

Agriculture

Admin (Agriculture)

Administration and Business Support (ADM)

Archives, Library and Museum Management (ALM)

Collection Management	ADM-ALM-02	PERM		Retain permanently	No
96-119 National High School Rodeo - 1981 Transfer to State Archives. (Supersedes AR #10632)					

Buildings, Facilities and Infrastructure Management (BFI)

Construction Project Files	ADM-BFI-03	LOA	10	Retain for the Life of the Asset then destroy	Yes
96-126 State Fair Property and Construction Records Permanent and transfer 1 copy to State Archives. (Supersedes AR #10608, #10625 and #10659)					0

Maintenance and Repairs/Space Records	ADM-BFI-05	LOA	10	Retain for the Life of the Asset then destroy.	No
10649 Repairs and Maintenance Records Retain 5 years, then destroy. (See CONSTRUCTION FILES for retention requirements for blueprints, specifications, etc., that may be found in these records.)					5

Safety, Security and Access	ADM-BFI-07	EXP	2	Retain 2 years after expiration then destroy	No
96-099 Monthly Visitor Report Retain 5 years, then destroy.					5
96-100 Visitor Registration Book Retain 2 years after filled, then evaluate for legal, administrative, and historical value for transfer to State Archives. Destroy at discretion remaining records.					2

Community and Public Relations (COM)

Awards	ADM-COM-01	CR	5	Destroy 5 years after create date	Yes
96-105 Awards Records aka Special Awards Records Retain 4 years, then the agency will evaluate records for legal, administrative and enduring historical value for transfer to the State Archives. Remaining records will be destroyed at discretion of agency. (Supersedes AR #10592)					4

Publicity and Promotion	ADM-COM-07	CR	5	Destroy 5 years after create date	Yes
10647 Publicity Files Retain 3 years, then destroy at discretion.					3

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Administration and Business Support (ADM)

General Management (GMT)

Associations and Memberships		ADM-GMT-01	OBS	5	Retain 5 years after obsolete then destroy	Yes
96-104	Association File <i>Retain until updated or superseded, then destroy. (Supersedes AR #10595)</i>					
96-223	Associations & Organizations Files <i>Retain 5 years, then destroy provided there are no audits, claims or litigation pending.</i>					5
Correspondence - General		ADM-GMT-05	CR	3	Destroy 3 years after create date	Yes
96-097	General Correspondence <i>Retain 3 years, then evaluate for legal, administrative, and historical value for transfer to State Archives. Destroy at discretion remaining records.</i>					3
96-117	General Correspondence <i>Retain 2 years, then evaluate for legal, administrative, and historical value for transfer to State Archives. Destroy remaining records at discretion. (Supersedes AR #10609)</i>					2
96-181	General Correspondence <i>Retain 2 years, then destroy. (Supersedes AR #5623)</i>					2
96-226	General Correspondence <i>Retain 1 year and then the agency will evaluate records for legal, administrative and enduring historical value for transfer to the State Archives. Remaining records will be destroyed at discretion of agency director.</i>					1
96-246	General Correspondence <i>Review, then place in reader file.</i>					
96-247	General Correspondence <i>Review, then place in reader file. (Supersedes AR-1 #5650, #5651, #5649, #5647, #5645)</i>					
Distribution, Mailing and Contact Lists		ADM-GMT-06	SUP	3	Retain 3 years after superseded then destroy	Yes
96-115	Fair Exhibitors Mailing List <i>Electronic: Delete when updated or superseded. Hardcopy: Destroy when updated or superseded. (Supersedes AR #10589 & AR #10620)</i>					

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General Management (GMT)

Event Management		ADM-GMT-07	CP	3	Retain 3 years after completion then destroy	Yes
96-108	<p><i>Boy's State File</i></p> <p><i>Retain 7 years, then the agency will evaluate records for legal, administrative, and enduring historical value for transfer to the State Archives. Remaining records will be destroyed at discretion of agency. (Supersedes AR #10598)</i></p>					7
96-109	<p><i>Camps, Clinics, Sales, and Shows Records (Non-Fair)</i></p> <p><i>Retain 7 years, then destroy. (Supersedes AR #10653 & AR #10660)</i></p>					7
Historical		ADM-GMT-08	PERM		Retain permanently	No
96-111	<p><i>End of Year Reports</i></p> <p><i>Permanent or transfer to State Archives. (Supersedes AR #10615)</i></p>					0
96-121	<p><i>Photographs</i></p> <p><i>Permanent or transfer to State Archives with identification information. (Supersedes AR #10645)</i></p>					0
96-123	<p><i>Publications aka Catalogues, and Premium Books</i></p> <p><i>Retain 1 copy permanent. Transfer 2 copies to State Archives. Destroy remaining copies at discretion. (Supersedes AR #10642, #10643, & #10644)</i></p>					0
Surveys		ADM-GMT-25	CP	5	Retain 5 years after completion then destroy	Yes
96-128	<p><i>Surveys/Critiques for Improvement of Fair</i></p> <p><i>Retain 5 years, then destroy. (Supersedes AR #10662)</i></p>					5
Transitory Records		ADM-GMT-26	OBS/SUP3		Destroy when obsolete or superseded.	No
10590	<p><i>Appreciation Letters</i></p> <p><i>Retain at discretion, then destroy.</i></p>					
96-103	<p><i>Advance Ticket Sales</i></p> <p><i>Retain 2 years, then destroy provided Audit has been accepted by the Department of Audit. (Supersedes AR #10587)</i></p>					2
96-113	<p><i>Entry Tags and Lot Summary</i></p> <p><i>Destroy. (Supersedes AR #10618)</i></p>					
96-120	<p><i>Newspaper Articles and Clippings</i></p> <p><i>Destroy. (Supersedes AR #10633)</i></p>					

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General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP3	Destroy when obsolete or superseded.	No
96-122	<i>Property Loan Out Records</i>			
	<i>Retain 2 years after item(s) returned, then destroy if no litigation is pending. (Supersedes AR #10646)</i>			2
96-178	<i>Duplicate Vouchers</i>			
	<i>Retain 4 years, then destroy. (Supersedes AR# 5621)</i>			4
96-190	<i>Telecommunications Records</i>			
	<i>Retain 4 years, then destroy.</i>			4
96-222	<i>Request for Configuration/Dept. Computer Projects</i>			
	<i>Destroy at discretion.</i>			
96-227	<i>Information Files</i>			
	<i>Retain until outdated or superseded, then destroy.</i>			
96-228	<i>New Business File</i>			
	<i>Successful Business: Transfer to Companies Files. Unsuccessful Business: Retain 2 years, then destroy.</i>			2
96-245	<i>Project Files</i>			
	<i>Retain until project is completed, then transfer to appropriate subject file.</i>			
96-249	<i>Issues File</i>			
	<i>Retain until issue is resolved, then transfer to appropriate subject file.</i>			
96-250	<i>Subject Files</i>			
	<i>Retain 2 years and then the agency will evaluate records for legal, administrative and enduring historical value for transfer to the State Archives. Remaining records will be destroyed at discretion of agency.</i>			2
96-251	<i>Reader File</i>			
	<i>Retain 1 year then evaluate for transfer to the appropriate subject file. Remaining records will be destroyed at discretion of agency.</i>			1
96-252	<i>Monday Memos</i>			
	<i>Retain 2 years and then the agency will evaluate records for legal, administrative and enduring historical value for transfer to the State Archives. Remaining records will be destroyed at discretion of agency director.</i>			2

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General Management (GMT)

Transitory Records		ADM-GMT-26	OBS/SUP3		Destroy when obsolete or superseded.	No
96-499	Activity Report					
	Retain Weekly and Monthly reports until fiscal year is completed, then destroy hardcopy and delete electronic record. Retain Year-End report 5 fiscal years, then destroy hardcopy and delete electronic record.					5
96-501	Client Sample Submissions					
	Retain 3 years or until federal guidelines and/or requirements have been met whichever is longer, then destroy provided not litigation is pending.					3
96-502	Computer Controlled Instrument Run Information					
	Electronic Record: Retain until test report is printed, then delete.					

Risk Management (RSK)

Accidents and Property Damage		ADM-RSK-01	CP	5	Retain 5 years after completion then destroy	No
96-102	Accident Reports - (Non-employee)					
	Retain 6 years, then destroy provided no litigation is pending.					6
Insurance Policies		ADM-RSK-05	EXP	10	Retain 10 years after expiration then destroy	No
96-118	Insurance - Liability					
	Destroy. (Supersedes AR #10623)					

Employee Services (EMP)

Personnel Management (PER)

Evaluations - Performance		EMP-PER-04	CP	10	Retain 10 years after separation then destroy	No
96-110	Employee Performance Records					
	Retain 2 years, then destroy. (Supersedes AR #10613)					2
Time and Attendance		EMP-PER-18	CYE	5	Retain 5 years after calendar year end then destroy	No
96-125	Request for Overtime					
	Retain 2 years, then destroy. (Supersedes AR #10651)					2

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Employee Services (EMP)

Staffing and Recruiting (SAR)

Applicants - Not Hired	EMP-SAR-01	CYE	3	Retain 3 year after calendar year end then destroy	No
16967 <i>Unsuccessful Employment Applications</i>					
				<i>Retain 1 year, then destroy if applying through A&I. Applications not originating from A&I: retain 2 years, then destroy. NOTE: Authority requested for all offices except the Personnel Management Division of A&I.</i>	1

Financial and Accounting (FIN)

Accounting Management (ACC)

Accounts Payables	FIN-ACC-09	FYE	7	Retain 7 years after the fiscal year end then destroy	No
96-191 <i>Warrant Cancellation/Replacement Records and Attachments</i>					
				<i>Retain 4 years, then destroy provided audit has been accepted by the Dept. of Audit.</i>	4
Accounts Receivable and Revenue	FIN-ACC-12	FYE	7	Retain 7 years after the fiscal year end then destroy	No
96-124 <i>Receipt Books</i>					
				<i>Retain 4 years, then destroy provided audit has been accepted by the Department of Audit. (Supersedes AR #10601 & AR #10635)</i>	4
96-186 <i>Receipts</i>					
				<i>Retain 4 years, then destroy provided audit has been accepted by the Dept. of Audit.</i>	4
Collections and Bankruptcy	FIN-ACC-01	CP	7	Retain 7 years after completion then destroy	No
94-491 <i>Accounts Uncollectible</i>					
				<i>Uncollectible debts may be discharged and extinguished as per W.S. 9-1-415. After approval is received from the State Auditor, retain records 3 years, then destroy provided audit has been accepted by the Dept. of Audit.</i>	3
96-187 <i>Returned/NSF Checks and Attachments</i>					
				<i>Uncollectible debts may be discharged and extinguished as per W.S. 9-1-415. After approval is received from the State Auditor, retain 4 years, then destroy provided audit has been accepted by the Dept. of Audit.</i>	4
Donations	FIN-ACC-02	PERM		Retain permanently	Yes
96-095 <i>Card Catalog Files</i>					
				<i>Retain catalog sheet of donated items permanently. Retain catalog sheet of items on loan 3 years after item(s) returned to lender/depositor, then destroy, if no litigation is pending.</i>	0
96-098 <i>Monetary Donation Record</i>					
				<i>Permanent, or transfer to State Archives. (Supersedes MA #10638)</i>	0

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Financial and Accounting (FIN)

Accounting Management (ACC)

Input/Output Financial	FIN-ACC-99	VER	1	Retain 1 year after verification then destroy	No
96-192	<i>WIN Input Forms and Attachments</i>				
	<i>Retain 4 years, then destroy provided audit has been accepted by the Dept. of Audit.</i>				4
Reports - Accounting	FIN-ACC-10	FYE	5	Retain 5 years after the fiscal year end then destroy	No
10640	<i>Postage Records (Includes postage meter, register mail, postage, postage due, etc.)</i>				
	<i>Retain 3 years, then destroy.</i>				3
96-101	<i>Anonymous Donations Log Book</i>				
	<i>Retain 5 years after book is filled, then destroy, provided audit has been accepted by the Department of Audit.</i>				5
96-177	<i>Close of Year Workpapers</i>				
	<i>Retain 4 years, then destroy provided there are no pending audits.</i>				4
96-179	<i>GAAP Surveys</i>				
	<i>Retain 4 years, then destroy.</i>				4
96-184	<i>Manual Warrants and Attachments</i>				
	<i>Retain 4 years, then destroy provided audit has been accepted by the Dept. of Audit.</i>				4
96-193	<i>WIN Monthly Reports</i>				
	<i>Retain 4 years, then destroy.</i>				4

Asset Management (ASM)

Capital	FIN-ASM-01	LOA	10	Retain for the Life of the Asset then destroy	Yes
96-175	<i>Capital Outlay Correspondence and Vouchers</i>				
	<i>Permanent</i>				0
Fixed Assets	FIN-ASM-02	LOA	4	Retain 4 years after the Life of the Asset then destroy	No
96-219	<i>Computer File</i>				
	<i>Retain until computer is disposed of, then transfer to the hardware/software disposition file.</i>				
96-221	<i>Purchase File</i>				
	<i>Retain until hardware/software is disposed of, then transfer to hardware/software disposition file.</i>				

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Financial and Accounting (FIN)

Asset Management (ASM)

Surplus and Disposal	FIN-ASM-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
96-220 <i>Hardware/Software Disposition File</i> <i>Retain 3 years, then destroy/delete provided there is no litigation or audit pending.</i>					3

Bank Administration (BNK)

Statements and Reports	FIN-BNK-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
96-172 <i>Bank Statements, Deposit Slips and Cancelled Checks</i> <i>Retain 4 years, then destroy provided audit has been accepted by the Dept. of Audit, and grant or program procedures have been complied with, and no litigation is pending.</i>					4
96-176 <i>Checking/Savings Account Reports for State Treasurer</i> <i>Retain 2 years, then destroy.</i>					2

Budget Management (BUD)

Workpapers	FIN-BUD-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
96-173 <i>Budget Preparation Workpapers</i> <i>Retain 4 years, then destroy at discretion of agency.</i>					4
96-174 <i>Budgets and Supplemental Budgets Records</i> <i>Retain 4 years, then destroy at discretion of agency.</i>					4
96-182 <i>Indirect Cost Rates</i> <i>Retain 4 years, then destroy provided there are no pending audits.</i>					4
96-183 <i>Line Item Budget Reports</i> <i>Retain 4 years, then destroy.</i>					4

Financial Statements and Reports (FSR)

Audited	FIN-FSR-02	PERM		Retain permanently	No
96-194 <i>Wyoming State Fair Financial Statements</i> <i>Permanent</i>					0

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Financial and Accounting (FIN)

Grant and Scholarship Management (GRM)

Grant Files	FIN-GRM-01	CP	10	Retain 10 years after completion then destroy	No
96-180	<i>Federal Programs and Grants</i>				
	<i>Retain 4 years from date of final report for fiscal year to which records apply, then destroy, unless any litigation, claim, negotiation, audit or other action involving the records has been started before the end of the 4 year period. The records shall be kept until all issues are resolved, or until the end of the regular 4 year period, whichever is later.</i>				4
96-185	<i>Pass-thru and Other Grants (Non-Federal)</i>				
	<i>Retain 4 years from date of final report for fiscal year to which records apply, then destroy, unless any litigation, claim, negotiation, audit or other action involving the records has been started before the end of the 4 year period. The records shall be kept until all issues are resolved, or until the end of the regular 4 year period, whichever is later.</i>				4
96-225	<i>Financial/Grant Records</i>				
	<i>Retain 5 years, then destroy provided no litigation, claim or audit is pending.</i>				5

Procurement (PRO)

Bids, Proposals and Quotes	FIN-PRO-01	CP	4	Retain 4 years after completion then destroy	No
96-106	<i>Bids and Proposals - Successful</i>				
	<i>Retain 5 years after completion, then destroy if no litigation is pending. (Supersedes AR #10596)</i>				5
96-107	<i>Bids and Proposals - Unsuccessful</i>				
	<i>Retain 2 years, then destroy if no litigation is pending. (Supersedes AR #10597)</i>				2
Vendor Management	FIN-PRO-03	EXP	5	Retain 5 years after expiration then destroy	No
10603	<i>Catalogs, Price Lists and Reference Material (Sometimes filed under the heading of Supplies, Trophies and Ribbons, Entertainment, Equipment, etc.)</i>				
	<i>Non-record material. Destroy at discretion.</i>				

Tax Management (TAX)

Sales and Use	FIN-TAX-12	FYE	5	Retain 5 years after the fiscal year end then destroy	No
96-188	<i>Sales Tax Returns</i>				
	<i>Retain 4 years, then destroy provided there are no pending litigation, claims or audits.</i>				4

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Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

General	GAC-AOC-05	CP	5	Retain 5 years after completion then destroy	Yes
96-171 <i>Audit Workpapers</i>					
				<i>Retain 4 years, then destroy provided there are no pending audits. (Supersedes AR-1 #5636 and AR-1 #5638)</i>	4
96-189 <i>State Examiner's Report of Examination</i>					
				<i>Permanent</i>	0

Inspections and Monitoring (ISP)

Fire and Electrical	GAC-ISP-07	CP	5	Retain 5 years after completion then destroy	No
96-116 <i>Fire and Electrical Inspection Reports</i>					
				<i>Retain 5 years, then destroy, providing no litigation is pending. (Supersedes AR #10622)</i>	5
Health	GAC-ISP-10	CP	5	Retain 5 years after completion then destroy	Yes
96-503 <i>EPA Public Water Supply Chemistry Results</i>					
				<i>Retain 5 fiscal years, then destroy.</i>	5
Weights and Measures	GAC-ISP-17	SUP	3	Destroy when superseded	No
10655 <i>Scale Inspection Records</i>					
				<i>Retain until superseded, then destroy at discretion.</i>	

Permit Management (PMT)

Water Rights and NSR Permits	GAC-PMT-08	PERM		Retain permanently	No
10670 <i>Water Well - Drilling Permit</i>					
				<i>Permanent or transfer to State Archives.</i>	0
96-196 <i>Wyoming State Fair Water Rights File</i>					
				<i>Permanent</i>	0

Legal and Judiciary (LGL)

Contract Management (CTR)

General	LGL-CTR-04	EXP	10	Retain 10 years after expiration then destroy	No
96-127 <i>State Rental Records - Premises Use Agreements</i>					
				<i>Retain 3 years, then destroy. (Supersedes AR #10656)</i>	3

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Admin (Agriculture)

Legal and Judiciary (LGL)

Contract Management (CTR)

General	LGL-CTR-04	EXP	10	Retain 10 years after expiration then destroy	No
96-129 <i>Trailer Spaces - Rentals</i> <i>Retain 2 years, then destroy. (Supersedes AR #10667)</i>					2

Legal Matter Management (LMM)

Hearings and Appeals	LGL-LMM-21	CP	5	Retain 5 years after completion then destroy	Yes
5644 <i>Dairy Market Order Section File</i> <i>Retain minutes, hearings, official correspondence, violation files, and official correspondence permanent.</i> <i>Retain general correspondence 2 years, then destroy. Retain non-Wyoming publications 2 years, then destroy.</i>					0
96-248 <i>Dairy Marketing Hearings File</i> <i>Retain 5 years, then destroy after examination. (Supersedes AR-1 #5642 and #5643)</i>					5

Licensing and Registration (LAR)

Dealers and Agents and Outfitters	LGL-LAR-15	EXP	7	Retain 7 years after expiration then destroy	No
96-224 <i>Company Files</i> <i>Active: Permanent. Inactive/closed: Retain 3 years, then destroy.</i>					3
96-500 <i>Antifreeze Application & Registration File</i> <i>No changes: Permanent Changes/Discontinuation of Business: Retain 1 year after re-registered or discontinuation of business, then destroy.</i>					0

Real Property (RPR)

Land and Easements	LGL-RPR-03	PERM		Retain permanently	No
96-195 <i>Wyoming State Fair Land File</i> <i>Permanent (Supersedes AR-1 #5639)</i>					0

Natural Resource Management (NRM)

Agriculture Management (AGR)

Entry and Awards - Fair	NRM-AGR-04	CYE	2	Retain 2 year after calendar year end then destroy	Yes
10621 <i>F.F.A. and 4-H File</i> <i>Retain 2 years, then transfer to State Archives for review for microfilming and destruction.</i>					
96-112 <i>Entry and Awards Ledgers - Fair</i> <i>Permanent in-house. (Supersedes AR #10617)</i>					0

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Natural Resource Management (NRM)

Agriculture Management (AGR)

Entry and Awards - Fair	NRM-AGR-04	CYE	2	Retain 2 year after calendar year end then destroy	Yes
96-114 Fair Date Entry Cards					
				Retain 1 year, then destroy if there are no discrepancies. If discrepancies, retain 1 year after resolved, then destroy.	1

Analytical Services (Agriculture)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Destroy 3 years after create date	Yes
10-042 General Correspondence					
				Retain in office for 2 years. Evaluate and transfer in hard copy to the Wyoming State Archives those documents deemed to be of enduring legal, administrative, or historical value, then destroy remaining records.	2

Transitory Records	ADM-GMT-26	OBS/SUP3		Destroy when obsolete or superseded.	No
10-041 Quality Assurance Log					
				Retain for 3 years or until federal guidelines and/or requirements have been met, which ever is longer. Then destroy provided no legal action is pending.	3
10-043 Laboratory Information Management System					
				Retain in office until updated or superseded, then destroy.	

Governance and Compliance (GAC)

Inspections and Monitoring (ISP)

Health	GAC-ISP-10	CP	5	Retain 5 years after completion then destroy	Yes
10-044 Meat Inspection Program Quarterly Summary of Hours, Tests, and Material Costs					
				Retain 5 years then destroy unless legal action, claims, negotiation, audit or other action involving these records has been initiated. These records shall be kept until all issues are resolved, or until the end of the regular 5 year period, which ever is later.	5

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Analytical Services (Agriculture)

Public Health Services (PHS)

Laboratory Management (LAB)

Reports - Lab	PHS-LAB-04	CR	7	Destroy 7 years after create date	No
10-040 <i>Lab Reports</i>					
				<i>Retain for 10 years. Then destroy providing there is no legal action pending.</i>	10

Beef Council (Agriculture)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Destroy 3 years after create date	Yes
15803 <i>General Correspondence</i>					
				<i>Retain 3 years, then destroy. Evaluate for legal, administrative, and historical value for transfer to State Archives. Destroy remaining records at discretion of agency director.</i>	3
Reports - General	ADM-GMT-22	CR	5	Destroy 5 years after create date	Yes
96-169 <i>Beef Promotion & Research Board Monthly Reports</i>					
				<i>Retain 5 years, then destroy.</i>	5
Surveys	ADM-GMT-25	CP	5	Retain 5 years after completion then destroy	Yes
94-485 <i>Producer's Attitude Survey</i>					
				<i>Retain 10 years, then destroy.</i>	10
Transitory Records	ADM-GMT-26	OBS/SUP3		Destroy when obsolete or superseded.	No
04-158 <i>Promotional Material</i>					
				<i>Retain 3 years after date of publication, then transfer to the State Archives for evaluation. After evaluation, records deemed not worthy of permanent retention will be destroyed by the State Archives.</i>	3
04-159 <i>Brochure Orders</i>					
				<i>Retain 4 years after date of publication, then destroy</i>	4
15804 <i>Publications</i>					
				<i>Send 1 copy to the State Archives. Destroy remaining copies at discretion.</i>	

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Beef Council (Agriculture)

Governance and Compliance (GAC)

Governance (GOV)

Minutes		GAC-GOV-03	PERM	Retain permanently	No
15802	Minutes of Council Meetings Permanent or transfer to State Archives.				0

Legal and Judiciary (LGL)

Litigation Management (LIT)

Case Files		LGL-LIT-01	CP	5	Retain 5 years after completion then destroy	Yes
04-157	Litigation Files Retain until all litigation has been completed, then transfer to the State Archives for evaluation. After evaluation, records deemed not worthy of permanent retention will be destroyed by the State Archives.					0

Consumer Health Svcs (Agriculture)

Administration and Business Support (ADM)

Buildings, Facilities and Infrastructure Management (BFI)

Construction Project Files		ADM-BFI-03	LOA	10	Retain for the Life of the Asset then destroy	Yes
07-013	Plans, Specifications and Plan Reviews (Inspector's copies) Retain originals in office for proposed building, addition or renovation through approval, then return to establishment's owner.					
07-023	Plans and Specifications Approved: Transfer to Meat Plant Files Unapproved: Return to plant owner or destroy					

General Management (GMT)

Transitory Records		ADM-GMT-26	OBS/SUP3	Destroy when obsolete or superseded.	No
07-014	Reference/Resource Publications Office of Origin: Record copy - Permanent. Send one copy to State Archives at time of production. Background material/other agencies: Retain until obsolete, superseded or no longer needed, then destroy.				
07-015	Temporary Food Service Permits Retain 1 year from expiration date of permit, then destroy.				1

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Consumer Health Svcs (Agriculture)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP3	Destroy when obsolete or superseded.	No
07-017	<i>Consumer Health Services Review Results</i>			
	<i>Retain 2 years and evaluate for legal, administrative and enduring historical value for transfer to the State Archives. Destroy remaining records. Any records transferred to the State Archives will be evaluated. Records deemed not worthy of permanent retention, will be destroyed by the State Archives.</i>			2
07-018	<i>Federal Review Results</i>			
	<i>Retain 2 years and evaluate for legal, administrative and enduring historical value for transfer to the State Archives. Destroy remaining records. Any records transferred to the State Archives will be evaluated. Records deemed not worthy of permanent retention, will be destroyed by the State Archives.</i>			2
07-022	<i>Meat Plant Review</i>			
	<i>Retain 2 years, then destroy.</i>			2
07-025	<i>Sanitation Inspection Reports</i>			
	<i>Retain until superseded, then destroy.</i>			
07-026	<i>Slaughter/Processing Plants Monthly Reports</i>			
	<i>Retain 2 years, then destroy.</i>			2
07-027	<i>State Compliance Staff Monthly Activity Report</i>			
	<i>Retain 2 years, then destroy.</i>			2
07-030	<i>WDA Sampling Forms and Results</i>			
	<i>Retain 2 years, then destroy.</i>			2
5544	<i>Memos to Producers and Processors</i>			
	<i>Retain 1 copy of memo while in force, then destroy.</i>			
96-149	<i>Disease Cards - Photo Copies</i>			
	<i>Retain 1 year from date of card, then destroy by shredding (contains confidential information restricted only to authorized personnel.)</i>			1
96-157	<i>Summer Feeding Program Location Inspections</i>			
	<i>Retain 3 years, then destroy.</i>			3
96-159	<i>FDA Confectionery File</i>			
	<i>Retain 2 years, then destroy.</i>			2

Agriculture

Consumer Health Svcs (Agriculture)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP3	Destroy when obsolete or superseded.	No
96-161 <i>FDA Purchase Order (Copy)</i> <i>Retain 2 years, then destroy.</i>				2

Risk Management (RSK)

Accidents and Property Damage	ADM-RSK-01	CP	5	Retain 5 years after completion then destroy	No
07-016 <i>Truck Wreck Information Report Form</i> <i>Retain 5 years, then destroy, providing no litigation is pending and audits have been approved.</i>					5

Governance and Compliance (GAC)

Inspections and Monitoring (ISP)

Health	GAC-ISP-10	CP	5	Retain 5 years after completion then destroy	Yes
07-020 <i>Meat Plant Compliance and Violation Files</i> <i>Retain 5 years. Evaluate for legal, administrative and enduring historical value for transfer to the State Archives. Destroy remaining records. Any records transferred to the State Archives will be evaluated. Records deemed not worthy of permanent retention will be destroyed by the State Archives.</i>					5
Investigations	GAC-ISP-12	CP	5	Retain 5 years after completion then destroy	No
07-028 <i>Vendor Violations (Door-to-Door Meat Sales)</i> <i>Retain 5 years, then destroy.</i>					5

Legal and Judiciary (LGL)

Contract Management (CTR)

General	LGL-CTR-04	EXP	10	Retain 10 years after expiration then destroy	No
07-029 <i>Veterinarian Contracts</i> <i>Retain until superseded/updated, then destroy.</i>					

Licensing and Registration (LAR)

Facilities, Establishments and Products	LGL-LAR-18	EXP	5	Retain 5 years after expiration then destroy	Yes
07-010 <i>Establishment / Facilities Applications and Permits</i> <i>Retain hardcopy in office until superseded or obsolete, then transfer to discontinued/inactive businesses file (in Field Inspector's File). Retain electronic records for 6 months after inactivity/closure, then delete providing no litigation is pending.</i>					

Agriculture

Consumer Health Svcs (Agriculture)

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Facilities, Establishments and Products	LGL-LAR-18	EXP	5	Retain 5 years after expiration then destroy	Yes
96-151 <i>Establishment/Facilities Applications and Permits</i>					
				<i>Open/Active: Retain permanently. Inactive/Closed: Electronic - Retain 6 months after inactivity/closure, then delete if no litigation is pending. Hardcopy: transfer to Discontinued/Inactive Businesses File. (Supersedes AR #13981, AR #13983 and AR #16796)</i>	0

Natural Resource Management (NRM)

Agriculture Management (AGR)

Companies and Plants	NRM-AGR-03	TE	25	Retain 5 years after completion then destroy	No
07-021 <i>Meat Plant Files</i>					
				<i>Retain 5 years, then destroy, with the exception only of Meat Plant Plans, which are to be kept in office and on file permanently.</i>	5
Food and Drug Information	NRM-AGR-05	SUP	3	Destroy when superseded	No
02-001 <i>Egg Information File</i>					
				<i>Retain 1 year, then evaluate for legal, administrative and enduring historical value for transfer to the State Archives. Remaining records will be destroyed at discretion of agency. (Supersedes AR# 96-142 and AR# 96-145)</i>	1
96-160 <i>FDA Drug Information File</i>				<i>Retain until superseded, then destroy.</i>	
Food and Drug Recalls	NRM-AGR-06	CR	5	Destroy 5 years after create date	No
07-011 <i>FDA Recall File</i>					
				<i>Retain recalls 1 year then destroy. Retain correspondence 2 years and evaluate for legal, administrative and enduring historical value, for transfer to the State Archives. Destroy remaining records. Any records transferred to the State Archives will be evaluated. Records deemed not worthy of permanent retention, will be destroyed the State Archives.</i>	
Indexes	NRM-AGR-07	PERM		Retain permanently	Yes
5555 <i>Indices to Producers-Processors</i>					
				<i>Permanent.</i>	0

Agriculture

Consumer Health Svcs (Agriculture)

Natural Resource Management (NRM)

Agriculture Management (AGR)

Plans and Studies	NRM-AGR-08	SUP	3	Destroy when superseded	Yes
<p>07-024 Self Assessment Plan</p> <p>Retain until superseded/updated, then transfer to the State Archives. Any records transferred to the State Archives will be evaluated. Records deemed not worthy of permanent retention will be destroyed by the State Archives.</p>					
Surveys and Inspections	NRM-AGR-09	CP	5	Retain 5 years after completion then destroy	Yes
<p>07-009 Dairy Survey / Check Rating</p> <p>Retain for 4 years after end of last Dairy Survey / Check Rating fiscal year, then destroy. 4</p>					
<p>07-012 Field Inspector's File (Establishment)</p> <p>Retain 5 years after close of business, then destroy, providing no litigation is pending and audits have been approved. Superseded AR1#'s continued: AR1#96-152 thru 155; 96-163; 96-213; AR1#'s 96-215; 02-020 and 02-021 5</p>					
<p>07-019 General Inquiries, Information, Complaints, Correspondence and Meat Reports</p> <p>Retain 5 years and evaluate for legal, administrative and enduring historical value to the State Archives. Destroy remaining records. Any records deemed not worthy of permanent retention will be destroyed by the State Archives. 5</p>					

Natural Resources (Agriculture)

Administration and Business Support (ADM)

Community and Public Relations (COM)

Press and News Releases	ADM-COM-04	CR	5	Destroy 5 years after create date	Yes
<p>96-293 News Releases</p> <p>Retain 3 years and then the agency will evaluate records for legal, administrative and enduring historical value for transfer to the State Archives. Remaining records will be destroyed at discretion of agency director. 3</p>					

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Destroy 3 years after create date	Yes
<p>96-237 Coordinate Resource Management Executive Committee Correspondence</p> <p>Retain 2 years and then the agency will evaluate records for legal, administrative and enduring historical value for transfer to the State Archives. Remaining records will be destroyed at discretion of agency director. (Supersedes AR-1 #5569) 2</p>					

Agriculture

Natural Resources (Agriculture)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General		ADM-GMT-05	CR	3	Destroy 3 years after create date	Yes
96-238	<p>General Correspondence</p> <p>Retain 2 years and then the agency will evaluate records for legal, administrative and enduring historical value for transfer to the State Archives. Remaining records will be destroyed at discretion of agency director. (Supersedes AR-1 #5568 and #5570)</p>					2
96-296	<p>General Correspondence</p> <p>Retain 1 year and then the agency will evaluate records for legal, administrative and enduring historical value for transfer to the State Archives. Remaining records will be destroyed at discretion of agency director.</p>					1
96-476	<p>General Correspondence</p> <p>Retain 1 year and then the agency will evaluate records for legal, administrative and enduring historical value for transfer to the State Archives. Remaining records will be destroyed at discretion of agency director.</p>					1
Organization		ADM-GMT-15	PERM		Retain permanently	No
96-234	<p>Books, Publications, Pamphlets</p> <p>Office of origin: Transfer 2 copies to State Archives. Background material and duplications: destroy at discretion. All other offices: Retain until obsolete, superseded, or no longer needed, then destroy. (Supersedes AR-1 #5566)</p>					
Transitory Records		ADM-GMT-26	OBS/SUP3		Destroy when obsolete or superseded.	No
5560	<p>Agenda, Legislation, Publications</p> <p>Destroy out-dated statutes: Retain current and prior agenda files, destroy others. Retain non-Wyoming publications 4 years, then destroy.</p>					4
96-239	<p>Project/Information File</p> <p>Retain until obsolete, superseded, or no longer needed, then destroy. (Supersedes AR-1 #5567)</p>					
96-242	<p>Conservation Districts Elections File</p> <p>Retain 2 years after election date, then destroy. (Supersedes AR-1 #5565)</p>					2
96-243	<p>Watershed Districts' Elections File</p> <p>Retain 2 years after election date, then destroy.</p>					2
96-292	<p>Reference Files</p> <p>Retain until outdated, superseded, or no longer needed, then destroy.</p>					

Agriculture

Natural Resources (Agriculture)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP3	Destroy when obsolete or superseded.	No
96-473 <i>Accounting Files (Copies)</i> <i>Retain 2 years, then destroy.</i>				2

Financial and Accounting (FIN)

Budget Management (BUD)

Annual	FIN-BUD-01	FYE	5	Retain 5 years after the fiscal year end then destroy	No
96-482 <i>State Allocation Committee Fiscal File (Weed and Pest Districts)</i> <i>Retain 4 years, then destroy provided audit has been accepted by the Department of Audit.</i>					4
Workpapers	FIN-BUD-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
96-240 <i>Budget File (Copies)</i> <i>Retain 2 years, then destroy.</i>					2

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

Environmental	GAC-AOC-02	CP	10	Retain 10 years after completion then destroy	Yes
11149 <i>Required Record and Customer Notification (Job Reports and Daily Work Reports) (Contains detailed information about each days activities including location, chemical applied, and climate data)</i> <i>Retain 10 years, then destroy.</i>					10

Governance (GOV)

Minutes	GAC-GOV-03	PERM	Retain permanently	No
96-235 <i>Conservation Commission Minutes</i> <i>Permanent or transfer to State Archives. (Supersedes AR-1 #5564)</i>				0
96-241 <i>Conservation Districts Minutes (Copies) (These minutes are not official signed copies and are not received from every district)</i> <i>Retain 1 year, then transfer to State Archives.</i>				1

Agriculture

Natural Resources (Agriculture)

Governance and Compliance (GAC)

Legislation and Regulation Management (LRM)

General	GAC-LRM-07	SUP	5	Retain 5 years after superseded then destroy	Yes
96-291	<i>NEPA (National Environmental Protection Act) Correspondence File</i>				
	<i>Retain until final Plan, Act or Policy is accepted, passed, or goes into effect, and then the agency will evaluate records for legal, administrative and enduring historical value for transfer to the State Archives. Remaining records will be destroyed at discretion of agency director.</i>				
96-295	<i>State Policy, Regulations and Statutes Correspondence</i>				
				<i>Retain 5 years and then the agency will evaluate records for legal, administrative and enduring historical value for transfer to the State Archives. Remaining records will be destroyed at discretion of agency director.</i>	5
96-297	<i>Proposed Congressional Legislation</i>				
				<i>Retain 5 years and then the agency will evaluate records for legal, administrative and enduring historical value for transfer to the State Archives. Remaining records will be destroyed at discretion of agency director.</i>	5

Legal and Judiciary (LGL)

Contract Management (CTR)

Cooperative Agreements	LGL-CTR-02	EXP	10	Retain 10 years after expiration then destroy	Yes
96-475	<i>Federal Cooperative Agreement (Memorandum of Understanding)</i>				
				<i>Retain 3 years from expiration or termination of agreement, then destroy unless any litigation, claim, negotiation, audit or other action involving the records has been started. The records shall be kept until all issues are resolved, or until the end of the regular 3 year period, which ever is later.</i>	3
General	LGL-CTR-04	EXP	10	Retain 10 years after expiration then destroy	No
96-488	<i>University of Wyoming Cooperative Agreement</i>				
				<i>Retain 3 years from expiration/termination of agreement, then destroy, unless any litigation, claim, negotiation, audit or other action involving the records has been started. The records shall be kept until all issues are resolved or until the end of the regular 3 year period which ever is later.</i>	3
96-490	<i>Wyoming Department of Transportation Cooperative Agreement</i>				
				<i>Retain 3 years from expiration/termination of agreement, then destroy, unless any litigation, claim, negotiation, audit or other action involving the records has been started. The records shall be kept until all issues are resolved, or until the end of the regular 3 years period, which ever is later.</i>	3

Agriculture

Natural Resources (Agriculture)

Natural Resource Management (NRM)

Land and Water Resource Management (LWR)

Land Management	NRM-LWR-06	PERM	Retain permanently	No
96-236	<i>Conservation Districts, Boundaries and Names Files</i>			
	<i>Permanent or transfer to State Archives.</i>			0

Public Safety Services (PSS)

Emergency and Disaster Management (EDM)

Disaster Files	PSS-EDM-04	PERM	Retain permanently	Yes
96-294	<i>Agriculture Disaster Declaration Evaluation</i>			
	<i>Permanent and transfer 1 copy to State Archives.</i>			0

Technical Services (Agriculture)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Destroy 3 years after create date	Yes
06-056	<i>Environmental Protection Agency (EPA) Correspondence</i>				
	<i>Retain 5 years. Evaluate for legal, administrative and enduring historic value for transfer in hard copy to State Archives. Destroy remaining records. Any records transferred to State Archives will be evaluated. Records deemed not worthy of permanent retention will be destroyed by the State Archives. Supersedes AR-1 # 96-277</i>				5
06-066	<i>Rodent / Predator General Correspondence</i>				
	<i>Retain 5 years. Evaluate for legal, administrative and enduring historic value for transfer in hard copy to State Archives. Destroy remaining records. Any records transferred to State Archives will be evaluated. Records deemed not worthy of permanent retention will be destroyed by the State Archives. Supersedes AR-1 # 96-270</i>				5
06-073	<i>General Correspondence</i>				
	<i>Retain 1 year and evaluate for legal, administrative, and enduring historical value for transfer in hard copy to State Archives. Destroy remaining records. Any records transferred to State Archives will be evaluated. Records deemed not worthy of permanent retention, will be destroyed by State Archives. Supersedes AR-1 # 96-476</i>				1
06-085	<i>General Correspondence File</i>				
	<i>Retain 5 year and evaluate for legal, administrative, and enduring historical value for transfer in hard copy to State Archives. Destroy remaining records. Any records transferred to State Archives will be evaluated. Records deemed not worthy of permanent retention, will be destroyed by State Archives. Supersedes AR-1 # 96-256</i>				5

Agriculture

Technical Services (Agriculture)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Destroy 3 years after create date	Yes
<p>96-274 Correspondence File</p> <p>Retain 2 years and then the agency will evaluate records for legal, administrative and enduring historical value for transfer to the State Archives. Remaining records will be destroyed at discretion of agency director. (Supersedes AR-1 #5591, #5592, #5593, #6032 and #6034)</p>					2
Distribution, Mailing and Contact Lists	ADM-GMT-06	SUP	3	Retain 3 years after superseded then destroy	Yes
<p>06-054 Wyoming Beekeepers Listing</p> <p>Retain until superseded / updated, then destroy. Supersedes AR-1 # 96-278</p>					
Organization	ADM-GMT-15	PERM		Retain permanently	No
<p>06-051 Publications</p> <p>Office of origin: Transfer in hard copy, one copy to State Archives. Background material, duplicate publications, and all other agencies: Retain until obsolete, superseded or no longer needed, then destroy (including Wyoming state agency and non-agency publications and non-Wyoming publications). Additional reference: refer to General Schedules AR-# 16960. Supersedes AR-1 # 96-280, 96-254</p>					
Reference Material	ADM-GMT-20	OBS	3	Destroy when obsolete	Yes
<p>96-265 Reference Files</p> <p>Retain 5 years and then the agency will evaluate records for legal, administrative and enduring historical value for transfer to the State Archives. Remaining records will be destroyed at discretion of agency director.</p>					5
Reports - Annual Agency	ADM-GMT-28	PERM		Retain permanently	Yes
<p>06-063 Annual Reports (Rodent/Predator)</p> <p>Permanent or transfer in hard copy to State Archives. Please refer to General Schedule AR-1 # 16970. Supersedes AR-1 # 96-272</p>					0
Reports - General	ADM-GMT-22	CR	5	Destroy 5 years after create date	Yes
<p>06-084 Weed Reports</p> <p>Retain 5 years, then evaluate for legal, administrative, and enduring historical value, for transfer in hard copy to State Archives. Destroy remaining records. Any records transferred to State Archives will be evaluated. State Archives will destroy records deemed not worthy of permanent retention. Supersedes AR-1 # 96-489 Supersedes AR-1 # 96-477</p>					5
<p>96-073 Cooperative Grasshopper and Mormon Cricket Control Program Narrative Report</p> <p>Destroy. (Supersedes AR-1 #6018)</p>					

Agriculture

Technical Services (Agriculture)

Administration and Business Support (ADM)

General Management (GMT)

Reports - General		ADM-GMT-22	CR	5	Destroy 5 years after create date	Yes
96-091	<i>Crop Count Sheet</i>					
	<i>Retain 5 fiscal years, then destroy.</i>					5
96-092	<i>Certified Seed Analysis Report</i>					
	<i>Retain 5 years, then destroy, if no litigation is pending.</i>					5
Transitory Records		ADM-GMT-26	OBS/SUP3	Destroy when obsolete or superseded.		No
06-048	<i>Leafcutter Bee File</i>					
	<i>Retain 3 years and then the agency will evaluate records for legal, administrative and enduring historical value for transfer to the State Archives. Remaining records will be destroyed at discretion of agency director.</i>					3
06-065	<i>Historical Files (Rodent/Predator)</i>					
	<i>Retain 2 years. Evaluate for legal, administrative and enduring historic value for transfer in hard copy to State Archives. Destroy remaining records. Any records transferred to State Archives will be evaluated. Records deemed not worthy of permanent retention will be destroyed by the State Archives. Supersedes AR-1 # 96-269</i>					2
06-072	<i>Educational Videos</i>					
	<i>Retain until superseded or outdated. Transfer to State Archives for evaluation of legal, administrative and enduring historical value. State Archives may destroy any records not deemed worthy of permanent retention. Supersedes AR-1 # 96-474</i>					
96-069	<i>Product Data Sheet</i>					
	<i>Destroy. (Supersedes AR-1 #6025)</i>					
96-085	<i>Monthly Summary</i>					
	<i>Retain 5 years, then destroy.</i>					5
96-255	<i>Package Checking Report File</i>					
	<i>Retain 2 years, then destroy unless there are violations for the last 5 consecutive years, then continue to retain violation records. (Supersedes AR-1 #5586)</i>					2
96-264	<i>Subject Files</i>					
	<i>Retain until obsolete, superseded, or no longer needed, then destroy.</i>					

Agriculture

Technical Services (Agriculture)

Employee Services (EMP)

Personnel Management (PER)

Organizational Charts	EMP-PER-13	SUP	3	Destroy when superseded	No
06-075 <i>Organization / Groups Files</i>					
				<i>Retain until superseded, inactive, or obsolete. Then destroy. Supersedes AR-1 # 96-478</i>	<i>Supersedes AR-1 # 96-477</i>

Training Management (TRM)

Course Management	EMP-TRM-01	CP	3	Retain 3 years after completion then destroy	No
06-081 <i>Training Class Roster</i>					
				<i>Retain 5 years, then destroy. Supersedes AR-1 # 96-485</i>	<i>Supersedes AR-1 # 96-477</i> 5
Training Materials	EMP-TRM-06	SUP	3	Retain 3 years after superseded then destroy	No
06-082 <i>Training Materials</i>					
				<i>Retain until revised or superseded, then evaluate for legal, administrative, and enduring historical value, for transfer in hard copy to State Archives. Destroy remaining records. Any records transferred to State Archives will be evaluated. State Archives will destroy records deemed not worthy of permanent retention.</i>	
	<i>Supersedes AR-1 # 96-486</i>			<i>Supersedes AR-1 # 96-477</i>	

Financial and Accounting (FIN)

Accounting Management (ACC)

Accounts Receivable and Revenue	FIN-ACC-12	FYE	7	Retain 7 years after the fiscal year end then destroy	No
5635 <i>Wyoming Grain Warehouse Receipts</i>					
				<i>Destroy.</i>	
96-070 <i>Official Receipts</i>					
				<i>Retain 2 years, then destroy, provided Audit has been accepted by the Department of Audit. (Supersedes AR-1 #5575)</i>	2
Reports - Accounting	FIN-ACC-10	FYE	5	Retain 5 years after the fiscal year end then destroy	No
06-078 <i>State Allocation Committee Fiscal File</i>					
				<i>Retain for 7 years, then destroy. Supersedes AR-1 # 96-482</i>	<i>Supersedes AR-1 # 96-477</i> 7

Agriculture

Technical Services (Agriculture)

Governance and Compliance (GAC)

Governance (GOV)

Minutes		GAC-GOV-03	PERM		Retain permanently	No
06-074	Intermountain Noxious Weed Advisory Council Minutes Permanent or transfer in hard copy to State Archives. (Reference to General Schedules # 16955)					0
	Supersedes AR-1 # 96-477					
06-079	State Allocation Committee Minutes (Weed and Pest Districts) Permanent or transfer in hard copy to State Archives. Supersedes AR-1 # 96-483					0
	Supersedes AR-1 # 96-477					

Inspections and Monitoring (ISP)

Equipment and Vehicles		GAC-ISP-06	CP	5	Retain 5 years after completion then destroy	No
06-046	Device Inspection Reports Retain 10 years, then destroy. (Supersedes AR1# 96-262)					10
General		GAC-ISP-08	CP	5	Retain 5 years after completion then destroy	No
06-062	Inspection Reports / Certificate File Retain 5 years, evaluate and transfer in hard copy those documents of legal, administrative and enduring historical value to State Archives. Destroy remaining. Supersedes AR-1 # 96-273					
96-084	Official Inspection Log Retain 5 years after filled or date of last entry, then destroy, if no litigation is pending.					5
96-086	Inspection Sample Seed Analysis Report (WDA-131) Retain 5 years, then destroy, if no litigation is pending. (Supersedes AR-1 #6023)					5
96-089	General Inspection Report (Form WDA-100) Retain 5 years, then destroy, if no litigation is pending. (Supersedes AR-1 6022)					5
96-093	Agriculture Sampling System Log Retain 5 years after filled or date of last entry, then destroy.					5
Herbicide, Pesticide and Chemicals		GAC-ISP-11	CP	5	Retain 5 years after completion then destroy	No
06-050	Pesticide & Predator Applicator Files Retain 3 years after expiration date, then destroy (Supersedes AR1# 96-267)					3

Agriculture

Technical Services (Agriculture)

Governance and Compliance (GAC)

Inspections and Monitoring (ISP)

Herbicide, Pesticide and Chemicals		GAC-ISP-11	CP	5	Retain 5 years after completion then destroy	No
06-057	<i>Pesticide Applicator Inspection / Violation Reports</i> <i>Retain until investigation/inspection is completed, then transfer to Pesticide Inspection File.Supersedes AR-1 # 96-275</i>					
06-058	<i>Pesticide Inspection file</i> <i>Retain 5 years after determined closed. Evaluate and transfer in hard copy to State Archives those documents deemed of legal, administrative and enduring historical value and destroy remaining.Supersedes AR-1 # 96-276</i>					5
06-061	<i>Registrations (Soil Conditioners, Fertilizers, Pesticides, and Soil Amendments)</i> <i>Retain 5 years, then destroy.Supersedes AR-1 # 96-74</i>					5
06-069	<i>Letter Advising Dealer of a Registered Pesticide</i> <i>Active: Retain 1 year, then destroy</i>					1
06-083	<i>USGS Herbicide Monitoring Program Files</i> <i>Permanent or transfer in hard copy to State Archives. Supersedes AR-1 # 96-487</i>					0
6014	<i>Letter Advising Dealer of a Registered Pesticide (Form letter-duplicate copy)</i> <i>Retain 1 year, then destroy.</i>					1
Investigations		GAC-ISP-12	CP	5	Retain 5 years after completion then destroy	No
06-070	<i>Notice of Alleged Violation</i> <i>Retain 5 years, then destroy, or if litigation is pending, following close of case.Supersedes AR-1 # 96-71, 96-253</i>					5
06-071	<i>Re-Inspection of Alleged Violation</i> <i>Retain 5 years, then destroy, or if litigation is pending, following close of case.Supersedes AR-1 # 96-75</i>					5
96-071	<i>Notice of Alleged Violation</i> <i>Retain 5 years, then destroy, if no litigation is pending. (Supersedes AR-1 #6015)</i>					5
96-075	<i>Reinspection of Alleged Violation</i> <i>Retain 5 years, then destroy, if no litigation is pending. (Supersedes AR-1 #6008)</i>					5

Agriculture

Technical Services (Agriculture)

Governance and Compliance (GAC)

Permit Management (PMT)

Special or Temporary	GAC-PMT-06	EXP	5	Retain 5 years after expiration then destroy	No
06-067 <i>Predator Permit and Report Files</i>					
				<i>Retain 5 years, then destroy. Supersedes AR-1 # 96-266 and 96-268</i>	5
96-266 <i>Predator Fees Listing</i>					
				<i>Retain 10 years, then destroy.</i>	10

Policy and Standards Management (PSM)

Policies, Procedures and Manuals	GAC-PSM-02	SUP	5	Retain 5 years after superseded then destroy	Yes
06-089 <i>Quality Assurance Manual</i>					
				<i>Retain 5 years or until resolution of claim, negotiation, litigation, audit or other action is complete, then destroy. Supersedes AR-1 # 96-258</i>	5
Standards	GAC-PSM-03	SUP	3	Destroy when superseded	Yes
06-076 <i>Plastic Agriculture Pesticides Containers Operation / Inspection Standards</i>					
				<i>Office of origin: Transfer 1 copy in hard copy to State Archives. Back ground material and duplicate publications: Retain as needed for internal use, then destroy. All other agencies or offices: Retain until superseded or no longer needed, then destroy. Supersedes AR-1 # 96-479 and 96-480 Supersedes AR-1 # 96-477</i>	
96-263 <i>Code Books</i>					
				<i>Retain 10 years then microfilm and destroy hard copies.</i>	10

Legal and Judiciary (LGL)

Contract Management (CTR)

Leases	LGL-CTR-08	EXP	10	Retain 10 years after expiration then destroy	No
06-080 <i>State Land Leases (Copies)</i>					
				<i>Retain until lease is renewed, then destroy. Supersedes AR-1 # 96-484 Supersedes AR-1 # 96-477</i>	

Licensing and Registration (LAR)

Chemicals, Agriculture	LGL-LAR-12	EXP	5	Retain 5 years after expiration then destroy	No
96-267 <i>Pesticide Applicator Files</i>					
				<i>Active: Permanent Inactive: Retain 5 years, then destroy.</i>	5

Agriculture

Technical Services (Agriculture)

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Dealers and Agents and Outfitters		LGL-LAR-15	EXP 7	Retain 7 years after expiration then destroy	No
06-064	<i>Dealer Record (Rodent/Predator)</i> <i>Retain 2 years after dealer becomes inactive. Evaluate for legal, administrative and enduring historic value for transfer in hard copy to State Archives. Destroy remaining records. Any records transferred to State Archives will be evaluated. Records deemed not worthy of permanent retention will be destroyed by the State Archives. Supersedes AR-1 # 96-271</i>				2
96-090	<i>Violation Information Form</i> <i>Retain 5 years, then destroy, if no litigation is pending.</i>				5
Facilities, Establishments and Products		LGL-LAR-18	EXP 5	Retain 5 years after expiration then destroy	Yes
06-047	<i>Establishment Licensing and Permit Files</i> <i>Retain 5 years, then destroy. Supersedes AR-1 # 96-72</i>				5
06-053	<i>Apiary Certificate of Registration File</i> <i>Retain for 5 years: If no litigation is pending, review and transfer those records in hard copy to the State Archives deemed to be of legal, administrative, or enduring historical value. Destroy remaining. Supersedes AR-1 # 96-279</i>				5
06-055	<i>Grain Dealers and Grain Warehouseman Licenses and Bonds</i> <i>Retain 5 years after inactivity, then transfer in hard copy to State Archives. Supersedes AR-1 # 96-282</i>				5
06-059	<i>Certificate of Registration (Form No. DP-32)</i> <i>Retain until internal requirements are satisfied, then destroy. Supersedes AR-1 # 3007</i>				
5594	<i>Feed Registrations</i> <i>Retain only current annual registrations and supplementary materials, then destroy others; retain permanent all "Notices of Alleged Violations."</i>				0
96-074	<i>Registrations</i> <i>Retain 2 years, then destroy, provided Audit has been accepted by Department of Audit. (Supersedes AR-1 #'s 5572, 3005, 3006, 3040, 3041, 3043, 3044, 6007)</i>				2
Forage Certification		LGL-LAR-20	PERM	Retain permanently	No
06-077	<i>Regional Forage Certification Program Files</i> <i>Maintain in office as needed for reference resource, then destroy obsolete records. Supersedes AR-1 # 96-481 Supersedes AR-1 # 96-477</i>				

Agriculture

Technical Services (Agriculture)

Legal and Judiciary (LGL)

Licensing and Registration (LAR)

Weights and Measures	LGL-LAR-45	EXP	3	Retain 3 years after expiration then destroy	No
06-090	<i>Registered Servicemen and Weightmasters Certification File</i>				
	<i>Retain 3 years after expiration of license, then destroy.Supersedes AR-1 # 96-283</i>				3

Natural Resource Management (NRM)

Agriculture Management (AGR)

Analysis - Seeds	NRM-AGR-01	FYE	5	Retain 5 years after the fiscal year end then destroy	No
6021	<i>Sampling and Analysis Checklist (Form #DP-71)</i>				
	<i>Retain 2 years, then destroy.</i>				2
6024	<i>Seed Inspector's Report (Form #DP-70)(White copy)</i>				
	<i>Retain 2 years, then destroy.</i>				2
96-076	<i>Tetrazolium Test Report (Form WDA-142)</i>				
	<i>File with appropriate final seed analysis report.</i>				
96-077	<i>Service Seed Analysis Report</i>				
	<i>Retain 5 years, then destroy, if no litigation is pending.</i>				5
96-078	<i>Seed Samples (No Fees Charged) Work Card #WDA-199A</i>				
	<i>Retain 5 fiscal years, then destroy.</i>				5
96-079	<i>Seed Samples (Fees Charged) Work Card #WDA-199</i>				
	<i>Retain 5 fiscal years, then destroy.</i>				5
96-080	<i>Seed Sample Envelopes</i>				
	<i>Retain rare seed samples indefinitely, all other seed samples 3 years, then destroy, if no litigation is pending.</i>				3
96-081	<i>Samples Containing Over 2% Weed Seeds</i>				
	<i>Retain 5 years after filled or date of last entry, then destroy, if no litigation is pending.</i>				5
96-082	<i>Samples Containing Noxious Weed Seeds</i>				
	<i>Retain 5 years after filled or date of last entry, then destroy, if no litigation is pending.</i>				5
96-083	<i>Preliminary Purity Report</i>				
	<i>File with appropriate final seed analysis report.</i>				

Agriculture

Technical Services (Agriculture)

Natural Resource Management (NRM)

Agriculture Management (AGR)

Analysis - Seeds	NRM-AGR-01	FYE	5	Retain 5 years after the fiscal year end then destroy	No
96-087 <i>Initial Sample Form</i> <i>Place original information in seed sample envelope.</i>					
Calibration Worksheet	NRM-AGR-02	SUP	3	Destroy when superseded	No
06-088 <i>Mass Calibration Work Sheet</i> <i>Retain until superseded or no longer needed, then destroy.Supersedes AR-1 # 96-259</i>					
96-259 <i>Mass Calibration Work Sheet</i> <i>Destroy at discretion.</i>					
Food and Drug Information	NRM-AGR-05	SUP	3	Destroy when superseded	No
06-060 <i>Product Label (Approved)</i> <i>Retain until product label file has been superseded / renewed or cancelled, then destroy.Supersedes AR-1 # 96-68, 96-60</i>					
Plans and Studies	NRM-AGR-08	SUP	3	Destroy when superseded	Yes
06-068 <i>Predator Subject Files (Rodent/Predator)</i> <i>Retain until obsolete, superseded, or no longer needed, then destroy.Supersedes AR-1 # 96-264</i>					
Surveys and Inspections	NRM-AGR-09	CP	5	Retain 5 years after completion then destroy	Yes
06-049 <i>Package Checking Report" File</i> <i>Retain 5 years after last active violation, then move to Notice of Alleged Violation records and retain with respective violation record for 5 years or until resolved or closed, then destroy.Supersedes AR-1 # 96-255</i>					5
Weights and Measures	NRM-AGR-10	SUP	5	Retain 5 years after superseded then destroy	No
06-052 <i>Weights and Measures File (Establishment)</i> <i>Retain in office 5 years after determined inactive or closed. Evaluate and transfer in hard copy those documents deemed of legal, administrative and enduring historical value to State Archives. Destroy remaining.Supersedes AR-1 # 96-257</i>					5
06-086 <i>In-House Metrology Laboratory Log</i> <i>Retain 5 year and evaluate for legal, administrative, and enduring historical value for transfer in hard copy to State Archives. Destroy remaining records. Any records transferred to State Archives will be evaluated. Records deemed not worthy of permanent retention, will be destroyed by State ArchivesSupersedes AR-1 # 96-261</i>					5

Agriculture

Technical Services (Agriculture)

Public Health Services (PHS)

Laboratory Management (LAB)

Calibration	PHS-LAB-01	CP	10	Retain 10 years after completion then destroy	No
06-087 <i>Laboratory Calibration Log</i>					
				<i>Retain 10 years after determined inactive/closed or until resolution of claim, negotiation, litigation, audit or other action is complete, then destroy. Supersedes AR-1 # 96-260</i>	10
96-088 <i>Index/Account Card (Form WDA-193)</i>					
				<i>Retain 5 years after filled or date of last entry, then destroy.</i>	5

Wheat Marketing Commission (Agriculture)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Destroy 3 years after create date	Yes
96-064 <i>Refund Correspondence</i>					
				<i>Retain 2 years, then destroy.</i>	2
Organization	ADM-GMT-15	PERM		Retain permanently	No
96-066 <i>Wheat Marketing Commission Membership File</i>					
				<i>Permanent or transfer to State Archives.</i>	0
Transitory Records	ADM-GMT-26	OBS/SUP3		Destroy when obsolete or superseded.	No
96-060 <i>Monthly Reports - Copies</i>					
				<i>Retain 2 years, then destroy.</i>	2
96-062 <i>Producer File</i>					
				<i>Retain 2 years, then delete those records which have no administrative or fiscal value.</i>	2

Financial and Accounting (FIN)

Accounting Management (ACC)

Accounts Payables	FIN-ACC-09	FYE	7	Retain 7 years after the fiscal year end then destroy	No
96-061 <i>Payment Vouchers - Copies</i>					
				<i>Retain 2 years, then destroy.</i>	2
96-065 <i>Wheat Assessment Refund Application</i>					
				<i>Retain 4 years, then delete electronic and destroy hardcopy, provided audit has been accepted by the Dept. of Audit.</i>	4

Agriculture

Wheat Marketing Commission (Agriculture)

Financial and Accounting (FIN)

Accounting Management (ACC)

Accounts Receivable and Revenue	FIN-ACC-12	FYE	7	Retain 7 years after the fiscal year end then destroy	No
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96-063

Receipts of Collection

Retain 4 years, then destroy provided audit has been accepted by the Dept. of Audit.

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Reports - Accounting	FIN-ACC-10	FYE	5	Retain 5 years after the fiscal year end then destroy	No
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96-067

Wheat Assessment Reporting Form (Form WWC 12/91)

Retain 4 years, then destroy provided audit has been accepted by the Dept. of Audit.

4

Grant and Scholarship Management (GRM)

Grant Files	FIN-GRM-01	CP	10	Retain 10 years after completion then destroy	No
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96-059

Grant Correspondence

Retain 3 years, then destroy, provided audit has been accepted by Dept. of Audit and any questions/discrepancies have been resolved.

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