

General Schedules - Executive Branch Retention Schedules

AR1 #	Create Date	Department	Division	Section	Subsection	Title	Schedule	Superseded
94-494	12/4/2006 2:27:06 PM	General Schedules - Executive Branch	Accounting Records and Reports			Bank Statements, Deposit Slips and Canceled Checks (These are records of accounts maintained by the agencies.)	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.	
94-501	12/4/2006 2:27:06 PM	General Schedules - Executive Branch	Accounting Records and Reports			Contracts for Services	Retain 3 years after expiration or termination, then destroy at discretion if no litigation is pending. NOTE: Authority approved for all offices, except the Accounting Division, State Auditors office and the Procurement Services Division of A&I.	
05-446	12/4/2006 2:27:06 PM	General Schedules - Executive Branch	Accounting Records and Reports			Manual Warrants and Attachments (Includes WOLFS/WIN 102, 103, 104 and MW.)	Retain 7 years, then destroy, provided audit has been accepted by the Dept. of Audit. (Supersedes AR1#94-492)	94-492
94-493	12/4/2006 2:27:06 PM	General Schedules - Executive Branch	Accounting Records and Reports			Receipts	Retain 3 years, then destroy, provided audit has been accepted by the Dept. of Audit.	
16969	12/4/2006 2:27:06 PM	General Schedules - Executive Branch	Accounting Records and Reports			Request for Authority for Out-of-State Travel	Retain 2 years, then destroy. NOTE: Authority approved for all offices except the Accounting Division of the State Auditor's office.	
05-447	12/4/2006 2:27:06 PM	General Schedules - Executive Branch	Accounting Records and Reports			Returned/NSF Checks and Attachments (Includes WOLFS/WIN 107 and CV)	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)	94-491
16968	12/4/2006 2:27:06 PM	General Schedules - Executive Branch	Accounting Records and Reports			Telecommunications Records (Includes monthly telephone charge reports)	Retain 3 years, then destroy. NOTE: Authority approved for all offices except the A&I Telecommunications Section.	
05-448	12/4/2006 2:27:06 PM	General Schedules - Executive Branch	Accounting Records and Reports			Warrant Cancellation/Replacement Records and Attachments. (Includes WOLFS/WIN 106 and CX)	Retain 3 years, then destroy, provided audit has been accepted by the Department of Audit. (Supersedes AR1#94-490)	94-490

05-449	12/4/2006 2:27:06 PM	General Schedules - Executive Branch	Accounting Records and Reports			WOLFS/WIN Records and Reports (Duplicates and sub-system records)	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)	94-499
05-050	12/4/2006 2:27:07 PM	General Schedules - Executive Branch	Accounting Records and Reports			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 receipt and transmittal forms.)	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	
05-051	12/4/2006 2:27:07 PM	General Schedules - Executive Branch	Accounting Records and Reports			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, and receipt and transmittal forms.) NOTE: These records are copies of originals that have been submitted to the State Auditors Office for payment.	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. NOTE: Authority approved for all offices except the Accounting Dept., State Auditors Office and the Procurement Services, A&I (Supersedes AR1#94-489)	94-489
05-052	12/4/2006 2:27:07 PM	General Schedules - Executive Branch	Accounting Records and Reports			WOLFS/Wyoming Information Network (WIN) Reports - Electronic and Paper Records. (Includes any reports on COM, CDs and any other storage media.)	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)	94-496, 94-497, 94-498

05-053	12/4/2006 2:27:07 PM	General Schedules - Executive Branch	Accounting Records and Reports		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 modifications, expenditure modifications, transfers, WIN 114, WIN Interface Reformat Reports, Payment Vouchers-Certification (printouts), and supporting documentation relating to the various interfaces which currently include but are not limited to, the Accounting Section of A&I, and: 1-Workers' Compensation, 2-Medicare Mgt., 3-Warrant Redemption, 5-Regular Payroll, 6-University Regular Payroll, 7-EPICS, 8-LIEAP, 9-Retirement Payroll, 12-Public Lands, 13-Supplemental Security, 14-Family Services, 15-Senior Citizen Tax Refund, 17-Vocational Rehabilitation, 18-Stage I Highway, 19-Stage II Payroll, 20-Game & Fish License Drawing, 21-Game & Fish Landowner Coupon, 22-Group Insurance, 24-Sales Tax Refund, 27-Children's Health.)	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)	94-488
05-054	12/4/2006 2:27:07 PM	General Schedules - Executive Branch	Accounting Records and Reports		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	Retain 1 year, then destroy. NOTE: Authority approved for all offices except the Accounting Division, State Auditors office. (Supersedes AR1#94-495)	94-495
05-055	12/4/2006 2:27:07 PM	General Schedules - Executive Branch	Accounting Records and Reports		WOLFS/Wyoming Information Network (WIN) Data/Electronic Records on the Mainframe Computer	Retain 7 years, then evaluate for legal, administrative, and historical value for transfer to State Archives. Destroy/delete remaining data. (Supersedes AR1#94-502)	94-502

10-003	10/19/2007 12:55:56 PM	General Schedules - Executive Branch	Accounting Records and Reports			Agency Strategic Plan Performance Measure Records	Retain 4 years, then destroy	
09-037	10/19/2007 1:24:05 PM	General Schedules - Executive Branch	Accounting Records and Reports			Contracts-Contracts for Services	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. 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.	94-501 PLUS others listed under 'Schedule'
09-036	12/15/2008 3:46:07 PM	General Schedules - Executive Branch	Accounting Records and Reports			Contracts-Contracts for Services (Copies)	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.	00-131, 94-563, 97-079, 97-138, and 97-081

09-038	1/2/2009 1:32:39 PM	General Schedules - Executive Branch	Accounting Records and Reports			Contracts – Gifts & Capitol Improvements	Retain original (Agency of origin) permanent. Transfer in hard copy to State Archives. Supersedes AR-1 #'s: 94-512, 96-096, 12107
94-489	12/4/2006 2:30:45 PM	General Schedules - Executive Branch	Accounting Records and Reports			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 receipt and transmittal forms.) NOTE: These records are copies of originals that have been submitted to the State Auditor's Office for payment	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. NOTE: Authority approved for all offices except the Accounting Dept., State Auditor's Office and the Procurement Services, A&I
07-003	1/9/2007 2:42:15 PM	General Schedules - Executive Branch	Administrative Records and Reports			Agency Strategic Plans and Related Records	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.
07-002	1/9/2007 2:45:21 PM	General Schedules - Executive Branch	Administrative Records and Reports			Agency Performance Measure Audit Reports	Retain 3 years, then destroy Authority approved for all offices of the Executive Branch, except the Department of Audit.
09-156	3/13/2009 2:54:18 PM	General Schedules - Executive Branch	Administrative Records and Reports			Approved - American Recovery and Reinvestment Act application records	Retain 5 years after final expenditure report, then evaluate for legal, administrative, and historical value for transfer to State Archives. Destroy remaining records.
09-145	3/16/2009 7:05:34 AM	General Schedules - Executive Branch	Administrative Records and Reports			Disapproved - American Recovery and Reinvestment Act application records	Retain 3 years after date of action, then destroy
09-178	4/23/2009 2:14:28 PM	General Schedules - Executive Branch	Administrative Records and Reports			Agency Office of Executive Director's / Officer's Correspondence	Retain four years in office. Transfer to State Archives for evaluation of enduring legal, historical or administrative Value, then destroy remaining.

	4/16/2010 12:38:54 PM	General Schedules - Executive Branch	Administrative Records and Reports			Reference/Resource Publications, Special Studies, and Master Plans (Directive or Informational in nature, prepared by state agencies or non-state organizations)	Office of origin: transfer seven copies to State Library. Background material and duplicate publications: destroy after 4 years. Background material/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. Supersedes: 1690, 6252, 14030, 14850, 11757, 15804, 96-234, 07-014, 96-280, 96-254, 16415, 94-359, 11837, 11488, 11613, 94-280, 17026, 11889,	1690, 6252, 14030, 14850, 11757, 15804, 96-234, 07-014, 96-280, 96-254, 16415
16970	12/4/2006 2:27:07 PM	General Schedules - Executive Branch	Administrative Records and Reports			Annual Reports	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.	
16958	12/4/2006 2:27:07 PM	General Schedules - Executive Branch	Administrative Records and Reports			Architect's Drawings and Specifications of Facility/Project	Permanent in office. Transfer one copy to State Archives.	
16957	12/4/2006 2:27:07 PM	General Schedules - Executive Branch	Administrative Records and Reports			As Built Drawings of Facility/Project and Supporting Documentation	Transfer to State Archives one year after acceptance.	
16959	12/4/2006 2:27:07 PM	General Schedules - Executive Branch	Administrative Records and Reports			Attorney General Letter Opinions/Letters of Advice	Permanent or transfer to State Archives.	
16971	12/4/2006 2:27:07 PM	General Schedules - Executive Branch	Administrative Records and Reports			Attorney General Formal Opinions	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.	

11114	12/4/2006 2:27:07 PM	General Schedules - Executive Branch	Administrative Records and Reports			Audit Reports - Duplicates - a.k.a. State Examiners Reports of Examination.	Destroy at discretion of agency head. NOTE: Authority approved for all offices except Secretary of State and Dept. Of Audit.	
16964	12/4/2006 2:27:07 PM	General Schedules - Executive Branch	Administrative Records and Reports			Blank Forms and Voided Forms	Destroy when no longer needed.	
94-504	12/4/2006 2:27:07 PM	General Schedules - Executive Branch	Administrative Records and Reports			Budget Preparation Work Papers (Used to prepare budget request. Records dated prior to respective appropriation legislation being signed.)	Destroy at discretion of agency director.	
94-505	12/4/2006 2:27:07 PM	General Schedules - Executive Branch	Administrative Records and Reports			Budgets, Supplemental Budgets and related records including correspondence.	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.	
94-509	12/4/2006 2:27:07 PM	General Schedules - Executive Branch	Administrative Records and Reports			Calendars	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.	
16974	12/4/2006 2:27:07 PM	General Schedules - Executive Branch	Administrative Records and Reports			Computer Operating System Data	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.	
16973	12/4/2006 2:27:07 PM	General Schedules - Executive Branch	Administrative Records and Reports			Computer-Output-Microfiche (COM) - Original and Duplicates	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.	
16962	12/4/2006 2:27:07 PM	General Schedules - Executive Branch	Administrative Records and Reports			Executive Orders (Issued by the Governor)	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.	

94-510	12/4/2006 2:27:07 PM	General Schedules - Executive Branch	Administrative Records and Reports			Federal Publications	Evaluate for legal, administrative, and historical value and retain in office or destroy at discretion of agency director.
16972	12/4/2006 2:27:07 PM	General Schedules - Executive Branch	Administrative Records and Reports			Internal Operating Policies and Procedures	Destroy when superseded or obsolete and if no litigation is pending.
14196	12/4/2006 2:27:07 PM	General Schedules - Executive Branch	Administrative Records and Reports			Inventory Records and Reports - Originals and Duplicates	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.
16956	12/4/2006 2:27:07 PM	General Schedules - Executive Branch	Administrative Records and Reports			Legislative Files (Includes drafts of bills and correspondence)	Retain 3 years, then evaluate for legal, administrative, and historical value for transfer to State Archives. Destroy remaining records at discretion of agency director.
16955	12/4/2006 2:27:07 PM	General Schedules - Executive Branch	Administrative Records and Reports			Minutes and Supporting Documentation	Permanent or transfer to State Archives. Security microfilm.
16961	12/4/2006 2:27:07 PM	General Schedules - Executive Branch	Administrative Records and Reports			Policies, Procedures, and Memoranda	Office of origin: permanent or transfer to State Archives. Other offices: retain copies until obsolete or superseded, then destroy.
94-506	12/4/2006 2:27:07 PM	General Schedules - Executive Branch	Administrative Records and Reports			Professional Organization Records (Membership paid by the State. Includes newsletters, resource manuals, correspondence, rosters, minutes.)	Evaluate for legal, administrative, and historical value for transfer to State Archives. Destroy remaining records at discretion of agency director.
16960	12/4/2006 2:27:08 PM	General Schedules - Executive Branch	Administrative Records and Reports			Reference/Resource Publications, Special Studies, and Master Plans (Directive or Informational in nature, prepared by state agencies or non-state organizations)	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.

94-508	12/4/2006 2:27:08 PM	General Schedules - Executive Branch	Administrative Records and Reports			Rules and Regulations (These are policies that govern the internal operations of the office. They are not filed with Secretary of State.)	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.	
94-507	12/4/2006 2:27:08 PM	General Schedules - Executive Branch	Administrative Records and Reports			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).)	Retain until superseded or obsolete, then destroy if no litigation is pending.	
16954	12/4/2006 2:27:08 PM	General Schedules - Executive Branch	Administrative Records and Reports			Sound Recordings, Electronic	Retain until transcribed, then erase; or retain 1 year, then destroy at discretion of director unless litigation is pending.	
11732	12/4/2006 2:27:08 PM	General Schedules - Executive Branch	Administrative Records and Reports			United States Mail Registry Books	Retain 2 years after date of last entry, then destroy.	
94-500	12/4/2006 2:27:08 PM	General Schedules - Executive Branch	Administrative Records and Reports			WIN Access Security Maintenance Form (WIN 110), Agency Authorizations, and Attachments	Retain 2 years after superseded or canceled, then destroy unless litigation is pending.	
00-061	12/4/2006 2:27:10 PM	General Schedules - Executive Branch	E-Mail Messages			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 has the primary responsibility, or the message content does not relate to official business. Non-record e-mail messages communicate information which does not set policy, establish guidelines or procedures, certify a transaction, become a receipt, or has no business value. These types of messages are normally informal. They can consist of, but not limited to, personal messages, duplicate documents, telephone call notices, meeting reminders, or other temporary information. These types of	Delete as soon as purpose is served. NOTE: Authority approved for all offices except the University of Wyoming and the Community Colleges.	

					messages usually have little or no impact on the business function and should be deleted as soon as its purpose has been served.	
00-062	12/4/2006 2:27:10 PM	General Schedules - Executive Branch	E-Mail Messages		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 generations. Since there are no national standards for permanency of the digital medium on which e-mail is maintained, and since that medium is not considered permanent, these digital records must be converted to paper or microfilm as directed by an appropriate retention schedule. And since departments may have policy to automatically purge e-mail created or received after a specified number of days, the conversion must be accomplished within that period. Internal procedures and system design must protect records from alteration, identify other records related to the same subject and provide for regular transfer to a permanent storage medium.	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.
00-063	12/4/2006 2:27:10 PM	General Schedules - Executive Branch	E-Mail Messages		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 other mediums are, and unless a specific schedule has been established for the e-mail messages, they must be maintained in a usable format	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.

						for the same retention period as the counterpart hard copy records. However, that does not mean that the hard copy and the electronic e-mail file should duplicate each other. When a hard copy is made for the file, the e-mail should normally be deleted. Digitally stored e-mail records must be migrated to new software or storage media as updates and complete program switches occur. Departments may automatically purge e-mail created and received after a specified number of days. In order to avoid loss of record e-mail, it must be moved to an electronic file system of commercial or agency design.	
97-208	12/4/2006 2:27:08 PM	General Schedules - Executive Branch	Personnel and Payroll Records and Reports	Appeal/disciplinary/grievance/hearing Records (Personnel and Payroll Records and Reports)		Disciplinary Suspension Appeal File/Records	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.
97-209	12/4/2006 2:27:08 PM	General Schedules - Executive Branch	Personnel and Payroll Records and Reports	Appeal/disciplinary/grievance/hearing Records (Personnel and Payroll Records and Reports)		Dismissal/Reduction in Force Appeal Records	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.
97-210	12/4/2006 2:27:08 PM	General Schedules - Executive Branch	Personnel and Payroll Records and Reports	Appeal/disciplinary/grievance/hearing Records (Personnel and Payroll Records and Reports)		Dismissal/Reduction in Force Appeal Hearing Records	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.

03-180	12/4/2006 2:27:08 PM	General Schedules - Executive Branch	Personnel and Payroll Records and Reports	Appeal/disciplinary/grievance/hearing Records (Personnel and Payroll Records and Reports)		Employee Grievance Records (Resolved at Agency Level)	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	97-207
97-206	12/4/2006 2:27:08 PM	General Schedules - Executive Branch	Personnel and Payroll Records and Reports	Appeal/disciplinary/grievance/hearing Records (Personnel and Payroll Records and Reports)		Grievance Hearing Records	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.	
03-181	12/4/2006 2:27:08 PM	General Schedules - Executive Branch	Personnel and Payroll Records and Reports	Appeal/disciplinary/grievance/hearing Records (Personnel and Payroll Records and Reports)		Litigation Files (Copies)	Retain 2 years after conclusion of all legal proceedings, then destroy. NOTE: Authority approved for all offices except the Attorney Generals Office.	
97-195	12/4/2006 2:27:08 PM	General Schedules - Executive Branch	Personnel and Payroll Records and Reports	Applications/recruitment Records (Personnel and Payroll Records and Reports)		Application and/or Resumes and Related Documents (These are NOT official State of Wyoming applications and are not used to qualify the applicant)	Retain 3 months, then destroy.	
97-204	12/4/2006 2:27:08 PM	General Schedules - Executive Branch	Personnel and Payroll Records and Reports	Applications/recruitment Records (Personnel and Payroll Records and Reports)		Certificate of Eligible Applicants a.k.a. Established Register	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.	
97-205	12/4/2006 2:27:08 PM	General Schedules - Executive Branch	Personnel and Payroll Records and Reports	Applications/recruitment Records (Personnel and Payroll Records and Reports)		Not Interviewed Employment Applications Not Originating From Human Resources Division of A&I and Related Documents	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.	
97-196	12/4/2006 2:27:08 PM	General Schedules - Executive Branch	Personnel and Payroll Records and Reports	Applications/recruitment Records (Personnel and Payroll Records and Reports)		Not Interviewed Employment Applications Originating From Human Resources Division of A&I and Related Documents	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.	
97-198	12/4/2006 2:27:08 PM	General Schedules - Executive Branch	Personnel and Payroll Records and Reports	Applications/recruitment Records (Personnel and Payroll Records and Reports)		Special Classified Positions - Not Interviewed Employment Applications and Related Documents.	Retain 90 days, then destroy. NOTE: Authority approved for all offices except the Human Resources Division of A&I.	

97-199	12/4/2006 2:27:08 PM	General Schedules - Executive Branch	Personnel and Payroll Records and Reports	Applications/recruitment Records (Personnel and Payroll Records and Reports)		Special Classified Positions - Unsuccessful Employment Applications and Related Documents of Interviewed Applicants	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.	
97-203	12/4/2006 2:27:08 PM	General Schedules - Executive Branch	Personnel and Payroll Records and Reports	Applications/recruitment Records (Personnel and Payroll Records and Reports)		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)	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.	
97-200	12/4/2006 2:27:08 PM	General Schedules - Executive Branch	Personnel and Payroll Records and Reports	Applications/recruitment Records (Personnel and Payroll Records and Reports)		Unsuccessful Employment Applications Originating From Human Resources Division of A&I and Related Documents (Includes tests, results, ratings, comments, and correspondence of interviewed applicants)	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).	16967
16977	12/4/2006 2:27:09 PM	General Schedules - Executive Branch	Personnel and Payroll Records and Reports	Miscellaneous Records (Personnel and Payroll Records and Reports)		Defensive Driving Course Master Report	Destroy at discretion when superseded.	
16978	12/4/2006 2:27:09 PM	General Schedules - Executive Branch	Personnel and Payroll Records and Reports	Miscellaneous Records (Personnel and Payroll Records and Reports)		Defensive Driving Course Expiration Report	Destroy at discretion after members are scheduled for training.	
14197	12/4/2006 2:27:10 PM	General Schedules - Executive Branch	Personnel and Payroll Records and Reports	Miscellaneous Records (Personnel and Payroll Records and Reports)		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 and Hours)	Retain 5 years, then destroy. NOTE: Authority approved for all offices except the agency which requested the report or to which it is sent.	
16976	12/4/2006 2:27:10 PM	General Schedules - Executive Branch	Personnel and Payroll Records and Reports	Miscellaneous Records (Personnel and Payroll Records and Reports)		Employee Medical Records and Exposure Records (Relates to employees who are or have been exposed to toxic substances or harmful physical agents)	Retain for the duration of employment plus 30 years, then destroy.	

12748	12/4/2006 2:27:10 PM	General Schedules - Executive Branch	Personnel and Payroll Records and Reports	Miscellaneous Records (Personnel and Payroll Records and Reports)		Explanation of Benefits (Group Health Form)	Retain 2 years, then destroy.	
12749	12/4/2006 2:27:10 PM	General Schedules - Executive Branch	Personnel and Payroll Records and Reports	Miscellaneous Records (Personnel and Payroll Records and Reports)		Health Insurance Claim Forms and All Attachments	Straight destruction.	
14195	12/4/2006 2:27:10 PM	General Schedules - Executive Branch	Personnel and Payroll Records and Reports	Miscellaneous Records (Personnel and Payroll Records and Reports)		Payroll Data Input Records and Output Reports-Originals and Duplicates (Includes time cards, time sheets, time card entry forms, proof lists, overtime and shift differential records, annual, sick, compensatory leave records, deduction/other earnings reports, W-2 audit report, W-4 forms, payroll registers, earnings reports, employee rosters, work schedules, withholding records, employee evaluations, tax forms, deduction records, and related records)	Work history records dated 1976 and earlier: permanent or transfer to State Archives. Others: retain 4 years, then destroy at discretion. NOTE: Authority approved for all offices except Wyoming Retirement System, the Human Resources Division of A&I, and the Payroll Section of the State Auditor's office.	
14194	12/4/2006 2:27:10 PM	General Schedules - Executive Branch	Personnel and Payroll Records and Reports	Miscellaneous Records (Personnel and Payroll Records and Reports)		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.	
16965	12/4/2006 2:27:10 PM	General Schedules - Executive Branch	Personnel and Payroll Records and Reports	Miscellaneous Records (Personnel and Payroll Records and Reports)		Personnel Allocation Incumbent Listing (PAIL)	Retain 1 year, then destroy.	
16966	12/4/2006 2:27:10 PM	General Schedules - Executive Branch	Personnel and Payroll Records and Reports	Miscellaneous Records (Personnel and Payroll Records and Reports)		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.	
14199	12/4/2006 2:27:10 PM	General Schedules - Executive Branch	Personnel and Payroll Records and Reports	Miscellaneous Records (Personnel and Payroll Records and Reports)		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)	Retain 4 years, then destroy. NOTE: Authority approved for all offices except the Workers Safety and Compensation Division, Dept. of Employment.	

10-034	7/26/2010 1:50:45 PM	General Schedules - Executive Branch	Personnel and Payroll Records and Reports	Miscellaneous Records (Personnel and Payroll Records and Reports)		Payroll Data Input Records and Output Records-Reports	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.	14195, 96-510, 96-511, 9890, 02-242, 03-115, 11359, 11364, 11662, 11758, 11759
03-179	12/4/2006 2:27:09 PM	General Schedules - Executive Branch	Personnel and Payroll Records and Reports	Performance Appraisal Records (Personnel and Payroll Records and Reports)		Agency Personnel Files	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	14198
03-182	12/4/2006 2:27:09 PM	General Schedules - Executive Branch	Personnel and Payroll Records and Reports	Performance Appraisal Records (Personnel and Payroll Records and Reports)		Supervisors Personnel Files	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.	
97-202	12/4/2006 2:27:09 PM	General Schedules - Executive Branch	Personnel and Payroll Records and Reports	Performance Appraisal Records (Personnel and Payroll Records and Reports)		Performance Appraisal reports (A&I - PM32) (Probationary Employee)	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.	
97-201	12/4/2006 2:27:09 PM	General Schedules - Executive Branch	Personnel and Payroll Records and Reports	Performance Appraisal Records (Personnel and Payroll Records and Reports)		Performance Appraisal Report (A&I - PM33)(Permanent Employees)	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.	

18040	12/4/2006 2:27:09 PM	General Schedules - Executive Branch	Personnel and Payroll Records and Reports	Performance Appraisal Records (Personnel and Payroll Records and Reports)		Performance Appraisal Records - Pilot Project	Destroy all staff performance appraisal records dated prior to July 30, 1989.
97-197	12/4/2006 2:27:09 PM	General Schedules - Executive Branch	Personnel and Payroll Records and Reports	Performance Appraisal Records (Personnel and Payroll Records and Reports)		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.
02-203	12/4/2006 2:27:10 PM	General Schedules - Executive Branch	Website Records			World Wide Websites	Copy Websites to non-rewritable Compact Disk (CD) Media or other media approved by the WSA whenever major changes occur or at least once every year and transfer on a WSA Website Description Form to the Archives. NOTE: Authority approved for all offices except the University of Wyoming and the Community Colleges.