

General Schedules - Executive Branch

Accounting Records and Reports (General Schedules - Executive Branch)

Administration and Business Support (ADM)

General Management (GMT)

Planning and Development		ADM-GMT-17	CR	5	Destroy 5 years after create date	Yes
10-003	<i>Agency Strategic Plan Performance Measure Records</i>					
	<i>Retain 4 years, then destroy</i>					4
Transitory Records		ADM-GMT-26	OBS/SUP3		Destroy when obsolete or superseded.	No
09-036	<i>Contracts—Contracts for Services (Copies)</i>					
	<i>Retain 2 years after completion, expiration or termination of the contract (or after breach of contract), then destroy providing no litigation is pending. NOTE: Authority approved for all offices, except the Accounting Division, State Auditor's office and the Procurement Services Division of A&I. Supersedes AR-1#'s: 00-131, 94-563, 97-079, 97-138, and 97-081.</i>					2
16968	<i>Telecommunications Records (Includes monthly telephone charge reports)</i>					
	<i>Retain 3 years, then destroy. NOTE: Authority approved for all offices except the A&I Telecommunications Section.</i>					3
Travel Administration		ADM-GMT-27	CYE	2	Retain 2 year after calendar year end then destroy	No
16969	<i>Request for Authority for Out-of-State Travel</i>					
	<i>Retain 2 years, then destroy. NOTE: Authority approved for all offices except the Accounting Division of the State Auditor's office.</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
05-050	<i>Post Audit Program Records - WOLFS/WIN Input Forms and Attachments - Electronic Records and Paper Records (Includes, but not limited to, logs, all types of payment vouchers, transfers, requisitions, revenue modifications, expenditure modifications and rec</i>					
	<i>Retain 7 years, then destroy, providing audit has been accepted by Dept of Audit. NOTE: Authority approved for all offices except the Accounting Dept, State Auditors offices and Procurement Services, A&I</i>					7
05-446	<i>Manual Warrants and Attachments (Includes WOLFS/WIN 102, 103, 104 and MW.)</i>					
	<i>Retain 7 years, then destroy, provided audit has been accepted by the Dept. of Audit. (Supersedes AR1#94-492)</i>					7
05-448	<i>Warrant Cancellation/Replacement Records and Attachments. (Includes WOLFS/WIN 106 and CX)</i>					
	<i>Retain 3 years, then destroy, provided audit has been accepted by the Department of Audit. (Supersedes AR1#94-490)</i>					3

General Schedules - Executive Branch

Accounting Records and Reports (General Schedules - Executive Branch)

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
05-053	<i>WOLFS/Wyoming Information Network (WIN) Interface Input Forms and Source Documents - Electronic Records and Paper Records (Includes, but not limited to, logs, all types of payment vouchers, requisitions, revenue modif., expenditure modif., and CR's)</i>			
	<i>Retain 7 years, then destroy if all retention requirements have been met. NOTE: Authority approved for all offices of the Executive Branch of Government. (Supersedes AR1# 94-488)</i>			7
05-055	<i>WOLFS/Wyoming Information Network (WIN) Data/Electronic Records on the Mainframe Computer</i>			
	<i>Retain 7 years, then evaluate for legal, administrative, and historical value for transfer to State Archives. Destroy/delete remaining data. (Supersedes AR1#94-502)</i>			7
94-493	<i>Receipts</i>			
	<i>Retain 3 years, then destroy, provided audit has been accepted by the Dept. of Audit.</i>			3
Collections and Bankruptcy	FIN-ACC-01	CP 7	Retain 7 years after completion then destroy	No
05-447	<i>Returned/NSF Checks and Attachments (Includes WOLFS/WIN 107 and CV)</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. (Supersedes AR1#94-491)</i>			3
Input/Output Financial	FIN-ACC-99	VER 1	Retain 1 year after verification then destroy	No
05-052	<i>WOLFS/Wyoming Information Network (WIN) Reports - Electronic and Paper Records. (Includes any reports on COM, CDs and any other storage media.)</i>			
	<i>Retain 3 years, then destroy. NOTE: Authority approved for all offices except the Accounting Division, State Auditors office. (Supersedes AR1#s 94-496, 94-497 and 94-498)</i>			3
05-054	<i>WOLFS/Wyoming Information Network (WIN) Daily Reports - Electronic Records or Paper Records. (Includes but not limited to: A601-Daily Transaction by Type; A602-Daily Transaction Accepted Report</i>			
	<i>Retain 1 year, then destroy. NOTE: Authority approved for all offices except the Accounting Division, State Auditors office. (Supersedes AR1#94-495)</i>			1
05-449	<i>WOLFS/WIN Records and Reports (Duplicates and sub-system records)</i>			
	<i>Administrative Services Div.: Retain 6 months, then destroy, provided other originals or copies are available for audit, or audit has been accepted by the Dept. of Audit. Other units within agency: Destroy if records are not used for audit purposes, or audit has been accepted by the Dept of Audit. (Supersedes AR1#94-499)</i>			

General Schedules - Executive Branch

Accounting Records and Reports (General Schedules - Executive Branch)

Financial and Accounting (FIN)

Accounting Management (ACC)

Journal Entries	FIN-ACC-06	FYE	3	Retain 3 years after the fiscal year end then destroy	No
05-051	<i>WOLFS/Wyoming Information Network (WIN) Input Forms and Attachments - Electronic Records and Paper Records (Includes, but not limited to, logs, all types of payment vouchers, transfers, requisitions, revenue modifications, expenditure modifications, and r</i>				
	<i>Retain 3 years, then destroy, providing audit has been accepted by the Dept. of Audit. Also, if any of these records are included, or become included in the Post Audit Program, or are original financial records, they must be retained 7 years, or as required by the appropriate retention schedule, and then they can be destroyed.</i>			3	
	<i>NOTE: Authority approved for all offices except the Accounting Dept., State Auditors Office and the Procurement Services, A&I (Supersedes AR1#94-489)</i>				

Bank Administration (BNK)

Statements and Reports	FIN-BNK-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
94-494	<i>Bank Statements, Deposit Slips and Canceled Checks (These are records of accounts maintained by the agencies.)</i>				
	<i>Retain 3 years, then destroy, provided audit has been accepted by the Dept. of Audit, grant or program procedures have been complied with, and no litigation is pending.</i>			3	

Legal and Judiciary (LGL)

Contract Management (CTR)

Capital Improvement	LGL-CTR-01	LOA	10	Retain 10 years after the Life of the Asset then destr	Yes
09-038	<i>Contracts – Gifts & Capitol Improvements</i>				
	<i>Retain original (Agency of origin) permanent. Transfer in hard copy to State Archives. Supersedes AR-1#'s: 94-512, 96-096, 12107</i>				

General Schedules - Executive Branch

Accounting Records and Reports (General Schedules - Executive Branch)

Legal and Judiciary (LGL)

Contract Management (CTR)

Goods and Services	LGL-CTR-05	EXP	10	Retain 10 years after expiration then destroy	No
09-037	<i>Contracts-Contracts for Services</i>				
	<i>Original (Agency of origination): Retain 10 years after completion, expiration or termination of the contract (or after breach of contract), then destroy providing no litigation is pending. NOTE: Authority approved for all offices, except the Accounting Division, State Auditor's office and the Procurement Services Division of A&I.</i>				10
	<i>Supersedes AR-1#'s: 94-501, 92-081, 9374, 93-127, 93-103, 93-109, 94-014, 94-011, 91-180, 97-074, 10652, 94-365, 07-029, 96-096, 00-004, 96-208, 5800, 91-164, 04-056, 96-440, 94-214, 95-108, 97-145, 00-116, 96-437, 96-438, 96-439, 95-178, 95-265, 95-266, 95-304, 93-063, 92-112, 14022, 91-253, 02-437, 02-438, 02-439, 02-055, 91-422, 95-334, 12132, 03-041, 01-123, 01-131, 00-260, 6270, 17393, 04-182, 90-094, 02-023, 02-035, 92-162, 00-060, 14412, 91-006, 00-094, 14895, 96-031, 93-042, 4795, 4797, 4800, 11865, 11868, 11888, 02-084, 02-085, 04-016, 04-010, 04-006, 5800, 14354, 16417, 4893, 4894, 91-159, 08-022, and 08-032.</i>				

Administrative Records and Reports (General Schedules - Executive Branch)

Administration and Business Support (ADM)

Buildings, Facilities and Infrastructure Management (BFI)

Building Files	ADM-BFI-02	LOA	10	Retain for the Life of the Asset then destroy	Yes
16957	<i>As Built Drawings of Facility/Project and Supporting Documentation</i>				
	<i>Transfer to State Archives one year after acceptance.</i>				
Maps, Drawings and Plans	ADM-BFI-06	LOA	10	Retain for the Life of the Asset then destroy	Yes
16958	<i>Architect's Drawings and Specifications of Facility/Project</i>				
	<i>Permanent in office. Transfer one copy to State Archives.</i>				0

General Management (GMT)

Associations and Memberships	ADM-GMT-01	OBS	5	Retain 5 years after obsolete then destroy	Yes
94-506	<i>Professional Organization Records (Membership paid by the State. Includes newsletters, resource manuals, correspondence, rosters, minutes.)</i>				
	<i>Evaluate for legal, administrative, and historical value for transfer to State Archives. Destroy remaining records at discretion of agency director.</i>				

General Schedules - Executive Branch

Administrative Records and Reports (General Schedules - Executive Branch)

Administration and Business Support (ADM)

General Management (GMT)

Calendars and Schedules	ADM-GMT-02	OBS	5	Retain 5 years after obsolete then destroy	No
94-509 <i>Calendars</i>					
<i>Unless otherwise specified by a separate retention schedule, evaluate for legal, administrative, and historical value for transfer to State Archives. Destroy remaining records at discretion of agency director.</i>					
Planning and Development	ADM-GMT-17	CR	5	Destroy 5 years after create date	Yes
07-003 <i>Agency Strategic Plans and Related Records</i>					
<i>Permanent or transfer one copy of the Plan to the State Archives. Duplicate plans and other related records: Retain 1 year, then destroy or follow specific retention schedules. NOTE: W.S. 9-2-1026.6 (c) requires state agencies to provide the State Library with seven (7) copies of all state publications.</i>					1
Reference Material	ADM-GMT-20	OBS	3	Destroy when obsolete	Yes
16960 <i>Reference/Resource Publications, Special Studies, and Master Plans (Directive or Informational in nature, prepared by state agencies or non-state organizations)</i>					
<i>Office of origin: transfer one copy to State Archives. Background material and duplicate publications: destroy at discretion. All other agencies: retain until obsolete, superseded, or no longer needed, then destroy. NOTE: W.S. 9-2-1026.6(c) requires state agencies to provide the State Library with seven(7) copies of all publications.</i>					
94-510 <i>Federal Publications</i>					
<i>Evaluate for legal, administrative, and historical value and retain in office or destroy at discretion of agency director.</i>					
Transitory Records	ADM-GMT-26	OBS/SUP	3	Destroy when obsolete or superseded.	No
09-145 <i>Disapproved - American Recovery and Reinvestment Act application records</i>					
<i>Retain 3 years after date of action, then destroy</i>					2
09-178 <i>Agency Office of Executive Director's / Officer's Correspondence</i>					
<i>Retain four years in office. Transfer to State Archives for evaluation of enduring legal, historical or administrative Value, then destroy remaining.</i>					4
11732 <i>United States Mail Registry Books</i>					
<i>Retain 2 years after date of last entry, then destroy.</i>					2
16954 <i>Sound Recordings, Electronic</i>					
<i>Retain until transcribed, then erase; or retain 1 year, then destroy at discretion of director unless litigation is pending.</i>					1

General Schedules - Executive Branch

Administrative Records and Reports (General Schedules - Executive Branch)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP3	Destroy when obsolete or superseded.	No
16956	<i>Legislative Files (Includes drafts of bills and correspondence)</i>			
	<i>Retain 3 years, then evaluate for legal, administrative, and historical value for transfer to State Archives.</i>			3
	<i>Destroy remaining records at discretion of agency director.</i>			
16964	<i>Blank Forms and Voided Forms</i>			
	<i>Destroy when no longer needed.</i>			

Information Technology and Services (ITS)

Access and Control	ADM-ITS-01	EXP 7	Retain 7 years after expiration then destroy	No
94-500	<i>WIN Access Security Maintenance Form (WIN 110), Agency Authorizations, and Attachments</i>			
	<i>Retain 2 years after superseded or canceled, then destroy unless litigation is pending.</i>			2
Systems and Networks	ADM-ITS-07	SUP 5	Retain 5 years after superseded then destroy	No
16974	<i>Computer Operating System Data</i>			
	<i>Retain until system to which data relates is obsolete, then destroy at discretion. NOTE: Authority approved for all offices except the Information Technology Division of A&I.</i>			

Financial and Accounting (FIN)

Accounting Management (ACC)

Input/Output Financial	FIN-ACC-99	VER 1	Retain 1 year after verification then destroy	No
16973	<i>Computer-Output-Microfiche (COM) - Original and Duplicates</i>			
	<i>Retain the same period of time that the printed reports have been scheduled. If the reports or COM are retained permanently, transfer original microfiche to the State Archives for security storage.</i>			0
Reports - Accounting	FIN-ACC-10	FYE 5	Retain 5 years after the fiscal year end then destroy	No
09-156	<i>Approved - American Recovery and Reinvestment Act application records</i>			
	<i>Retain 5 years after final expenditure report, then evaluate for legal, administrative, and historical value for transfer to State Archives. Destroy remaining records.</i>			5

General Schedules - Executive Branch

Administrative Records and Reports (General Schedules - Executive Branch)

Financial and Accounting (FIN)

Asset Management (ASM)

Inventories	FIN-ASM-03	FYE	5	Retain 5 years after the fiscal year end then destroy	No
14196	<i>Inventory Records and Reports - Originals and Duplicates</i>				
	<i>Retain input records until verified against the printout/inventory report, then destroy at discretion. Retain printout/inventory report until superseded, then destroy at discretion. NOTE: Authority approved for all offices except the Inventory Section, Accounting Division, A&I.</i>				

Budget Management (BUD)

Workpapers	FIN-BUD-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
94-504	<i>Budget Preparation Work Papers (Used to prepare budget request. Records dated prior to respective appropriation legislation being signed.)</i>				
	<i>Destroy at discretion of agency director.</i>				
94-505	<i>Budgets, Supplemental Budgets and related records including correspondence.</i>				
	<i>Retain 3 years, then destroy. NOTE: This schedule does not apply to the Budget Division, Department of Administration & Information state agency budget records, which are permanent.</i>				
					3

Financial Statements and Reports (FSR)

Annual	FIN-FSR-01	FYE	5	Retain 5 years after the fiscal year end then destroy	No
16970	<i>Annual Reports</i>				
	<i>Printed before July 1, 1972 and after July 1, 1991: transfer 1 copy to State Archives. Printed after July 1, 1972 and before July 1, 1991: transfer 1 copy to State Archives if it contains material NOT published in compiled edition. Destroy at discretion other copies and background material. NOTE: This schedule does not apply to the Wyoming State Library and the Wyoming State Archives reports, which are permanent.</i>				
					0

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

General	GAC-AOC-05	CP	5	Retain 5 years after completion then destroy	Yes
07-002	<i>Agency Performance Measure Audit Reports</i>				
	<i>Retain 3 years, then destroy Authority approved for all offices of the Executive Branch, except the Department of Audit.</i>				
11114	<i>Audit Reports - Duplicates - a.k.a. State Examiners Reports of Examination.</i>				
	<i>Destroy at discretion of agency head. NOTE: Authority approved for all offices except Secretary of State and Dept. Of Audit.</i>				
					3

General Schedules - Executive Branch

Administrative Records and Reports (General Schedules - Executive Branch)

Governance and Compliance (GAC)

Governance (GOV)

Minutes	GAC-GOV-03	PERM	Retain permanently	No
16955	<i>Minutes and Supporting Documentation</i>			
	<i>Permanent or transfer to State Archives. Security microfilm.</i>			0

Legislation and Regulation Management (LRM)

General	GAC-LRM-07	SUP	5	Retain 5 years after superseded then destroy	Yes
94-507	<i>Rules and Regulations (Filed with the Secretary of State as required by the Wyoming Administrative Procedures Act (W.S. 16-3-101 through 16-3-115).)</i>				
	<i>Retain until superseded or obsolete, then destroy if no litigation is pending.</i>				
94-508	<i>Rules and Regulations (These are policies that govern the internal operations of the office. They are not filed with Secretary of State.)</i>				
	<i>Retain until superseded or obsolete, then evaluate for legal, administrative, historical value and retain or transfer to State Archives. Destroy remaining superseded or obsolete records at discretion of agency director.</i>				

Policy and Standards Management (PSM)

Memorandums, Orders and Directives	GAC-PSM-01	PERM	Retain permanently	No	
16962	<i>Executive Orders (Issued by the Governor)</i>				
	<i>1975 and earlier: permanent or transfer to State Archives. Duplicates will be destroyed. 1976 to current: retain until obsolete, superseded, or no longer needed, then destroy all copies and originals except for the Secretary of State's original Order, which will be maintained permanently by that office or the State Archives.</i>			0	
Policies, Procedures and Manuals	GAC-PSM-02	SUP	5	Retain 5 years after superseded then destroy	Yes
16961	<i>Policies, Procedures, and Memoranda</i>				
	<i>Office of origin: permanent or transfer to State Archives. Other offices: retain copies until obsolete or superseded, then destroy.</i>				0
16972	<i>Internal Operating Policies and Procedures</i>				
	<i>Destroy when superseded or obsolete and if no litigation is pending.</i>				

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

Advice and Opinions	LGL-LMM-03	CP	5	Retain 5 years upon completion then destroy	No
16959	<i>Attorney General Letter Opinions/Letters of Advice</i>				
	<i>Permanent or transfer to State Archives.</i>				0

General Schedules - Executive Branch

Administrative Records and Reports (General Schedules - Executive Branch)

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

Advice and Opinions	LGL-LMM-03	CP	5	Retain 5 years upon completion then destroy	No
16971	<i>Attorney General Formal Opinions</i>				
	<i>Retain 10 years, then destroy at discretion of agency director. NOTE: This schedule does not apply to the Attorney Generals Office published opinions, which are permanent.</i>				10

E-Mail Messages (General Schedules - Executive Branch)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP3	Destroy when obsolete or superseded.	No
00-061	<i>Non-Record E-Mail Messages Non-record E-Mail is judged not a record for the same reasons that other forms of communication are not. It can be non-record because, even though the subject matter relates to an official business function, some other office</i>			
	<i>Delete as soon as purpose is served. NOTE: Authority approved for all offices except the University of Wyoming and the Community Colleges.</i>			
00-062	<i>Permanent Record E-Mail Messages Permanent Record E-Mail Messages are those whose content have a legal, administrative or historical value which must be retained indefinitely. These records must be preserved in a medium that will be accessible to future</i>			
	<i>Permanent. Convert to paper or microfilm as directed by the appropriate record series retention schedule. NOTE: Authority approved for all offices except the University of Wyoming and the Community Colleges.</i>			
00-063	<i>Time-Limited Record E-Mail Messages Time-Limited Record E-Mail Messages are those whose content have a legal or administrative value that is less than permanent. They are judged to be time-limited records for the same reasons that records created in oth</i>			
	<i>When the electronic file is kept as the record copy, retain for same period of time as counterpart hard copy records. If there has been a specific schedule established for the time-limited record e-mail message, then retain according to that authority. NOTE: Authority approved for all offices except the University of Wyoming and the Community Colleges.</i>			

General Schedules - Executive Branch

Personnel and Payroll Records and Reports (General Schedules - Executive Branch)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP3	Destroy when obsolete or superseded.	No
12748 Explanation of Benefits (Group Health Form) Retain 2 years, then destroy.				2
16965 Personnel Allocation Incumbent Listing (PAIL) Retain 1 year, then destroy.				1
16966 Position Description Questionnaire Destroy when obsolete or superseded. NOTE: Authority approved for all offices except the Classification/Compensation Section, Human Resources Division of A&I.				
16977 Defensive Driving Course Master Report Destroy at discretion when superseded.				
16978 Defensive Driving Course Expiration Report Destroy at discretion after members are scheduled for training.				

Employee Services (EMP)

Benefits Management (BEN)

Claims	EMP-BEN-01	CP	10	Retain 10 years after completion then destroy	No
12749 Health Insurance Claim Forms and All Attachments Straight destruction.					

Payroll Management (PRL)

Employee Data Master	EMP-PRL-02	SUP	5	Retain 5 years after superseded then destroy	No
14194 Payroll Master Employee Data Input Form (Form No. AUD 131) Terminated employees: retain 4 years, then destroy. Others: destroy at discretion when superseded by current data forms. NOTE: Authority approved for all offices except State Auditor's office.					4

Personnel Management (PER)

Evaluations - Performance	EMP-PER-04	CP	10	Retain 10 years after completion then destroy	No
97-197 Performance Appraisal Report - Work Improvement Plan (A&I - PM34) Retain 2 years from Work Improvement Plan appraisal date, then destroy, unless the employee does not meet expectations, then retain 2 years from the date the employee does meet expectation or is dismissed. NOTE: Authority approved for all offices except the Human Resources Division of A&I.					2

General Schedules - Executive Branch

Personnel and Payroll Records and Reports (General Schedules - Executive Branch)

Employee Services (EMP)

Personnel Management (PER)

Evaluations - Performance		EMP-PER-04	CP	10	Retain 10 years after completion then destroy	No
97-201	<i>Performance Appraisal Report (A&I - PM33)(Permanent Employees)</i>					
	<i>Retain 2 years from appraisal date, then destroy, unless the employee does not meet expectations, then retain 2 years from the date the employee does meet expectations or is dismissed. NOTE: Authority approved for all offices except the Human Resources Division of A&I.</i>					2
97-202	<i>Performance Appraisal reports (A&I - PM32) (Probationary Employee)</i>					
	<i>Retain 2 years from final probationary performance appraisal date, then destroy. NOTE: Authority approved for all offices except the Human Resource Division of A&I.</i>					2
Grievances and Investigations		EMP-PER-07	CP	7	Retain 7 years after completion then destroy	No
03-180	<i>Employee Grievance Records (Resolved at Agency Level)</i>					
	<i>Retain 7 years from date of decision, then destroy. NOTE: Authority approved for all offices except the Human Resources Division of A&I. Supersedes AR# 97-207</i>					7
97-206	<i>Grievance Hearing Records</i>					
	<i>Retain 4 years from date of written decision, then destroy, unless further proceedings or litigation has been initiated, then retain 4 years from the date all issues have been resolved. NOTE: Authority approved for all offices except the Human Resources Division of A&I.</i>					4
Medical Records		EMP-PER-11	TE	30	Retain 30 years after separation then destroy	No
16976	<i>Employee Medical Records and Exposure Records (Relates to employees who are or have been exposed to toxic substances or harmful physical agents)</i>					
	<i>Retain for the duration of employment plus 30 years, then destroy.</i>					30
Personnel Files - Long Term		EMP-PER-22	CP	10	Retain 10 years after completion then destroy	No
03-179	<i>Agency Personnel Files</i>					
	<i>Retain 10 years from date of retirement, termination or discharge, then destroy. NOTE: Authority approved for all offices except the Human Resources Division of A&I. Supersedes AR#14198</i>					10
Personnel Files - Short Term		EMP-PER-14	TE	5	Retain 5 years after separation then destroy	No
03-182	<i>Supervisors Personnel Files</i>					
	<i>Retain documents which are duplicated in the agency's master personnel file for 6 months, then destroy. Retain documents which are not duplicated or normally placed in the agency's master personnel file for 5 years from retirement, termination or discharge, then destroy. NOTE: Continuing authority approved for all Executive Branch offices.</i>					5

General Schedules - Executive Branch

Personnel and Payroll Records and Reports (General Schedules - Executive Branch)

Employee Services (EMP)

Personnel Management (PER)

Personnel Files - Short Term	EMP-PER-14	TE	5	Retain 5 years after separation then destroy	No
18040	<i>Performance Appraisal Records - Pilot Project</i>				
<i>Destroy all staff performance appraisal records dated prior to July 30, 1989.</i>					

Staffing and Recruiting (SAR)

Applicants - Not Hired	EMP-SAR-01	CYE	3	Retain 3 year after calendar year end then destroy	No
97-195	<i>Application and/or Resumes and Related Documents (These are NOT official State of Wyoming applications and are not used to qualify the applicant)</i>				
<i>Retain 3 months, then destroy.</i>					
97-196	<i>Not Interviewed Employment Applications Originating From Human Resources Division of A&I and Related Documents</i>				
<i>Agency Personnel Person: Retain 2 years, then destroy, provided no litigation is pending. NOTE: Authority approved for all offices except the Human Resources Division of A&I.</i>					2
97-198	<i>Special Classified Positions - Not Interviewed Employment Applications and Related Documents.</i>				
<i>Retain 90 days, then destroy. NOTE: Authority approved for all offices except the Human Resources Division of A&I.</i>					
97-199	<i>Special Classified Positions - Unsuccessful Employment Applications and Related Documents of Interviewed Applicants</i>				
<i>Retain 2 years after position has been filled, then destroy, provided no litigation is pending. Destroy copies at discretion of agency. NOTE: Authority approved for all offices except the Human Resources Division of A&I.</i>					2
97-200	<i>Unsuccessful Employment Applications Originating From Human Resources Division of A&I and Related Documents (Includes tests, results, ratings, comments, and correspondence of interviewed applicants)</i>				
<i>Agency Personnel Person: Retain 2 years, then destroy, provided no litigation is pending. Copies: Destroy at discretion. NOTE: Authority approved for all offices except the Human Resources Division of A&I. (Supersedes AR # 16967).</i>					2
97-203	<i>Unsuccessful Employment Applications Not Originating From Human Resources Division of A&I and Related Documents (Includes tests, results, ratings, comments, and correspondence of interviewed applicants)</i>				
<i>Agency Personnel Person: Retain 2 years, then destroy, provided no litigation is pending. Copies: Destroy at discretion. NOTE: Authority approved for all offices except the Human Resources Division of A&I.</i>					2
97-204	<i>Certificate of Eligible Applicants a.k.a. Established Register</i>				
<i>Return the Certificate of Eligible Applicants to the Human Resources Division of A&I, upon completion of the interviewing process or when requesting a recertification. Copies: Destroy at discretion.</i>					

General Schedules - Executive Branch

Personnel and Payroll Records and Reports (General Schedules - Executive Branch)

Employee Services (EMP)

Staffing and Recruiting (SAR)

Applicants - Not Hired	EMP-SAR-01	CYE	3	Retain 3 year after calendar year end then destroy	No
97-205	<i>Not Interviewed Employment Applications Not Originating From Human Resources Division of A&I and Related Documents</i>				
	<i>Agency Personnel Person: Retain 2 years, then destroy, provided no litigation is pending. NOTE: Authority approved for all offices except the Human Resources Division of A&I.</i>				2

Workers Compensation and Unemployment (WCU)

Claims	EMP-WCU-01	CP	5	Retain 5 years after completion then destroy	No
14199	<i>Worker's Compensation Claim Records and Supporting Records (Includes Employer's Report of Injury or Occupational Illness, or Disease, Claim Form for Services other than Physician or Hospital, Hospital Fee Bill, invoices and other records)</i>				
	<i>Retain 4 years, then destroy. NOTE: Authority approved for all offices except the Workers Safety and Compensation Division, Dept. of Employment.</i>				4

Financial and Accounting (FIN)

Accounting Management (ACC)

Input/Output Financial	FIN-ACC-99	VER	1	Retain 1 year after verification then destroy	No
10-034	<i>Payroll Data Input Records and Output Records-Reports</i>				
	<i>Retain 4 years, then destroy. NOTE: Authority approved for all offices except Wyoming Retirement and the Human Resources Division of A&I. Supersedes AR-1#'s: 14195, 90-008, 91-031, 91-032, 9372, 94-470, 94-602, 94-605, 96-510, 96-511, 9890, 02-242, 02-245, 02-247, 02-248, 02-253, 03-115, 10027, 10028, 10034, 10064, 10145, 11359, 11364, 11662, 11758, 11759, 11870, 12492, 13960, 14023, 14044, and 6809.</i>				4

Governance and Compliance (GAC)

Occupational Health and Safety (OHS)

Reports - Annual	GAC-OHS-01	CR	5	Destroy 5 years after create date	Yes
14197	<i>Employee Accident and Other Labor-related Statistical or Informational Reports (Includes Workers' Compensation Reports, Log and Summary of Occupational Injuries and Illnesses Survey, Employer's Quarterly Wages Paid Report, Report on Employment, Payroll an</i>				
	<i>Retain 5 years, then destroy. NOTE: Authority approved for all offices except the agency which requested the report or to which it is sent.</i>				5

General Schedules - Executive Branch

Personnel and Payroll Records and Reports (General Schedules - Executive Branch)

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

Hearings and Appeals	LGL-LMM-21	CP	5	Retain 5 years after completion then destroy	Yes
97-208	<i>Disciplinary Suspension Appeal File/Records</i>				
	<i>Retain 4 years from date of written decision, then destroy, unless further proceedings or litigation has been initiated, then retain 4 years from the date all issues have been resolved. NOTE: Authority approved for all offices except the Human Resources Division of A&I.</i>				4
97-209	<i>Dismissal/Reduction in Force Appeal Records</i>				
	<i>Retain 4 years from date of written decision, then destroy, unless further proceedings or litigation has been initiated, then retain 4 years from the date all issues have been resolved. NOTE: Authority approved for all offices except the Human Resources Division of A&I.</i>				4
97-210	<i>Dismissal/Reduction in Force Appeal Hearing Records</i>				
	<i>Retain 4 years from date of written decision, then destroy, unless further proceedings or litigation has been initiated, then retain 4 years from the date all issues have been resolved. NOTE: Authority approved for all offices except the Human Resources Division of A&I.</i>				4

Litigation Management (LIT)

Case Files	LGL-LIT-01	CP	5	Retain 5 years after completion then destroy	Yes
03-181	<i>Litigation Files (Copies)</i>				
	<i>Retain 2 years after conclusion of all legal proceedings, then destroy. NOTE: Authority approved for all offices except the Attorney Generals Office.</i>				2