

Records related to extraditions and requisitions.

Retain permanently

Facsimile Signature Records	LGL-LMM-18	PERM	Yes

Records related to facsimile signatures.

Retain permanently

General	LGL-LMM-19	CYE 4	Yes

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

Guardians Ad Litem	LGL-LMM-20	CP 19	No

Records related to Guardians Ad Litem case files.

Retain 19 years after completion then destroy

Hearings and Appeals	LGL-LMM-21	CP 5	Yes

Records relates to hearings and appeals.

Retain 5 years after completion then destroy

Investigations	LGL-LMM-22	CP 5	Yes

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

Retain 5 years after completion then destroy

Legal and Judiciary (LGL)

Legal Matter Management (LMM) **Archival Review**

Investigations - Securities LGL-LMM-23 CP 20 Yes

Records related to investigations relating to securities agents, broker-dealers, and fraud.

Retain 20 years after completion then destroy

Missing Persons File LGL-LMM-24 CP 1 No

Records related to missing person files.

Retain 1 years after completion then destroy

Missing Persons Report LGL-LMM-25 CP 5 No

Records related to missing person reports.

Retain 5 years after completion then destroy

Pardons, Commutations and Restorations LGL-LMM-28 PERM Yes

Records related to pardons, commutations and restorations.

Retain permanently

Power of Attorney LGL-LMM-29 SUP 3 No

Records related to powers of attorney.

Retain 3 years after superseded, then destroy

Tax Appeals LGL-LMM-36 PERM No

Records related to hearings and appeals for property valuations and tax assessments.

Retain permanently

Waivers and Releases LGL-LMM-32 EXP 6 No

Records related to waivers and releases.

Retain 6 years after expiration then destroy

Licensing and Registration (LAR) **Archival Review**

Applications - Denied LGL-LAR-01 CYE 50 No

Records related to applications for licenses or certifications that are denied.

Retain 50 years after calendar year end then destroy

Applications - Unsuccessful LGL-LAR-02 CYE 2 No

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

Retain 2 year after calendar year end then destroy

Big Game LGL-LAR-04 CYE 5 No

Records related to licenses for big game.

Retain 5 years after calendar year end then destroy

Brands LGL-LAR-05 PERM Yes

Records related to brands.

Retain permanently

Carriers LGL-LAR-07 EXP 5 No

Records related to licenses for carriers

Retain 5 years after expiration then destroy

Certification, CPA LGL-LAR-10 EXP 10 No

Records related to Certified Public Accountants that are no longer active.

Retain 10 years after expiration then destroy

Certification, CPA - Exams LGL-LAR-09 EXP 75 No

Records related to Certified Public Accountants exams.

Retain 75 years after expiration then destroy

Legal and Judiciary (LGL)

Licensing and Registration (LAR) Archival Review

Certification, CPA - Peer Reviews LGL-LAR-11 EXP 8 No

Records related to Certified Public Accountants peer reviews.

Retain 8 years after expiration then destroy

Certification, CPA - Retired (excludes deceased) LGL-LAR-08 CR 50 No

Records related to retired Certified Public Accountants. Retain 50 years or destroy record upon death.

Retain 50 years after create date then destroy.

Chemicals, Agriculture LGL-LAR-12 EXP 5 No

Records related to licensing of chemicals for agriculture.

Retain 5 years after expiration then destroy

Complaints and Inquiries LGL-LAR-49 CP 6 No

Records related to complaints and inquiries.

Retain 6 years after completion then destroy

Continuing Education LGL-LAR-13 CR 3 No

Records related to continuing education for licenses and certifications.

Destroy 3 years after create date

Contractor/Electrician/Professional Engineer/Surveyors LGL-LAR-14 EXP 3 No

Records related to licensing contractors and electricians.

Retain 3 years after expiration then destroy

Dealers and Agents and Outfitters LGL-LAR-15 EXP 7 No

Records related to licensing dealers and agents for sales and distribution.

Retain 7 years after expiration then destroy

Discipline and Investigations - General LGL-LAR-16 CP 50 Yes

Records related to general discipline and investigations of license violations.

Retain 50 years after completion then destroy

Discipline and Investigations - Medical LGL-LAR-24 PERM Yes

Records related to medical discipline and investigations of license violations.

Retain permanently

Drivers Licenses LGL-LAR-17 CR 10 No

Records related to issuing and tracking drivers licenses.

Retain 1 year after create date, then destroy

Facilities, Establishments and Products LGL-LAR-18 EXP 5 Yes

Records related to licensing facilities, establishments and products.

Retain 5 years after expiration then destroy

Forage Certification LGL-LAR-20 PERM No

Records related to certification of forage.

Retain permanently

Fuels - Special LGL-LAR-21 EXP 6 No

Records related to licensing of special fuels.

Retain 6 years after expiration then destroy

General LGL-LAR-22 EXP 5 No

Records related to general licenses.

Retain 5 years after expiration then destroy

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Governor Issued	LGL-LAR-23	EXP 5	No

Records related to licenses issued by the Governor.

Retain 5 years after expiration then destroy

Licenses	LGL-LAR-06	EXP 10	No

Records related to licenses for businesses.

Retain 10 years after expiration then destroy

Mining	LGL-LAR-46	PERM	No

Records related to licenses for mining.

Retain permanently

Motor Vehicle Perm Listing	LGL-LAR-47	PERM	No

Records related to permanent vehicle listing.

Retain permanently

Motor Vehicles - Titles	LGL-LAR-26	CP 3	No

Records related to motor vehicle titles.

Retain 3 years after completion then destroy

Motor Vehicles, General	LGL-LAR-27	EXP 5	No

Records related to motor vehicle licensing.

Retain 5 years after expiration then destroy

Motor Vehicles, Identification/Permit	LGL-LAR-28	EXP 25	No

Records related to motor vehicle identification.

Retain 25 years after expiration then destroy

Motor Vehicles, License Plates	LGL-LAR-29	EXP 1	No

Records related to motor vehicle license plates.

Retain 1 year after expiration then destroy

Notary	LGL-LAR-31	EXP 5	No

Records related to licenses for notaries.

Retain 5 years after expiration then destroy

Professional Licenses	LGL-LAR-32	EXP 50	Yes

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

Retain 50 years after expiration then destroy

Radioactive Materials	LGL-LAR-33	CP 5	Yes

Records related to registration of radioactive materials.

Retain 5 years after completion then destroy

Rosters	LGL-LAR-35	SUP 3	No

Records related to rosters and lists of licensees.

Retain 3 years after superseded, then destroy

Securities	LGL-LAR-36	CP 5	Yes

Records related to licensing securities.

Retain 5 years after completion then destroy

Snowmobile	LGL-LAR-37	EXP 15	No

Records related to licenses for snowmobiles.

Retain 15 years after expiration then destroy

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

State Bar - Applications LGL-LAR-38 EXP 3 No

Records related to applicants for the State Bar.

Retain 3 years after expiration then destroy

State Bar - Client Files LGL-LAR-39 EXP 75 No

Records related to State Bar client files.

Retain 75 years after expiration then destroy

State Bar - Membership LGL-LAR-40 PERM No

Records related to State Bar membership including directories.

Retain permanently

State Bar Exams LGL-LAR-03 PERM Yes

Records related to the State Bar Exam process.

Retain permanently

Substantiated Complaints LGL-LAR-41 CP 50 No

Records related to substantiated complaints against a licensee.

Retain 50 years after completion then destroy

Suspension - Mandatory (License & Registration) LGL-LAR-48 EXP 55 No

Records related to suspensions.

Retain 55 years after expiration then destroy

Tests and Examinations LGL-LAR-42 CP 50 No

Records related to tests and examinations for licenses and certifications.

Retain 50 years after completion then destroy

Watercraft LGL-LAR-43 CR 5 No

Records related to licensing watercraft.

Retain 5 years after create date then destroy

Weather Modification LGL-LAR-44 PERM No

Records related to licensing and permits for weather modification.

Retain permanently

Weights and Measures LGL-LAR-45 EXP 3 No

Records related to certification of servicemen and weight masters.

Retain 3 years after expiration then destroy

Litigation Management (LIT)

Case Files LGL-LIT-01 CP 5 Yes

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

Case Files - Victims/Attorney General Litigation Files LGL-LIT-08 CP 15 No

Records related to case files of victims.

Retain 15 years after completion then destroy

Construction LGL-LIT-04 PERM Yes

Records related to construction litigation.

Retain permanently

Intellectual Property LGL-LIT-06 CP 5 Yes

Records related to intellectual property litigation.

Retain 5 years after completion then destroy

Legal and Judiciary (LGL)

Litigation Management (LIT)   **Archival Review**

Unclaimed Property   LGL-LIT-07   PERM   Yes

Records related to unclaimed property litigation.

Retain permanently

Probation and Parole (PPM)   **Archival Review**

Case Files   LGL-PPM-01   CP 99   Yes

Records related to case files including, but not limited to Probation, Parole and Domestic Insurance files.

Retain 99 years after completion then destroy

Real Property (RPR)   **Archival Review**

Appraisals - Valuations   LGL-RPR-08   OBS/SUP 3   No

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

Retain 3 years obsolete or superseded, then destroy.

Buildings   LGL-RPR-02   LOA 7   Yes

Records related to building purchase files.

Retain 7 years after the Life of the Asset then destroy

Land and Easements   LGL-RPR-03   PERM   No

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

Retain permanently

Reports - Property   LGL-RPR-05   PERM   Yes

Records related to annual property reports.

Retain permanently

Right of Way   LGL-RPR-06   PERM   Yes

Records related to property rights of way.

Retain permanently

Transfers - Property   LGL-RPR-07   CP 3   No

Records related to the property transfers within the State.

Retain 3 years after completion then destroy

Natural Resource Management (NRM)

Agriculture Management (AGR)   **Archival Review**

Analysis - Seeds   NRM-AGR-01   FYE 5   No

Records related to analysis of seeds and samples.

Retain 5 years after the fiscal year end then destroy

Calibration Worksheet   NRM-AGR-02   SUP 3   No

Records related to worksheets for mass calibration.

Retain until superseded, then destroy

Companies and Plants   NRM-AGR-03   TE 25   No

Records related to companies and plants.

Retain 5 years after termination then destroy

Entry and Awards - Fair   NRM-AGR-04   CYE 2   Yes

Records related to entry and wards for the State fair.

Retain 2 year after calendar year end then destroy

Food and Drug Information   NRM-AGR-05   SUP 3   No

Records related to food and drug information.

Retain 3 years after superseded, then destroy

Natural Resource Management (NRM)

Agriculture Management (AGR)   Archival Review

Food and Drug Recalls	NRM-AGR-06	CR 5	No

Records related to food and drug recalls.

Retain 5 years after create date then destroy

Indexes	NRM-AGR-07	PERM	Yes

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

Retain permanently

Plans and Studies	NRM-AGR-08	SUP 3	Yes

Records related to agricultural self assessment plans.

Retain until superseded then destroy

Surveys and Inspections	NRM-AGR-09	CP 5	No

Records related to agricultural surveys and inspections.

Retain 5 years after completion then destroy

Weights and Measures	NRM-AGR-10	SUP 5	No

Records related to weights and measures files.

Retain 5 years after superseded then destroy

Animal and Livestock Management (ALS)   Archival Review

Disease - Brucellosis	NRM-ALS-02	CP 25	Yes

Records related to positive test results for brucellosis.

Retain 25 years after completion then destroy

Disease - Negative	NRM-ALS-03	CP 10	No

Records related to positive test results for herd diseases other than brucellosis.

Retain 10 years after completion then destroy

Disease - Positive	NRM-ALS-04	CP 15	Yes

Records related to negative test results for herd diseases other than brucellosis.

Retain 15 years after completion then destroy

Land and Water Resource Management (LWR)   Archival Review

Aerial Maps and Photos	NRM-LWR-01	PERM	No

Records related to aerial maps and photos.

Retain permanently

Conservation Plans	NRM-LWR-03	EXP 25	Yes

Records related to conservation plans.

Retain 25 years after expiration then destroy

Forest Management	NRM-LWR-10	PERM	No

Records related to the management of forests.

Retain permanently

Intrastate/Interstate Water Programs	NRM-LWR-09	CP 50	Yes

Records related to interstate/intrastate surface and ground water

Retain for 50 years after completion then destroy

Land Management	NRM-LWR-06	PERM	No

Records related to management of government land.

Retain permanently

Natural Resource Management (NRM)

Land and Water Resource Management (LWR) Archival Review

Oil & Gas Production Reports NRM-LWR-12 PERM No

Records related to oil & gas production

Retain permanently

Plats and Maps NRM-LWR-07 PERM No

Records related to plats and maps.

Retain permanently

Rock Management NRM-LWR-11 CP 10 No

Records related to the x-ray and chemical analysis of rocks.

Retain 10 years after completion then destroy

Recreation Management (REC) Archival Review

Facilities NRM-REC-01 CP 5 Yes

Records related to government parks, trails, and facilities including signage and fence repair and cleanliness such as garbage pick up from playgrounds, trails and water parks.

Retain 5 years after completion then destroy

Reservations NRM-REC-02 CP 5 No

Records related to reservations at government parks and facilities.

Retain 5 years after completion then destroy

Wildlife Management (WLM) Archival Review

Fish Management NRM-WLM-01 CP 5 Yes

Records related to management of fish and aquatic animals.

Retain 5 years after completion then destroy

Game Management NRM-WLM-02 CP 5 Yes

Records related to management of game including herd reports, tagging and harvest excluding buffalo.

Retain 5 years after completion then destroy

Herd Records - Buffalo NRM-WLM-03 CR 35 Yes

Records related to management of buffalo including herd reports.

Retain 35 years after create date then destroy

Public Health Services (PHS)

Child and Youth Services (CYS) Archival Review

Abuse or Neglect PHS-CYS-01 CR 99 No

Records related to abuse or neglect cases.

Retain 99 years after create date then destroy

Case Files PHS-CYS-02 CP 5 No

Records related to child and social service case files.

Retain 5 years after completion then destroy

Child Support Services PHS-CYS-03 CP 3 Yes

Records related to child support services.

Retain 3 years after completion then destroy

Delinquent Youth/CHINS Case Files/Children of Incarcerated Parents PHS-CYS-09 CYE 20 No

Records related to delinquent youth and CHINS case files and Children of Incarcerated Parents.

Retain 20 years after calendar year end then destroy

Public Health Services (PHS)

Child and Youth Services (CYS)

Archival Review

Foster Care - Homes	PHS-CYS-04	CP 30	No

Records related to foster care homes.

Retain 30 years after completion then destroy

Foster Care - Listing	PHS-CYS-05	CP 3	No

Records related to foster care lists.

Retain 3 years after completion then destroy

Incident Management	PHS-CYS-06	CP 10	No

Records related to incidents.

Retain 10 years after completion then destroy

Juvenile Record	PHS-CYS-07	PERM	Yes

Records related to case files of delinquent youth and children of incarcerated parents.

Retain permanently

Family and Aging Services (FAS)

Archival Review

Assistance - Employment	PHS-FAS-01	CP 3	No

Records related to employment assistance for older workers and welfare recipients.

Retain 3 years after completion then destroy

Assistance - Financial	PHS-FAS-02	CP 5	No

Records related to financial assistance.

Retain 5 years after completion then destroy

Assistance - Financial Disqualification	PHS-FAS-06	CP 25	No

Records related to disqualification for financial assistance.

Retain 25 years after completion then destroy

Assistance - Medical	PHS-FAS-03	CP 10	No

Records related to medical assistance.

Retain 10 years after completion then destroy

Case Files	PHS-FAS-04	CP 2	No

Records related to family services case files.

Retain 2 years after completion then destroy

SNAP (Supplemental Nutrition Assistance Program) - Reports	PHS-FAS-05	CP 6	No

Records related to SNAP (Supplemental Nutrition Assistance Program) including case files, participations and authorization.

Retain 6 years after completion then destroy

Hazardous Material Management (HMM)

Archival Review

Plans - Mitigation	PHS-HMM-01	CR 3	No

Records related to hazard mitigation plans.

Retain 3 years after create date then destroy

Radioactive Material	PHS-HMM-02	EXP 5	No

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

Retain 5 years after expiration then destroy

Waste Reports	PHS-HMM-05	CR 30	Yes

Records related to hazardous waste and materials including biohazards.

Retain 30 years after create date then destroy

Public Health Services (PHS)

Hospital and Medical (HAM)

Admissions	PHS-HAM-01	**PERM**	**Yes**

Records related to admissions including preadmissions.

Retain permanently

COVID19 Virus Screening Log	PHS-HAM-27	**CR .17**	**No**

Records related to documentation of confidential health screening/identification of possible COVID19 Virus active indicators in individuals as monitored and recorded on the organization's Log. Log columns may include, but are not limited to: date, name, temperature, and questions regarding the presence or absence of symptoms
These records are confidential and, per HIPAA regulations, must be shredded or burned when destroyed.

Retain 60 days after create date then destroy

Disease Management	PHS-HAM-03	**PERM**	**No**

Records related to diseases, does not include reportable diseases.

Retain permanently

Disease Management - Reportable	PHS-HAM-04	**CR 75**	**Yes**

Records related to reportable diseases.

Retain 75 years after create date, then destroy

Disease Management- CDC	PHS-HAM-05	**CR 10**	**No**

Records related to reports to or from the Center for Disease Control (CDC)

Retain 10 years after create date, then destroy

Disease Outbreaks and Studies	PHS-HAM-06	**CP 15**	**No**

Records related to studies and surveys of disease outbreaks.

Retain 15 years after completion then destroy

Drugs and Controlled Substances	PHS-HAM-07	**CR 5**	**No**

Records related to controlled drugs and substances including inventories.

Retain 5 years after create date, then destroy

Genetic and Metabolic Screening	PHS-HAM-09	**CP 25**	**No**

Records related to genetic, metabolic and blood lead screening including client files.

Retain 25 years after completion then destroy

Immunization Records	PHS-HAM-10	**CR 75**	**No**

Records related to immunizations of adults and children.

Retain 75 years after create date then destroy

Immunization/Vaccination Reporting	PHS-HAM-23	**CP 3**	**No**

Records related to vaccinations reporting and inventories, does not include immunization records.

Retain 3 years after completion then destroy

Incidents	PHS-HAM-11	**CP 10**	**No**

Records related to incidents including minor injury reports.

Retain 10 years after completion then destroy

Lab Slips	PHS-HAM-12	**CR 5**	**No**

Records related to serology lab slips.

Retain 5 years after create date then destroy

Ledgers - Patient	PHS-HAM-13	**CR 5**	**No**

Records related to ledgers for patients.

Retain 5 years after create date then destroy

Public Health Services (PHS)

Hospital and Medical (HAM)

Archival Review

Nutrition Plans	PHS-HAM-16	CR 10	No

Records related to nutrition plans including education, plans and studies

Retain 10 years after create date then destroy

Patient Management	PHS-HAM-17	CP 10	No

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

Retain 10 years after completion then destroy

Patient Psychiatric Files	PHS-HAM-26	PERM	No

Records related to patient psychiatric records

Retain permanently

Patient Records - Adults	PHS-HAM-18	CP 7	No

Records related to adult patient records.

Retain 7 years after completion then destroy

Patient Records - Children	PHS-HAM-19	CP 25	No

Records related to children patient records.

Retain 25 years after completion then destroy

Prescriptions	PHS-HAM-20	CP 2	No

Records related to prescriptions.

Retain 2 years after completion then destroy

Programs	PHS-HAM-21	CP 7	Yes

Records related to clinical and health programs.

Retain 7 years after completion then destroy

Research	PHS-HAM-22	PERM	Yes

Records related to research.

Retain permanently

Laboratory Management (LAB)

Archival Review

Calibration	PHS-LAB-01	CP 10	No

Records related to calibration logs and files.

Retain 10 years after completion then destroy

Reports - Lab	PHS-LAB-04	CR 7	No

Records related to lab samples and reports

Retain 7 years after create date then destroy

Vital Records (VIT)

Archival Review

Births, Deaths and Marriages	PHS-VIT-01	PERM	Yes

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

Retain permanently

Court Orders	PHS-VIT-03	PERM	No

Records related to vital records court orders.

Retain permanently

Indexes	PHS-VIT-02	PERM	Yes

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

Retain permanently

Public Safety Services (PSS)

Correctional Institutions (CIM) Archival Review

Addicted Offender File   PSS-CIM-01   CP 7   No

Records related to addicted offenders.

Retain 7 years after assessment has been completed, then destroy

Assessment Plans and Studies   PSS-CIM-02   PERM   No

Records related to inmate assessments, plans and studies.

Retain permanently

Client Files   PSS-CIM-03   CP 5   No

Records related to client files.

Retain 5 years after completion then destroy

Employment - Inmate   PSS-CIM-05   CP 3   No

Records related to inmate employment.

Retain 3 years after completion then destroy

Fingerprint Card - Criminal/Criminal Justice Applicants   PSS-CIM-06   CR 99   No

Records related to fingerprints of criminal offenders.

Retain 99 years after create date, then destroy

Indexes   PSS-CIM-08   PERM   No

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

Retain permanently

Inmate Base Files   PSS-CIM-09   PERM   Yes

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

Retain permanently

Inmate Education   PSS-CIM-07   CP 5   No

Records related to inmate education. Records related to GED, transcripts, and certification of completion are transferred to the inmate base files (PSS-CIM-09).

Retain 5 years after release from facility then destroy

Inmate Job Descriptions   PSS-CIM-10   SUP 3   No

Records related to inmate job descriptions.

Retain 3 years after superseded then destroy

Inmate Mail   PSS-CIM-20   CR 3   No

Records related to offenders including UFOs.

Retain 3 years after create date, then destroy

Inmate Maintenance   PSS-CIM-11   CP 5   No

Records related to inmate maintenance.

Retain 5 years after discharge then destroy

Inmate/Offender Grievances and Correspondence   PSS-CIM-31   CP 5   No

Records related to inmate grievances

Retain 5 years after discharge then destroy

In-Service File   PSS-CIM-12   CP 75   No

Records related to in-service files.

Retain 75 years after completion then destroy

Institutional Investigative File   PSS-CIM-13   FYE 99   Yes

Records related to institutional investigations.

Retain 99 years after the fiscal year end then destroy

Public Safety Services (PSS)

Correctional Institutions (CIM)

Intake Records	PSS-CIM-14	SUP 3	No

Records related to intake records.

Retain 3 years after superseded, then destroy

Investigations	PSS-CIM-15	CP 5	No

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

Retain 5 years after completion then destroy

Jacket File - Criminal	PSS-CIM-16	CR 99	No

Records related to criminal jacket files.

Retain 99 years after create date, then destroy

Master Daily Log Book	PSS-CIM-17	PERM	No

Records related to the master daily log book.

Retain permanently

Medical File - Inmate	PSS-CIM-18	TE 10	No

Records related to inmate medical files.

Retain 10 years after separation then destroy

Medical Pre-Authorization	PSS-CIM-19	CP 7	No

Records related to pre-authorization for medical and medic incident reports.

Retain 7 years after completion then destroy

Parole and Probation Files	PSS-CIM-21	CR 99	Yes

Records related to parole board and good time files.

Retain 99 years after create date, then destroy

Prison Rape Elimination Act (PREA) Data Collection	PSS-CIM-33	CP 10	No

Records related to sexual abuse data collected both substantiated and unsubstantiated

Retain 10 years after completion then destroy

Prison Rape Elimination Act (PREA) Investigations	PSS-CIM-32	CP 5	No

Records related to all written reports regarding administrative and/or criminal investigations

Retain 5 years after discharge then destroy

Programs - Medical	PSS-CIM-22	EXP 5	Yes

Records related to medical programs.

Retain 5 years after expiration then destroy

Safety Records	PSS-CIM-24	SUP 3	No

Records related to safety records.

Retain 3 years after superseded then destroy

Security Threat Group File	PSS-CIM-04	CP 25	No

Records related to client history files.

Retain 25 years from discharge then destroy

Toxic Substance Report	PSS-CIM-27	SUP 3	No

Records related to reports of toxic substances.

Retain 3 years after superseded then destroy

Unit Files	PSS-CIM-28	OBS 3	No

Records related to unit files.

Retain 3 years after obsolete then destroy

Public Safety Services (PSS)

Correctional Institutions (CIM)   **Archival Review**

Voting Rights	PSS-CIM-29	CP 12	No

Records related to restoration of voting rights.

Retain 12 years after determination for rights have been restored then destroy

Work Release	PSS-CIM-30	CP 5	No

Records related to work release.

Retain 5 years after completion then destroy

Emergency and Disaster Management (EDM)   **Archival Review**

Ambulance	PSS-EDM-01	CR 8	No

Records related to ambulance trip reports.

Retain 8 years after create date, then destroy

Assistance - Financial	PSS-EDM-02	CP 5	No

Records related to community assistance files.

Retain 5 years after completion then destroy

Declarations	PSS-EDM-03	SUP 3	No

Records related to disaster and emergency notifications and declarations.

Retain 3 years after superseded then destroy

Disaster Files	PSS-EDM-04	PERM	Yes

Records related to management and history of disasters.

Retain permanently

Emergency and Fire Drills	PSS-EDM-05	CP 2	No

Records related to emergency and fire drills including .

Retain 2 years after completion then destroy

Programs and Plans	PSS-EDM-06	SUP 5	Yes

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

Response	PSS-EDM-07	CP 2	No

Records related to responses to a disaster or emergency situation including communications with responding agencies, details of the activation, and all documentation or issues relating to or arising from the disaster

Retain 2 years after completion then destroy

Law Enforcement (LAE)   **Archival Review**

Accidents and Incidents	PSS-LAE-02	CP 10	Yes

Records related to accidents reports and incidents.

Retain 10 years after completion then destroy

Assessment Plans and Studies	PSS-LAE-03	PERM	No

Records related to needs assessment studies and planning.

Retain permanently

Case Files	PSS-LAE-04	CP 10	Yes

Records related to law enforcement case files.

Retain 10 years after completion then destroy

Citation Management	PSS-LAE-05	CP 1	No

Records related to management of citations, does not include alcohol, parking, traffic or game and fish violations.

Retain 1 year after completion, then destroy

Public Safety Services (PSS)

Law Enforcement (LAE) Archival Review

Citation Management - Alcohol   PSS-LAE-06   CP 55   No

Records related to citations involving alcohol including implied consents.

Retain 55 years after completion then destroy

Citation Management - Traffic/Violations   PSS-LAE-08   CP 10   Yes

Records related to traffic citations.

Retain 10 years after completion then destroy

Citation Management - Violations   PSS-LAE-09   CP 5   No

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

Retain 5 years after completion then destroy

Law Enforcement Animal Records   PSS-LAE-22   LOA 6   No

Records related to law enforcement animal records. May include acquisition records, training documentation, microchip information, use and assignments, and veterinary records.

Retain 6 years after life of asset, then destroy.

Safety and Security   PSS-LAE-14   CR 7   No

Records related to the management of security and safety.

Retain 7 years after create date then destroy

Sex Offender Registration   PSS-LAE-10   CP 5   No

Records related to sex offender registration.

Retain 5 years after completion then destroy

Surveillance   PSS-LAE-11   CR 2   No

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

Retain 2 years after create date then destroy

Surveillance - Video Recording Devices   PSS-LAE-21   CP .25   No

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.

Vehicular Homicide Crash Reports   PSS-LAE-16   PERM   No

Records related to vehicular homicide crash reports.

Retain permanently

Victim Notification   PSS-LAE-12   CP 5   No

Records related to victim notification program files.

Retain 5 years after completion then destroy

Victim Report   PSS-LAE-13   SUP 3   No

Records related to victim reports.

Retain 3 years after superseded then destroy

Video Records   PSS-LAE-15   CP 5   No

Records related to video records.

Retain 5 years after completion then destroy

Training Management (TGM) Archival Review

Emergency Medical   PSS-TGM-04   PERM   No

Records related to training for emergency medical including certifications.

Retain permanently

Public Safety Services (PSS)

Training Management (TGM)

Fire Fighters   PSS-TGM-03   PERM   No

Records related to training for fire fighters including certifications.

Retain permanently

Forestry   PSS-TGM-02   PERM   No

Records related to training for forestry.

Retain permanently

Law Enforcement   PSS-TGM-01   CR 50   No

Records related to training for law enforcement.

Retain 50 years after create date then destro