

WYOMING COMMUNITY COLLEGES

<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
ADMINISTRATION		
STUDENT RECORDS		
10450	Community College Commission, Minutes of Meetings & Supporting Documents	Permanent or retain 5 years, then microfilm & destroy. Destroy duplicate at discretion.
10451	Community College District Board a/k/a Board of Trustees, Minutes of Meetings & Supportive Documents	Permanent or transfer to State Archives; or retain 5 years then microfilm & transfer to State Archives.
10452	Board of Trustees - Correspondence	Permanent or retain 2 years, microfilm & destroy.
10453	Executive Committee/Council - Minutes of Meetings and Supporting Documents	Permanent or transfer to State Archives; or retain 5 years, then microfilm & destroy. Destroy duplicates at discretion.
10454	President - Correspondence	Permanent. Retain in active office space 5 years, then transfer to State Archives; or microfilm after review for legal, administrative, or historical value, then destroy.
10455	President - Memoranda	Permanent. Retain in active office space 5 years, then transfer to State Archives; or microfilm after review for legal, administrative or historical value, then destroy. Destroy duplicates at discretion.
10456	Standing Committees, Minutes of Meetings & Supporting Documents	Permanent or transfer to State Archives; or retain 5 years, then microfilm & destroy. Destroy duplicates at discretion.
10457	Organizational Charts	Permanent or transfer to State Archives.
10458	Manuals, Handbooks & Bylaws (Community College only)	Permanent or transfer to State Archives.
10459	Accreditation Records (Including Self-Study Records & Reports)	Permanent or transfer to State Archives; or retain 5 years, microfilm & destroy.
10460	Administration Operations Fiscal Files (Input & Output Documents for operation of Administration Office only)	<u>Originals</u> : Retain 6 years, then destroy. <u>Duplicates</u> : Retain 2 years, then destroy if originals retained in Business Office.
10461	Administration - Financial Records & Reports (Duplicates copies for Administrative use)	<u>Originals</u> : Retain 6 years, then destroy. <u>Duplicates</u> : Retain 2 years, then destroy if originals retained in Business Office.

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ADMINISTRATION (cont.)		
10462	Budget Preparation Files	Retain all records 4 years, then review for legal, administrative or historical value & microfilm & destroy those of continuing value. Destroy at discretion records of no continuing value.
10463	Budget Files	Retain all records 4 years, then review for legal, administrative or historical value & microfilm & destroy those of continuing value.
10464	Departments & Divisions - Correspondence	Retain all records 1 year, then review for legal, administrative or historical value & microfilm & destroy those of continuing value. <u>Before 1969</u> : Permanent or transfer to State Archives.
10465	Archives & Records Management File (Record of transfer of records to State Archives, Approved Retention Schedules, etc.) - AR-1 & AR-9	Permanent in active office space.
10466	Catalogs, Directories & other Publications (e.g. Yearbooks) paid for in whole or in part with state funds	Permanent. Transfer 2 copies to State Archives. Destroy duplicates at discretion.
10467	Reports, Publications & Memoranda of Other State Agencies & Institutions	Destroy at discretion.
10468	Board & Annexation Elections - Ballots & Poll Books, Election Notices & Certificates of Election, etc. (After 1973 election conducted by County Clerks)	Straight destruction - obsolete.
10469	Board & Annexation Elections-Final Results (Abstracts of Elections)	Permanent or transfer to State Archives.
10470	Bond Election & Bond Sale Records (After 1973 elections conducted by County Clerks)	Retain 2 years after bond issue is paid in full (or if issue fails, retain 1 year), then destroy.
10471	Bond Registers	Permanent or transfer to State Archives.
10472	Cancelled Bonds & Coupons	Retain 2 years after bond issue is paid in full, then destroy.
10473	Legal Notices (Published in newspapers, etc.)	Permanent or microfilm & destroy.

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ADMINISTRATION (cont.)		
10474	Licenses & Permits (Food, Sales, etc.)	Retain 5 years after expiration, then destroy.
10475	Deeds & Abstracts of Title	Permanent & security microfilm.
BUSINESS OFFICE (FINANCIAL RECORDS)		
10476	Vouchers (Includes bills, statements, credit memos & relevant correspondence)	Retain 6 years, then destroy.
10477	Copies of Checks or Stubs (Check Register-Bound by fund, year, numerical order)	Retain 6 years, then destroy.
10478	Funds - Bank Statements, Cancelled Checks & Receipt Books (Separate account for each fund) - By fund, year, numerical order	Retain 6 years, then destroy.
10479	Funds - Ledger & Journal Sheets (Bound together by fund, year)	Permanent or retain 2 years, then microfilm & destroy.
10480	Federal Funds - Grants Records	Retain 5 years after completion of grant, then destroy. Review record retention requirements of individual grants.
10481	Cash Receipts (Tuition, Housing, Books & Activities)	Retain 2 years, then destroy. (or 1 year after annual audit).
10482	Charge-out Tickets (Office Supplies)	Retain 1 year, then destroy after audit.
10483	Purchase Requisitions & Purchase Orders	Retain 6 years, then destroy. (May want to retain longer or microfilm if inventory system on equipment is not adequate.)
10484	Insurance Records (Policies & Premiums, etc.)	Retain 2 years after expiration, then destroy if no claim or litigation pending.
10485	Inventory Records	Permanent or microfilm & destroy. If complete inventory report is updated periodically, destroy superseded report at discretion.

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BUSINESS OFFICE (FINANCIAL RECORDS) (cont.)		
10486	Capital Construction & Improvements Records	Permanent or microfilm & destroy. If not maintained separately, should review other record series for documentation to be retained selectively
10487	Buildings - Blueprints, Plumbing & Wiring Diagrams & Specifications	Permanent. Transfer 1 copy to State Archives.
10488	Grounds - Plats, Maps, Plans & Charts of Grounds, Water, Sewage & Utility Lines	Permanent. Transfer 1 copy to State Archives.
10489	Bids	Retain 6 years after delivery of goods or services, then destroy.
10490	Bids - Unsuccessful	Retain 2 years, then destroy.
10491	Contracts & Agreements	Retain 10 years after expiration, then destroy.
10492	Leases	Retain 5 years after expiration, then destroy.
10493	Accounts Due/Uncollectible Accounts Receivable	Retain in the agency until considered to be uncollectible. Then transfer to the State Archives. Microfilm & destroy 5 years after transfer. The agency shall keep a list of the name & amount & provide a copy to the State Archives, State Examiner, & the Legislative Service Office Audit Division.
JOINT HOUSING BOARD		
11997	Agreements (Various folders labeled: Joint Powers Agreement, Assignment of Loan Proceeds, Re-purchase Agreement, Rescission documents, Consulting Agreement, Interior Design Agreement, etc.)	Permanent in office, or transfer to State Archives
11998	Application for Deposit of Public Funds (includes correspondence)	Retain 3 years, then destroy.
12000	Bids and Specifications (other than capital construction and improvements)	Retain 6 years after delivery of goods or services, then destroy.
12001	Blueprints, Plats, Plans & Specifications	Permanent in office, or transfer to State Archives, or microfilm and destroy.

JOINT HOUSING BOARD (cont.)

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<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
12002	Capital Construction & Improvements Records (SEE ALSO BIDS & BLUEPRINTS)	Permanent in office, or transfer to State Archives, or microfilm and destroy
12003	Correspondence	Retain 5 years, then transfer to State Archives for evaluation.
12004	Loan Payment Receipts (Receipts for loan payments; annual payments made in December for 40-year loan. Joint Housing Board made up of Board of Trustee members and Sweetwater County Personnel)	Retain 5 years or until examination (whichever period is shortest), then destroy.
12005	Minutes of Meetings	Permanent in Office, or transfer to State Archives, or microfilm and destroy.
12006	Official Bond & Oath (Bonds offered by Insurance Company for performance of duties by officers on the Joint Housing Board. Includes Performance Bonds).	Retain 10 years after end of term of office, then destroy.

PAYROLL & PERSONNEL

10494	Personnel File	Permanent or retain 5 years after separation from employment, then transfer to State Archives or microfilm & destroy by shredding.
10495	Applications for Employment - Persons Not Hired	Retain 2 years, then destroy by shredding. Confidential.
10496	Health Insurance Claims (should be maintained in separate file from Personnel Records)	Retain 1 year after settlement of claim (unless problem with claim), then destroy by shredding. Confidential.
10497	Accident Reports	Retain 5 years, then destroy.
10498	Annual, Sick & Compensatory Leave Records	Retain 5 years, then destroy.
10499	Health Insurance Log (Summary of Coverage, Claims & Settlements)	Retain until separation, then destroy by shredding. Confidential.
10500	Employee Payroll Cards (Summary of Employee Earnings & Annual & Sick Leave)	Permanent or retain 5 years after separation, then transfer to State Archives or microfilm & destroy.

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PAYROLL & PERSONNEL (Cont.)		
10501	Employee Withholding Exemption Certificate (W-4)	Retain 5 years after separation or after superseded, then destroy.
10502	Payroll Deductions - Authorization Cards (Credit Unions, United Fund, Unions, etc.)	Retain 6 years after separation from employment or record is superseded or cancelled, then destroy.
10503	U.S. Savings Bonds - Deduction Authorization Cards	Retain 6 years after separation from employment or record is superseded or cancelled, then destroy.
10504	U.S. Savings Bonds - History of Purchases	Permanent or retain until separation from employment or record is superseded or cancelled, then microfilm & destroy.
10505	Automatic Payroll Deposit Authorization (Deposit paycheck in bank or credit union)	Retain as long as in effect, then destroy.
10506	Payroll Bank Deposit Records	Retain 6 years, then destroy.
10507	Retirement Deductions Records (Wyoming Retirement System only)	Retain 2 years, then destroy. (Monthly Contribution Report microfilmed by Retirement Office).
10508	Life Insurance Deductions Report (State Group Policy only)	Retain 1 year, then destroy. (Records maintained by State Personnel Insurance Unit).
10509	Health Insurance Deductions Report (State Group Policy only)	Retain 1 year, then destroy. (Records maintained by State Personnel Insurance Unit).
10510	Wage & Tax Statements a/k/a W-2 Forms - Termination Statement	Retain Current calendar year, then destroy. (Replaced by Year-End Statements).

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PAYROLL & PERSONNEL (cont.)		
10511	Wage & Tax Statements a/k/a W-2 Forms - Employees' Year-End Statement	Retain 5 years or until audit by Social Security, whichever is longer, then destroy.
10512	W-2 Audit Report	Permanent or retain 5 years or until audit by Social Security, whichever is longer, then microfilm & destroy.
10513	Quarterly & Monthly Social Security Report	Retain 4 years or until audit by Social Security, then destroy. (Microfilmed in Wyoming Retirement System)
10514	Time Sheets or Time Cards (Weekly or Monthly)	Retain current calendar year, then destroy.
10515	Payroll Ledger Sheets or Payroll Register (Employee, Gross, Deductions, Net, etc. for Monthly Payroll)	Retain 6 years, then destroy. <u>Note:</u> If Personnel Files are not complete for documenting work history of employees, microfilm & destroy.
10516	Check Register, Carbons of Checks or Check Stubs - Payroll	Retain 6 years, then destroy at discretion.
10517	Payroll Signature Sheets (Sign for check when picked up)	Retain current calendar year, then destroy at discretion.
10518	Cancelled Checks - Payroll	Retain 6 years, then destroy.
10519	Bank Statements - Payroll Account (Used to reconcile records. Zero out every month.)	Retain 4 years, then destroy.
10520	Bank Reconciliations	Retain 4 years, then destroy.
REPORTS & AUDITS		
10521	Annual College Status Report	Permanent or transfer to State Archives.
10522	Apportionment of College Funds	Permanent or transfer to State Archives.
10523	Audit Report	Permanent or transfer to State Archives.
10524	Quarterly Reports to State Examiner	Retain 5 years, then destroy.

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REPORTS & AUDITS (Cont.)

10525	Higher Education Staff Information Report (EEO-6) & State and Local Government Information Report (EEO-4)	Permanent or transfer to State Archives at discretion after 3 years.
10526	State Examiner Reports	Retain 4 years, then destroy (Retained by State Examiner permanently)

STATISTICAL DOCUMENTS

10527	Degree Statistics	Permanent or transfer to State Archives.
10528	Grade Statistics	Permanent or transfer to State Archives.
10529	Enrollment Statistics	Permanent or transfer to State Archives.
10530	Enrollment Verifications	Retain 5 years, then destroy.
10531	Financial Aid Statistics	Retain 5 years, then destroy.
10532	Racial/Ethnic Statistics (Enrollment & Employment)	Permanent or transfer to State Archives.
10533	Social Security Certifications	Retain 5 years, then destroy.
10534	Teacher Certifications	Retain 5 years, then destroy.
10535	Veterans Administration Certifications	Retain 5 years, then destroy.
10536	Post-Graduate Employment Statistics	Retain 5 years, then destroy.

COLLEGE FOUNDATION

10537	Foundation Board Minutes & Supporting Documents	Permanent or microfilm & destroy.
10538	Incorporation Documents (Articles of Incorporation, Bylaws, Officers, etc.)	Permanent. Security microfilm.
10539	Annual Corporation Report to Wyoming Secretary of State	Permanent or microfilm & destroy.
10540	Foundation Correspondence	Permanent or microfilm & destroy.

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COLLEGE FOUNDATION (Cont.)		
10541	Foundation Donors Files	Permanent or microfilm & destroy.
10542	Return of Organization Exempt from Income Tax (IRS)	Retain 4 years, then destroy.
10543	Foundation - Annual Audit (including Monthly Report)	Permanent or microfilm & destroy.
10544	Journal or Journal Sheets	Retain 6 years, then destroy. (If journal is used as book of original entry, with descriptions) Retain 2 years, then destroy (If journal is a by-product of posting the general ledger).
10545	General Ledger or Ledger Sheets	Permanent or retain 4 years, then microfilm & destroy.
10546	Financial Records - May include but not limited to: Cancelled Checks Check Register or Check Copies Cash Receipts Bills Paid Bank Statements	Retain 6 years, then destroy.
10547	Investment Records	Permanent or microfilm & destroy.
STUDENT RECORDS		
10550	Admissions Documents - Letters of Recommendations & Student Waivers of Rights of Access (to see Recommendations)	Retain until admitted, then destroy.
04-186	Admission Records - (People who do not enroll)	Retain 1 year, then destroy. (Supersedes a portion of AR1#10548)
04-187	Changes of Course (Add/Drops)	Retain 2 years from document date, then destroy (Supersedes a portion of AR1#10551)
STUDENT RECORDS (cont.)		

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04-190	Change of Grade Forms	Permanent or retain 2 years, then microfilm & destroy. Or transfer to State Archives. (Supersedes AR1#10558A)
04-188	Class Roster/Student List, Non-Credit & Community Services	Permanent or retain 2 years, then microfilm & destroy. Or transfer to State Archives.. (Supersedes AR1#10564)
10567	Counseling Files	Retain until graduation or withdrawal, then destroy at discretion.
04-189	Disciplinary Records	Maintain separate from the student's academic record. Retain 5 years after the last date of attendance, withdrawal or graduation, then destroy.
10575	Formal hearings on Student Records (Disclosure, Non-Disclosure or Content of Records) May include but not limited to: Requests for Formal Hearings Written Decisions of Hearing Panels Student Statements on Content of Records Regarding Hearing Panel Disclosure	Retain for same retention period as record to which hearing relates, then destroy.
04-191	Grade Reports - Notifications to Students	Retain 1 year from document date, then destroy. (Supersedes AR1#10559)
04-192	Grade Sheets, Original Final	Permanent or retain 2 years, then microfilm & destroy. Or transfer to State Archives. (Supersedes AR1#10558 and 10561)
04-193	Graduation Lists	Permanent or transfer 1 final copy to State Archives. Destroy duplicates at discretion.
04-194	Job/Career Placement Files	Retain 5 years after withdrawal or graduation (or after file becomes inactive if alumni/ae placement service provided), then destroy. (Supersedes AR1#10569)
10568	Notification of Change of Advisor	Retain 1 year, then destroy.
10560	Personal Data Information Forms	Retain 1 year, then destroy.
04-196	Registration Forms, Non-Credit	Retain 2 years from document date, then destroy. (Supersedes AR1#10562)
10563	Registration Forms, Community Education	Retain 2 years, then destroy. (Information on Class Roster/Student List)

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04-195	Registration Forms	Retain 2 years from document date, then destroy. (Supersedes AR1#10554)
04-197	Schedules of Classes - Institution (Final Copy) (Including Final Exam Schedules)	Permanent or transfer 1 final copy to State Archives. Destroy duplicates at discretion. (Supersedes AR1#10555)
10548	Student Files - Admissions Documents (Applicants who fail to matriculate) May include but not limited to: Acceptance Letters Placement Records(e.g COMPASS, Asset, Accuplacer) Applications for Admission or Petitions for Admission Correspondence Entrance Examination Report (ACT, SAT) Letters of Recommendation Re-admissions Forms Recruitment Materials Test Scores Transcripts - Other Colleges Transcripts - High School	Retain 3 years, then destroy. (If applicant awarded low interest loan, retain 5 years, then destroy.)
10549	Student Files - Admissions Documents (Applicants who enter) May include but not limited to: Acceptance Letters Placement Records (e.g.COMPASS, Asset, Accuplacer) Applications for Admission or Petitions for Admission Correspondence Entrance Examination Report (ACT, SAT) Re-admissions Forms Residency Classification Forms Test Scores Transcripts - Other Colleges Transcripts - High School High School Permission Letters - High School Credit	Retain 5 years after withdrawal or graduation, then destroy; or retain one year, then microfilm & destroy.

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STUDENT RECORDS (Cont.)		
10551	<p>Student Files - Academic Records & Registration Documents (Credit Programs) May include but not limited to:</p> <p>Academic Action Authorizations (Dismissals, etc.)</p> <p>Placement Records (e.g. COMPASS, Asset, Accuplacer)</p> <p>Applications for Re-admission Correspondence</p> <p>Credit by Exam Score Reports (e.g. AP, CLEP, Dantes, Departmental)</p> <p>International Student Forms (I-20, etc.)</p> <p>Graduation Authorization/Degree Audit</p> <p>Graduation Application</p> <p>Name Change Authorizations</p> <p>Transfer Credit Evaluations</p>	<p>Retain 3 years after withdrawal or graduation, then destroy; or retain until withdrawal or graduation, then microfilm & destroy.</p>
10552	<p>Student Files - Financial Records May include but not limited to:</p> <p>Fee Assessment Forms</p> <p>Tuition & Fee Charges</p> <p>Housing & Food Charges</p> <p>(See also Financial Aid)</p>	<p>Retain 3 years after withdrawal or graduation, then destroy; or retain until withdrawal or graduation, then microfilm & destroy.</p>
10553	Student Files - Medical Records	<p>Retain 1 year after withdrawal or graduation, then destroy.</p>
04-198	Student Record Index Log a/k/a Numbers File	<p>Permanent or microfilm & destroy at discretion. Or transfer to State Archives. (Supersedes AR1#10566)</p>
10574	Student's Written Consent for Records Disclosure, Waivers for Right of Access, & Student Requests for Non-Disclosure of Directory Information.	<p>Retain for same retention period as record to which waiver relates, then destroy.</p>
04-199	Summary Report - Non-Credit & Community Services (Classes, concerts, workshops, lectures),	<p>Permanent or retain 2 years, then microfilm & destroy. Or transfer to State Archives (Supersedes AR1#10565)</p>
10570	Transcripts - Official record of students educational record. (Should be maintained separate from rest of Student File)	<p>Permanent or retain 3 years after graduation or withdrawal, then microfilm & destroy. (Should consider periodic Security Microfilming of active transcripts.) Or, transfer to State Archives.</p>

STUDENT RECORDS (cont.)

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04-200	Transcript Requests/Transcript Log	Retain 1 year from document date, then destroy. (Supersedes AR1#10573)
FINANCIAL AID		
04-201	Basic Grants Records & Federal Supplemental Educational Opportunity Grant Records, including Federal Pell Grant Program Records. (May include but not limited to: Correspondence, Progress Reports, Student Eligibility Reports, Worksheets, Instructions and Payment Schedules.)	Retain 3 years after the end of the award year in which the student last attended, then destroy. Relates to hard copy and electronic records. (Supersedes AR1#10578)
04-202	Financial Aid Recap	Retain 3 years after the end of the award year in which the student last attended, then destroy. Relates to hard copy and electronic records. (Supersedes AR1#10577)
04-203	Financial Aid Records (May include but not limited to: Correspondence, Notices of Awards, Letters of Intent, Guaranteed Student Loan Applications)	Retain 3 years after the end of the award year in which the student last attended, then destroy. Relates to hard copy and electronic records. (Supersedes AR1#10576)
04-204	Fiscal Operations Report and Application to Participate (FISAP) (May include but not limited to, worksheets and instructions.)	Retain 3 years after the end of the award year in which the report was submitted, then destroy. Relates to hard copy and electronic records. (Supersedes AR1#10579)
04-205	Work Study Records	Retain 3 years after the end of the award year in which the student last attended, then destroy. Relates to hard copy and electronic records. (Supersedes AR1#10580)