

## General Schedules - Legislative Branch Retention Schedules

AR1 #	Create Date	Department	Division	Section	Subsection	Title	Schedule	Superseded
14548	12/4/2006 2:27:10 PM	General Schedules - Legislative Branch	Accounting Records and Reports (General Schedules - Legislative Branch)			Wyoming Uniform Accounting System Output Reports - Originals and Duplicates (Includes all WUAS output reports and any other in-house ledgers and journals which are daily, weekly, and monthly management and clerical type reports)	Retain 3 years, then destroy if all retention requirements have been met. NOTE: Authority approved for all offices. Does not apply to the offices of the State Treasurer, State Auditor, D.A.F.C., and any other which has the responsibility of managing and maintaining permanent financial records.	
14549	12/4/2006 2:27:10 PM	General Schedules - Legislative Branch	Accounting Records and Reports (General Schedules - Legislative Branch)			Wyoming Uniform Accounting System Input Records - Originals and Duplicates (Includes vouchers, activity forms, requisitions, credit memos, batch control sheets, warrant requests, transfer requests, continuation forms, receipts, receipts and transmittal forms, undistributed cash forms, budget funding and expenditure distribution forms, field purchase orders, etc.	Retain 3 years, then destroy if all retention requirements have been met. NOTE: Authority approved for all offices of the legislative branch of government. Does not apply to the offices of the State Treasurer, State Auditor, D.A.F.C., and any other which has the responsibility of managing and maintaining permanent financial records.	
14552	12/4/2006 2:27:11 PM	General Schedules - Legislative Branch	Administrative Records and Reports (General Schedules - Legislative Branch)			Inventory Record 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 Retain printout/inventory report until superseded, then destroy at discretion.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 Purchasing and Property Control Division of DAFC.	
14553	12/4/2006 2:27:11 PM	General Schedules - Legislative Branch	Administrative Records and Reports (General Schedules - Legislative Branch)			Employee Accident and Other Labor-related Statistical or Informational Reports (Includes Workers compensation Reports, Log and Summary of Occupational Injuries and Illnesses Survey, Employers 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.	
14550	12/4/2006 2:27:10 PM	General Schedules - Legislative Branch	Personnel and Payroll Records and Reports (General Schedules - Legislative Branch)			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 Auditors Office.	
14551	12/4/2006 2:27:10 PM	General Schedules - Legislative Branch	Personnel and Payroll Records and Reports (General Schedules - Legislative Branch)			Payroll Data Input Records and Output Reports - Originals and Duplicates (Includes time cards, time sheets, time card entry forms, time card proof lists, overtime and shift differential record, annual, sick, compensatory leave records, deduction/other earnings reports, W-2 audit reports, W-4 forms, payroll registers, earnings reports, employee rosters, work schedules, withholding record, 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 Personnel Division of DAFC, and the Payroll Section of the State Auditors office.	

14554	12/4/2006 2:27:10 PM	General Schedules - Legislative Branch	Personnel and Payroll Records and Reports (General Schedules - Legislative Branch)			Personnel Files (Includes a current employment application, Wyo. Retirement System forms, and any other records which show work-history information)	Permanent of transfer to State Archives for permanent preservation or destruction.	
14555	12/4/2006 2:27:10 PM	General Schedules - Legislative Branch	Personnel and Payroll Records and Reports (General Schedules - Legislative Branch)			Workers Compensation Claim Records and Supporting Records (Includes Employers 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, but does not include the Workers Compensation Divisions case files.	
12486	12/4/2006 2:27:11 PM	General Schedules - Legislative Branch	Personnel and Payroll Records and Reports (General Schedules - Legislative Branch)			Position Allocation Incumbent Listing (Printout)	Destroy at discretion.	