

WYOMING COUNTY CLERKS

<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
COUNTY COMMISSIONER'S RECORDS		
91-280	Index for Commissioner's Proceedings, Journals, and Minutes	PERMANENT or transfer to State Archives.
91-281	Commissioner's Minutes, Journals, Proceedings	PERMANENT or transfer to State Archives.
91-282	County Commissioner's General Correspondence	Review for legal, historical, and administrative value and retain permanently or transfer to State Archives. Retain other 5 years, then destroy.
11178	Sound Records of Commissioners' Meetings and Hearings	Retain until final adjudication of any litigation. Retain 1 year, then destroy or erase tape at discretion of county clerk. If sound recording has been completely transcribed, then tape can be destroyed immediately.

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FINANCIAL RECORDS		
3700	Acceptance Agreements	Retain 1 year, then destroy.
91-289	Accounts Payable Financial Records (Includes bids, specifications, legal notices, invoices, and original vouchers)	Retain 6 years, then destroy.
91-288	Annual Abstracts (Shows summary of receipts and disbursements)	Retain 5 years, then destroy.
91-298	Applications for Deposit of Public Moneys	Retain 2 years, then destroy.
91-284	Budget and Financial Worksheets	Destroy at discretion of County Clerk.
91-283	Budget Records	Retain 6 years, then destroy.
91-299	Canceled Checks, Stubs, or Duplicate Checks (These checks usually transfer funds to the County Treasurer from the County Clerk)	Retain 2 years, then destroy.
91-293	Capital Construction/Major Projects - Accounts Payable Financial Records (Includes bids, specifications, legal notices, invoices, original vouchers, and building plans)	Permanent or transfer to State Archives.
91-295	Certificates of Indebtedness, Stubs and Register	Retain 5 years, then destroy after debt is retired.
91-285	Clerk's Distribution of Expenditures	Retain 6 years, then destroy.
91-300	Deposit Slips and Bank Statements (These relate to the checks issued by the County Clerk in the transferring of funds to the County Treasurer)	Retain 2 years, then destroy.
03-138	Fixed Asset Record	Retain 4 years after disposal of asset, then destroy.
91-304	General Financial Ledgers, Balance Sheets, Profit and Loss Statements, Trial Balances, and other Accounting System Output Reports	Retain 6 years, then destroy.

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FINANCIAL RECORDS (CONT.)		
91-294	Grant Records	Retain 5 years from date of final expenditure report or annual financial status report, then destroy if no litigation, claim, or audit is pending, or if grant instructions do not require a longer retention period.
3701	Monthly Statements - Statement of Earnings and Collections by Various County Offices (Also called Reports of County Officials or Reports of Earnings of County Officials)	Retain 5 years, then destroy.
91-297	Payroll Input Records and Output Reports (Includes leave records, contribution records)	Retain 5 years, then destroy.
91-291	Purchase Orders, Requisitions, Vouchers	Retain 6 years, then destroy.
91-292	Purchase Orders, Requisitions, Vouchers - Duplicates	Retain 1 year, then destroy at discretion of County Clerk.
91-287	Receipts for Fees (Copy or Original)	Retain 1 year, then destroy after examination.
91-286	Register of Claims Allowed	Retain 6 years, then destroy.
91-301	Revenue Sharing Vouchers and Related Financial Records	Retain for life of equipment, then destroy. Retain 6 years, then destroy remaining vouchers.
91-303	Revenue Reports	Retain 6 years, then destroy.
91-296	Uncollectible Accounts Receivable Records	Retain 2 years after approval of governing body that the debt be discharged or extinguished, then destroy.
91-290	Unsuccessful Bid Records	Retain 1 year, then destroy if no litigation is pending.
91-302	Warrants, Duplicate	Retain 2 years, then destroy.

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ADMINISTRATIVE RECORDS		
91-305	County Clerk's General Correspondence	Review for legal, historical and administrative value and retain permanently or transfer to State Archives. Retain other records 5 years, then destroy.
14578	Correspondence - Division	Retain 1 year, then review and retain correspondence of legal, historical, and administrative value. Destroy at discretion remaining correspondence.
91-306	Opinions of County Attorney	PERMANENT or transfer to State Archives, or microfilm and destroy.
91-307	Index to Agreements	PERMANENT or transfer to State Archives.
91-308	Agreements (Between the county and individuals on a variety of subjects)	1930 and earlier, transfer to State Archives. Others: retain 5 years, then destroy, if terminated.
91-309	Leases (equipment, etc.) (These are leases that the county has entered into)	Retain 5 years after expiration of lease, then destroy.
3732	Insurance Policy Register (These policies are between the county and insurance companies)	Destroy at the discretion of the Clerk.
91-310	Insurance Policies	Retain 2 years after expiration of claim or claim dates, then destroy if no claims are pending.
91-311	Field Notes of Any Survey	PERMANENT or transfer to State Archives.
91-312	Petitions for Roads	PERMANENT or transfer to State Archives.
3736	Road Supervisor's Reports	Destroy at discretion of the Clerk.
91-313	Monthly/Annual Financial and Statistical Reports from various county offices including ambulance companies	Retain 5 years, then destroy.
91-314	Reports of Justice of the Peace or County to Board of County Commissioners	Retain 2 years, then destroy.
91-315	Affidavits of Publications and Legal Notices from Newspapers	Retain 6 years, then destroy.
99-012	Unclaimed Property Owner Report	Destroy when superseded by next report. Authority requested for all counties.

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PERSONNEL RECORDS		
91-316	Index to Elected Personnel or Appointed Personnel.	PERMANENT or transfer to State Archives.
09-140	Employee Personnel Records	Retain 10 years after termination of employment then destroy (SUPERSEDES 91-317)
91-318	Appointments and Resignations	Retain 4 years after term of employment, then destroy at discretion of the County Clerk.
91-319	Register or Index of Treasurer's Bonds	PERMANENT or transfer to State Archives.
10-036	Oaths of County Officials and Bonds for the Performance of Duty	Retain 2 years after expiration date, then destroy if no claims are pending. Supersedes RA 91-320
91-321	Unsuccessful Applications for Employment and related records	Retain 2 years, then destroy.
91-322	Employee/Employer Retirement Fund Contribution and Withdrawal Records:	
	If NOT on system administered by the Wyoming Retirement System	Permanent or transfer to State Archives, or microfilm and destroy.
	If on system administered by Wyoming Retirement System	Retain 5 years, then destroy at discretion or when employee separates.
91-323	Workers' Compensation Records and Reports	Retain 5 years, then destroy.

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BRAND RECORDS AND RELATED DOCUMENTS		
3747	Brand Record with Index	PERMANENT or transfer to State Archives.
3748	Marks and Brands	PERMANENT or transfer to State Archives.
3750	Notices of Estrays	File for 1 year and then destroy.

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<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
ELECTION RECORDS		
3692	Poll Books	PERMANENT, or transfer to State Archives.
3693	Election Notices	Retain 5 years, then destroy.
3694	Certificates of Election	Retain 5 years, then destroy.
3695	Nomination Petitions	Retain 5 years, then destroy.
3698	Petition for Change of Polling Location	Retain 5 years, then destroy.
12651	Voter Signature Cards, a.k.a. Declaration/Oath/Challenge Cards	If information is recorded on original Voter Registration Card: retain 2 years or until superseded, then destroy. If information is not recorded on original Voter Registration Card: permanent in office, or transfer to State Archives, or microfilm and destroy at discretion.
91-324	Inactive Voter's Registration Cards	Permanent or transfer to State Archives, or microfilm and destroy.
91-326	Political Action Committee/Candidate's Campaign Committee Statement of Formation and Termination Records	Retain 5 years after inactive, then destroy.
91-327	Statement of Campaign Receipts and Expenditures, and Amendments (includes PAC statements)	Retain 5 years, then destroy.
91-328	Election Districts and Precinct Boundary Resolutions and Related Records	PERMANENT or transfer to State Archives. If retained in Commissioners' Minutes, retain 5 years, then destroy.
8373	Election Records: Application for Nomination or Election Notice of Appointment Acceptance of Appointment Oath of Election Officials Proclamation of Election	Retain 5 years, then destroy.

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<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
ELECTION RECORDS (CONT.)		
91-329	Abstracts of Election	PERMANENT or transfer to State Archives, microfilm and destroy at discretion of County Clerk.
17409	Register of County and Precinct Officers	Permanent or transfer to State Archives, or microfilm and destroy. If information is duplicated on Abstracts of Election, retain 5 years, then destroy.
17410	Voting Machine/System Test and Certification Records	Retain 2 years or until any election contest affected by the ballots has been terminated, then destroy.
91-330	Political Party List of Election Judges	Retain 2 years, then destroy.
91-331	Election Ballots:	
	For Federal elections and others held simultaneously with federal elections	Retain 22 months, then destroy.
	For others NOT held simultaneously with federal elections	Retain 1 year, then destroy.
91-332	Late Absentee Ballots	Retain 2 years after the election or longer if required by federal law, then destroy.
93-251	Voter Registration Withdrawal	Destroy after next voter registration purge, when record is maintained separately.

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<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
INCORPORATION RECORDS		
91-333	Incorporation Instruments and Index	PERMANENT or transfer to State Archives.
3754	Certificate of Insurance	Straight disposal.
91-334	Papers Relative to Incorporation of Towns in the County	PERMANENT or transfer to State Archives.

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LIQUOR LICENSE RECORDS		
3727	Applications for Retail, Limited and Malt Beverage Permits and Other Special Licenses	Retain 5 years, then destroy.
91-335	Liquor License Files	Retain 5 years after close of business, then destroy, or microfilm and destroy at discretion of County Clerk.
91-336	Liquor License Records - Active (Limited to menus, health certificates, Sheriff's reports, expired/superseded lease agreements, expired license agreements, and statistics.)	Retain 3 years, then destroy at discretion of County Clerk if no litigation is pending.
91-337	Disapproved New Liquor, Malt Beverage, and other Special Licenses	Retain 1 year from date of disapproval, then destroy.

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<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
MARRIAGE RECORDS		
14580	Marriage License Records (These records include the application for marriage license, license and certificate of marriage (duplicate), indexes, all consents, and marriage affidavits.)	Permanent, or microfilm and destroy, or transfer to State Archives.

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<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
MOTOR VEHICLE RECORDS		
91-338	Motor Vehicle Certificates of Title Register (Supplement to Receiving Book)	PERMANENT or transfer to State Archives.
91-339	Alphabetical Motor Vehicle Certificates of Title Index	PERMANENT or microfilm after 10 years and destroy.
3717	Motor Number or Identification Number Card File	Destroy at discretion.
91-340	Certificates of Title for Motor Vehicles (Duplicates) and Attachments, including Applications for Title	Retain 10 years, then destroy or microfilm and destroy at discretion.

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NOTARY PUBLIC RECORDS

91-342 Notary Public Oaths and Bonds

Retain 10 years, then destroy if bond has expired and no notice of pending litigation is received by the County Clerk.

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<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
LAND RECORDS AND OTHER RECORDS WHICH ARE REQUIRED TO BE FILED, KEPT, OR RECORDED BY COUNTY CLERK		
12649	Receiving Books	PERMANENT or transfer to State Archives or microfilm and destroy.
3728	Register of County Licenses (Record of licenses issued by the county)	Retain 5 years, then destroy.
3756	Abstracts and/or Abstracts, Town Lots	PERMANENT or transfer to State Archives.
3757	Abstracts of Title, Lode Claims	PERMANENT or transfer to State Archives.
3758	Abstracts of Mining Records	PERMANENT or transfer to State Archives.
3759	Bill of Sale Record (Land)	PERMANENT or transfer to State Archives.
3760	Mining District By-laws, Rules, Regulations and Proceedings	PERMANENT or transfer to State Archives.
3761	Affidavits of Annual Expenditure (Affidavits of Assessment Work)	PERMANENT or transfer to State Archives.
3762	Notices of Desire to Hold Mining Claims	PERMANENT or transfer to State Archives.
3763	Location Notices and Certificates	PERMANENT or transfer to State Archives.
3765	Affidavits of Discover: Placer Claims (Petroleum)	PERMANENT or transfer to State Archives.
3766	Plats	PERMANENT or transfer to State Archives.
3767	Townsite Plats	PERMANENT or transfer to State Archives.
3768	Deed Records and Deed Indexes	PERMANENT or transfer to State Archives.
3769	Deed of Trust	PERMANENT or transfer to State Archives.
3770	County Commissioner's Deeds	PERMANENT or transfer to State Archives.
3771	Treasurer's Deeds	PERMANENT or transfer to State Archives.
3772	Development Company Deeds	PERMANENT or transfer to State Archives.
3773	Mining Deeds	PERMANENT or transfer to State Archives.
3774	Quit-Claim Deeds	PERMANENT or transfer to State Archives.
3775	Warranty Deeds	PERMANENT or transfer to State Archives.

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LAND RECORDS AND OTHER RECORDS WHICH ARE REQUIRED TO BE FILED, KEPT, OR RECORDED BY COUNTY CLERK (CONT.)		
3776	Water Deeds	PERMANENT or transfer to State Archives.
3777	Water Deeds - Private Land Company	PERMANENT or transfer to State Archives.
3779	Certificate of Appropriation	PERMANENT or transfer to State Archives.
3782	Contracts - Railroad Land Company	PERMANENT or transfer to State Archives.
3783	Contracts - Private Land Companies	PERMANENT or transfer to State Archives.
3784	Farm Register Book	PERMANENT or transfer to State Archives.
3785	Homestead Certificates	PERMANENT or transfer to State Archives.
3786	Homestead and Timber Culture Certificates	PERMANENT or transfer to State Archives.
3787	U.S. Land Patents	PERMANENT or transfer to State Archives.
3788	Liens and Leases	PERMANENT or transfer to State Archives.
3789	Mechanics Liens of Real Property	PERMANENT or transfer to State Archives.
3792	Affidavit of Sheriff's Sale	PERMANENT or transfer to State Archives.
3793	Welfare Lien Records	PERMANENT or transfer to State Archives.
3794	State Employment Security Commission Tax Liens and State Sales Tax Liens and Releases with Indexes	Retain 5 years after filing date, then destroy.
91-344	Federal Tax Lien Records	Retain 10 years, then destroy. If terminated, retain 5 years, then destroy.
3799	Mortgage Index and Mortgage Deeds	PERMANENT or transfer to State Archives.
3800	Mortgages of Private Companies	PERMANENT or transfer to State Archives.
3801	Record of Certificates of Discharge (Mortgage)	PERMANENT or transfer to State Archives.
3802	Notices to Mortgagees of Issuance of Tax Deeds	Return to County Treasurer.
3803	Mill or Tax Levy Lists	Retain 10 years, then destroy.
3810	Coroner's Record	Transfer to State Archives.
3811	Cemetery Deed Records	PERMANENT or transfer to State Archives.

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LAND RECORDS AND OTHER RECORDS WHICH ARE REQUIRED TO BE FILED, KEPT, OR RECORDED BY COUNTY CLERK (CONT.)		
3820	Power of Attorney	PERMANENT or transfer to State Archives.
3827	Military Discharge Records	PERMANENT or transfer to State Archives.
3828	Original Instruments (which have been recorded)	If possible, return to respective individual or destroy at the discretion of the County Clerk.
91-345	Land Use Records	PERMANENT or transfer to State Archives, or microfilm and destroy.
10-035	Reports of Examination/Audit by State Examiner or Contracted Firm	Retain 5 years, then destroy if no claims are pending.
91-346	General Indexes - Direct and Indirect or Grantee and Grantor	Permanent or transfer to State Archives, or microfilm and destroy.
91-347	Wyoming Administrative Procedures Act Records	Permanent or transfer to State Archives.
91-348	Blue Sky Law Records (Securities-related records filed prior to law being changed in 1965)	Destroy at discretion of Clerk.

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UNIFORM COMMERCIAL CODE FILINGS		
12650	Uniform Commercial Code Filings (Includes, but not limited to, financing statements, amendments, termination statements, index cards)	Retain 60 days after maturity date or 6 years after filing date, then destroy. If a continuation statement is filed, the above retention periods apply from the last date to which the filing was effective.
14579	Certificate of Lien Search and Attachments	Retain 1 year, then destroy.
99-179	Daily UCC Reception Report	Retain 3 months from date of comparison, then destroy.

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MICROFORMS

91-349 Master Camera Negative or
Microphotograph

Transfer developed and quality checked
negative to State Archives as per Wyoming
statutes 9-2-413, 1982; retain research copy.