

COUNTY FAIRS AND RODEOS

<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
8305	Board Minutes	Permanent.
8306	Calendars - Events and Number of People at Each Event	Permanent.
8307	Bank Statements	Retain 3 years, then destroy after examination.
8308	Cash Receipts and Disbursements Journal and Ledger	Retain 7 years, then destroy.
8309	Cash Summary Reports	Permanent.
8310	Checks	Retain 7 years, then destroy.
8311	Financial Statements - Monthly or Quarterly Summary	Permanent.
8312	Ice House Daily Reports	Retain 3 years, then destroy after examination.
8313	Ice House Receipts and Tickets	Retain 3 years, then destroy after examination.
8314	Industrial Building Rental Contracts - Original and Duplicates	Retain 3 years after expiration, then destroy.
8315	Insurance Claim Forms	Retain 5 years, then destroy if no claim is pending.
8316	Purchase Orders, Duplicate	Retain 2 years, then destroy after examination.
8317	Sales Tax - Monthly Reports	Retain 4 years, then destroy after examination.
8318	Vouchers, Original and Duplicate Purchase Order	Retain 7 years, then destroy.
8319	Races - Admission and Computer Cash Reconciliation Sheets	Retain 5 years, then destroy.
8320	Races - Auditors Work Sheets	Retain 5 years, then destroy.
8321	Races - Cash Room Reports	Retain 5 years, then destroy.

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8322	Races - Contracts	Retain 5 years, then destroy.
8323	Races - Daily Deposit Reports	Retain 5 years, then destroy.
8324	Races - Jockey Insurance Claims	Retain 5 years, then destroy if no claims are pending.
8325	Races - List of Horses for Futurity and Derby	Retain 5 years, then destroy.
8326	Races - Outstanding Ticket Sheets	Retain 5 years, then destroy.
8327	Races - Recap Sheets on Pay Offs	Retain 5 years, then destroy.
8328	Races - Race Cards	Retain 3 years, then destroy.
8329	Races - Race Conditions	Retain 5 years, then destroy.
8330	Races - Race Report Copies (Original sent to AQHA Racing Department)	Retain 5 years, then destroy.
8331	Fair and Rodeo - Fair Ticket Reconciliation	Retain 4 years, then destroy.
8332	Fair and Rodeo - Ledger Books	Retain 4 years, then destroy.
8333	Fair and Rodeo - Registration Entry Forms	Retain 3 years, then destroy.
8334	Fair and Rodeo - Rodeo Contracts	Retain 3 years after expiration, then destroy.
8335	Fair and Rodeo - Western Fairs Association (Includes minutes of meetings)	Destroy at discretion.
8336	Fair and Rodeo - Wyoming Association of County Fairs	Destroy at discretion.
8337	Applications for Employment - Hired	Retain 3 years after separation, then destroy.
8338	Applications for Employment - Not Hired	Retain applications relating to full-time positions 1 year and part-time positions 3 months, then destroy.
8339	Payroll Sheets	Retain 7 years, then destroy.
8340	Time Cards	Retain 4 years, then destroy after examination.

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8341	Social Security - Quarterly Reports	Retain 4 years, then destroy.
8342	W - 4 Forms	Retain 4 years, then destroy.
8343	Withholding Tax - Monthly Reports	Retain 4 years, then destroy.