

## COUNTY LIBRARIES

<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
90-126	Annual Equal Opportunity Report (EEO-4) and Supporting Data	Retain 3 years, then destroy.
90-127	Annual Report	Retain 5 years, then destroy.
90-128	Bank Deposit Record Books	Retain 3 years, then destroy. (Supersedes AR-1 #2763)
90-129	Bank Statements	Retain 3 years, then destroy. (Supersedes AR-1 #2762)
90-130	Board Agenda	Retain 3 years, then destroy when not filed as part of the minutes.
90-131	Board Minutes	Permanent or transfer to State Archives.
90-132	Budget (with related records)	Retain 3 years, then destroy. (Supersedes AR-1 #2756)
90-133	Cancelled Checks	Retain 3 years, then destroy. (Supersedes AR-1 #2221)
90-134	Cash Journal	Retain 3 years, then destroy. (Supersedes AR-1 #3548)
90-135	Checkbook Stubs	Retain 3 years, then destroy. (Supersedes AR-1 #2761)
90-136	Complaints	Retain 5 years after resolution, then destroy.
90-137	Construction File (excluding plans and specifications)	Retain 5 years, then destroy.
90-138	Contracts	Retain 6 years, then destroy unless otherwise specified by separate schedule or other clause within the contract.
90-139	Deposit Slips	Retain 3 years, then destroy. (Supersedes AR-1 #2758 and 2757)

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90-140	Employee Personnel Records	Retain all essential information intact for 5 years after employee departure, then purge and destroy all non-permanent information. The following information is considered permanent and shall be either held permanently by the county library, transferred to State Archives, or microfilmed and destroyed: salary and position classification data, history card or any other records that would show social security number, date and place of birth, retirement number, date of employment and date of separation.
90-141	Employer's Quarterly Federal Tax Return, Form 941	Retain 10 years, then destroy.
90-142	Equipment Inventories	Retain 3 years after reconciliation, then destroy.
90-143	Financial Audit Report	Retain 3 years, then destroy. (Supersedes AR-1 #2788)
90-144	General Correspondence	Retain 3 years, then destroy. Evaluate for legal, administrative, and historical value for transfer to State Archives. Destroy remaining records at discretion of agency director.
90-145	Grant Records	Retain 5 years after annual financial status report or final expenditure report, then destroy.
90-146	Insurance Policies	Retain 3 years after expiration, then destroy provided that no claims are pending.
90-147	IRS Form W-2	Retain 5 years, then destroy.
90-148	Ledgers	Permanent. (Supersedes AR-1 #8510)
90-149	Monthly Payroll Sheets	Retain 50 years, then destroy. (Supersedes AR-1 #3546)
90-150	Newsletters/Public Fliers	Destroy at discretion after information becomes non-current.

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90-151	Patron Record	Destroy when superseded or no longer needed, or microfilm and destroy. (Supersedes AR-1 #16699)
90-152	Payroll Retirement Contribution Report	Retain 3 years, then destroy.
90-153	Petty Cash Records	Retain 3 years, then destroy. (Supersedes AR-1 #2759)
90-154	Plans and Specifications for Library Construction	Permanent or transfer to State Archives.
90-155	Policy Statements	Retain 5 years after superseded or rescinded.
90-156	Position Descriptions	Retain 5 years after obsolete or superseded, then destroy.
90-157	Position Vacancy Announcements	Retain 2 years, then destroy.
90-158	Procedural Statements	Destroy when obsolete or superseded.
90-159	Property Records (Federal non-expendable)	Retain 3 years after final disposition or transfer to grantee, then destroy.
90-160	Quarterly Report of Expenditures from Appropriations	Retain 3 years, then destroy. (Supersedes AR-1 #2755)
90-161	Quarterly Social Security Reports to Wyoming Retirement System (discontinued)	Retain 10 years, then destroy. (Supersedes AR-1 #8512)
90-162	Receipts	Retain 3 years, then destroy. (Supersedes AR-1 #2760)
90-163	Rules and Regulations	Provide 1 copy to county clerk. Destroy local copy 5 years after obsolete or superseded.
90-164	Time Sheets	Retain 3 years, then destroy. (Supersedes AR-1 #3547)
90-165	Unsuccessful Employment Applications	Retain 2 years, then destroy.
90-166	Vouchers	Retain 3 years, then destroy. (Supersedes AR-1 #2222 and 2789)