

Wyoming Improvement and Special Districts

<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
ADMINISTRATION		
10-045	Administrative Records	Retain permanently in office
10-046	Contracts and Agreements	Original contracts or agreements: Retain 10 years after date of expiration, then destroy if no breach of contract or litigation is pending.
10-047	Correspondence and Memoranda	Retain 7 years in office, evaluate and transfer in hard copy those records determined of enduring legal, administrative, or historical value to the Wyoming State Archives, then destroy remaining.
10-048	Financial Records	Retain 7 years, if no litigation is pending, then destroy.
10-049	Maps, Plans, Specifications, Engineering Drawings, Plats and Survey notes	Retain in office permanently or transfer in hard copy to Wyoming State Archives.
10-050	Minutes	Retain Permanently in office or transfer in hard copy to Wyoming State Archive. Copies/duplicates: Retain in office as needed for reference then destroy. Tapes or sound records of minutes: Retain until transcribed, then erase. Retain 1 year, then erase if no litigation is pending and information has been summarized. If information has not been summarized on paper, tapes can not be erased or destroyed.