

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
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Superseded Schedules

10-003 Agency Strategic Plan Performance Measure Records

Transitory Records	ADM-GMT-26	OBS/SUP3		Destroy when obsolete or superseded.	No
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Superseded Schedules

09-036 Contracts--Contracts for Services (Copies)

16968 Telecommunications Records (Includes monthly telephone charge reports)

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Superseded Schedules

16969 Request for Authority for Out-of-State Travel

Financial and Accounting (FIN)

Accounting Management (ACC)

Accounts Payables	FIN-ACC-09	FYE	7	Retain 7 years after the fiscal year end then destroy	No
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Superseded Schedules

05-050 Post Audit Program Records - WOLFS/WIN Input Forms and Attachments - Electronic Records and Paper Records (Includes, but not limited to, logs, all types of payment vouchers, transfers, requisitions, revenue modifications, expenditure modifications and rec

05-446 Manual Warrants and Attachments (Includes WOLFS/WIN 102, 103, 104 and MW.)

05-448 Warrant Cancellation/Replacement Records and Attachments. (Includes WOLFS/WIN 106 and CX)

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Superseded Schedules

05-053 WOLFS/Wyoming Information Network (WIN) Interface Input Forms and Source Documents - Electronic Records and Paper Records (Includes, but not limited to, logs, all types of payment vouchers, requisitions, revenue modif., expenditure modif., and CR's)

05-055 WOLFS/Wyoming Information Network (WIN) Data/Electronic Records on the Mainframe Computer

94-493 Receipts

General Schedules - Executive Branch

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Financial and Accounting (FIN)

Accounting Management (ACC)

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Superseded Schedules

05-447 *Returned/NSF Checks and Attachments (Includes WOLFS/WIN 107 and CV)*

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Superseded Schedules

05-052 *WOLFS/Wyoming Information Network (WIN) Reports - Electronic and Paper Records. (Includes any reports on COM, CDs and any other storage media.)*

05-054 *WOLFS/Wyoming Information Network (WIN) Daily Reports - Electronic Records or Paper Records. (Includes but not limited to: A601-Daily Transaction by Type; A602-Daily Transaction Accepted Report*

05-449 *WOLFS/WIN Records and Reports (Duplicates and sub-system records)*

Journal Entries	FIN-ACC-06	FYE	3	Retain 3 years after the fiscal year end then destroy	No
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Superseded Schedules

05-051 *WOLFS/Wyoming Information Network (WIN) Input Forms and Attachments - Electronic Records and Paper Records (Includes, but not limited to, logs, all types of payment vouchers, transfers, requisitions, revenue modifications, expenditure modifications, and r*

Bank Administration (BNK)

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

94-494 *Bank Statements, Deposit Slips and Canceled Checks (These are records of accounts maintained by the agencies.)*

Legal and Judiciary (LGL)

Contract Management (CTR)

Capital Improvement	LGL-CTR-01	LOA	10	Retain 10 years after the Life of the Asset then destr	Yes
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Superseded Schedules

09-038 *Contracts – Gifts & Capitol Improvements*

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

09-037 *Contracts-Contracts for Services*

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Administrative Records and Reports (General Schedules - Executive Branch)

Administration and Business Support (ADM)

Buildings, Facilities and Infrastructure Management (BFI)

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

16957 *As Built Drawings of Facility/Project and Supporting Documentation*

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

16958 *Architect's Drawings and Specifications of Facility/Project*

General Management (GMT)

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

94-506 *Professional Organization Records (Membership paid by the State. Includes newsletters, resource manuals, correspondence, rosters, minutes.)*

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

94-509 *Calendars*

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

09-178 *Agency Office of Executive Director's / Officer's Correspondence*

Planning and Development	ADM-GMT-17	CR	5	Destroy 5 years after create date	Yes
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Superseded Schedules

07-003 *Agency Strategic Plans and Related Records*

Reference Material	ADM-GMT-20	OBS	3	Destroy when obsolete	Yes
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Superseded Schedules

16960 *Reference/Resource Publications, Special Studies, and Master Plans (Directive or Informational in nature, prepared by state agencies or non-state organizations)*

94-510 *Federal Publications*

Transitory Records	ADM-GMT-26	OBS/SUP3		Destroy when obsolete or superseded.	No
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Superseded Schedules

09-145 *Disapproved - American Recovery and Reinvestment Act application records*

General Schedules - Executive Branch

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Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP3	Destroy when obsolete or superseded.	No
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Superseded Schedules

11732	<i>United States Mail Registry Books</i>
16954	<i>Sound Recordings, Electronic</i>
16956	<i>Legislative Files (Includes drafts of bills and correspondence)</i>
16964	<i>Blank Forms and Voided Forms</i>

Information Technology and Services (ITS)

Access and Control	ADM-ITS-01	EXP 7	Retain 7 years after expiration then destroy	No
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Superseded Schedules

94-500	<i>WIN Access Security Maintenance Form (WIN 110), Agency Authorizations, and Attachments</i>
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Systems and Networks	ADM-ITS-07	SUP 5	Retain 5 years after superseded then destroy	No
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Superseded Schedules

16974	<i>Computer Operating System Data</i>
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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
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Superseded Schedules

16973	<i>Computer-Output-Microfiche (COM) - Original and Duplicates</i>
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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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Superseded Schedules

09-156	<i>Approved - American Recovery and Reinvestment Act application records</i>
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Asset Management (ASM)

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

14196	<i>Inventory Records and Reports - Originals and Duplicates</i>
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General Schedules - Executive Branch

Administrative Records and Reports (General Schedules - Executive Branch)

Financial and Accounting (FIN)

Budget Management (BUD)

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

94-504 *Budget Preparation Work Papers (Used to prepare budget request. Records dated prior to respective appropriation legislation being signed.)*

94-505 *Budgets, Supplemental Budgets and related records including correspondence.*

Financial Statements and Reports (FSR)

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

16970 *Annual Reports*

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

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

07-002 *Agency Performance Measure Audit Reports*

11114 *Audit Reports - Duplicates - a.k.a. State Examiners Reports of Examination.*

Governance (GOV)

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

16955 *Minutes and Supporting Documentation*

Legislation and Regulation Management (LRM)

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

94-507 *Rules and Regulations (Filed with the Secretary of State as required by the Wyoming Administrative Procedures Act (W.S. 16-3-101 through 16-3-115).)*

94-508 *Rules and Regulations (These are policies that govern the internal operations of the office. They are not filed with Secretary of State.)*

General Schedules - Executive Branch

Administrative Records and Reports (General Schedules - Executive Branch)

Governance and Compliance (GAC)

Policy and Standards Management (PSM)

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

16962 *Executive Orders (Issued by the Governor)*

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

16961 *Policies, Procedures, and Memoranda*

16972 *Internal Operating Policies and Procedures*

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

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

16959 *Attorney General Letter Opinions/Letters of Advice*

16971 *Attorney General Formal Opinions*

E-Mail Messages (General Schedules - Executive Branch)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP3	Destroy when obsolete or superseded.	No
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Superseded Schedules

00-061 *Non-Record E-Mail Messages Non-record E-Mail is judged not a record for the same reasons that other forms of communication are not. It can be non-record because, even though the subject matter relates to an official business function, some other office*

00-062 *Permanent Record E-Mail Messages Permanent Record E-Mail Messages are those whose content have a legal, administrative or historical value which must be retained indefinitely. These records must be preserved in a medium that will be accessible to future*

00-063 *Time-Limited Record E-Mail Messages Time-Limited Record E-Mail Messages are those whose content have a legal or administrative value that is less than permanent. They are judged to be time-limited records for the same reasons that records created in oth*

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
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Superseded Schedules

12748	<i>Explanation of Benefits (Group Health Form)</i>
16965	<i>Personnel Allocation Incumbent Listing (PAIL)</i>
16966	<i>Position Description Questionnaire</i>
16977	<i>Defensive Driving Course Master Report</i>
16978	<i>Defensive Driving Course Expiration Report</i>

Employee Services (EMP)

Benefits Management (BEN)

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

12749	<i>Health Insurance Claim Forms and All Attachments</i>
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Payroll Management (PRL)

Employee Data Master	EMP-PRL-02	SUP	5	Retain 5 years after superseded then destroy	No
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Superseded Schedules

14194	<i>Payroll Master Employee Data Input Form (Form No. AUD 131)</i>
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Personnel Management (PER)

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

97-197	<i>Performance Appraisal Report - Work Improvement Plan (A&I - PM34)</i>
97-201	<i>Performance Appraisal Report (A&I - PM33)(Permanent Employees)</i>
97-202	<i>Performance Appraisal reports (A&I - PM32) (Probationary Employee)</i>

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

03-180	<i>Employee Grievance Records (Resolved at Agency Level)</i>
97-206	<i>Grievance Hearing Records</i>

General Schedules - Executive Branch

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

Employee Services (EMP)

Personnel Management (PER)

Medical Records	EMP-PER-11	TE	30	Retain 30 years after separation then destroy	No
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Superseded Schedules

16976 *Employee Medical Records and Exposure Records (Relates to employees who are or have been exposed to toxic substances or harmful physical agents)*

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

03-179 *Agency Personnel Files*

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

03-182 *Supervisors Personnel Files*

18040 *Performance Appraisal Records - Pilot Project*

Staffing and Recruiting (SAR)

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

97-195 *Application and/or Resumes and Related Documents (These are NOT official State of Wyoming applications and are not used to qualify the applicant)*

97-196 *Not Interviewed Employment Applications Originating From Human Resources Division of A&I and Related Documents*

97-198 *Special Classified Positions - Not Interviewed Employment Applications and Related Documents.*

97-199 *Special Classified Positions - Unsuccessful Employment Applications and Related Documents of Interviewed Applicants*

97-200 *Unsuccessful Employment Applications Originating From Human Resources Division of A&I and Related Documents (Includes tests, results, ratings, comments, and correspondence of interviewed applicants)*

97-203 *Unsuccessful Employment Applications Not Originating From Human Resources Division of A&I and Related Documents (Includes tests, results, ratings, comments, and correspondence of interviewed applicants)*

97-204 *Certificate of Eligible Applicants a.k.a. Established Register*

97-205 *Not Interviewed Employment Applications Not Originating From Human Resources Division of A&I and Related Documents*

General Schedules - Executive Branch

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

Employee Services (EMP)

Workers Compensation and Unemployment (WCU)

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

14199 *Worker's Compensation Claim Records and Supporting Records (Includes Employer's Report of Injury or Occupational Illness, or Disease, Claim Form for Services other than Physician or Hospital, Hospital Fee Bill, invoices and other records)*

Financial and Accounting (FIN)

Accounting Management (ACC)

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

10-034 *Payroll Data Input Records and Output Records-Reports*

Governance and Compliance (GAC)

Occupational Health and Safety (OHS)

Reports - Annual	GAC-OHS-01	CR	5	Destroy 5 years after create date	Yes
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Superseded Schedules

14197 *Employee Accident and Other Labor-related Statistical or Informational Reports (Includes Workers' Compensation Reports, Log and Summary of Occupational Injuries and Illnesses Survey, Employer's Quarterly Wages Paid Report, Report on Employment, Payroll an*

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

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

97-208 *Disciplinary Suspension Appeal File/Records*
97-209 *Dismissal/Reduction in Force Appeal Records*
97-210 *Dismissal/Reduction in Force Appeal Hearing Records*

Litigation Management (LIT)

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

03-181 *Litigation Files (Copies)*