

## WYOMING CIRCUIT COURTS

<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
<b>COURT RECORDS</b>		
05-404	Administrative Orders from the Supreme Court, Oaths of Office, Orders of Appointment of Magistrates, Administrative Orders of Circuit Court Judge(s)	Retain until superseded or rescinded, then destroy. (Supersedes AR1#14820)
05-407	Civil Case Files	<u>SATISFIED/DISMISSED/BANKRUPTCY:</u> Retain 7 years after filing, then destroy. <u>OPEN/DORMANT/UNSATISFIED:</u> If the party entitled to bring the action was a minor or subject to any other disability at the time the judgment became dormant, retain 15 years after the person's disability ceases, then destroy. Or, if a party in a child support proceeding, retain 21 years, then destroy. All others: Retain 10 years after last activity, then destroy. (Supersedes AR1# 14808)
05-408	Civil Court Docket Books or Docket Sheets	<u>1978 and earlier:</u> PERMANENT or transfer to State Archives. <u>1979 to Current:</u> If the party entitled to bring the action was a minor or subject to any other disability at the time the judgment became dormant, retain 15 years after the person's disability ceases, then destroy. Or, if a party in a child support proceeding, retain 21 years, then destroy. All others: Retain 10 years after last activity, then destroy. NOTE: A docket sheet shall be printed and kept separate from the case file. A duplicate docket sheet may be kept in the case file too. (Supersedes AR 1# 98-121)
90-70	Civil Judgment Journal	Retain 1 year, then destroy.
05-406	Court Calendar	Retain 3 months, then destroy within 1 year. (Supersedes AR1# 14807)

**COURT RECORDS (cont.)**

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<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
05-409	<p>Criminal Case Files (Includes cases relating to family violence, drug possession, driving while under the influence, and all felonies)</p> <p>(A docket is considered to be “complete or completed” when it contains the name of the defendant; the defendant’s address and date of birth; the date of the violation; the dates and types of court actions; the name of the attorney(s), if the defendant is represented; the plea; the finding, indicating felony or misdemeanor; sentencing; fine/jail time; and the date satisfied or dismissed.)</p>	<p>After permanent docket sheet is completed with all the necessary information, retain case file 10 years after the case is closed, satisfied or dismissed, then destroy.</p> <p>If case is not closed, retain in office. Or retain 20 years, then after permanent docket sheet is completed with all the necessary information, transfer case file to State Archives.</p> <p>NOTE: A docket sheet shall be printed and kept separate from the case file. A duplicate may be kept in the case file too.</p> <p>(Supersedes AR1#14814)</p>
05-410	<p>Criminal Court Docket Books or Docket Sheets</p> <p>(A docket is considered to be “complete or completed” when it contains the name of the defendant; the defendant’s address and date of birth; the date of the violation; the dates and types of court actions; the name of the attorney(s), if the defendant is represented; the plea; the finding, indicating felony or misdemeanor; sentencing; fine/jail time; and the date satisfied or dismissed.)</p>	<p>PERMANENT or retain 20 years, then transfer to State Archives.</p> <p>NOTE: A docket sheet shall be printed and kept separate from the case file. A duplicate may be kept in the case file too.</p> <p>(Supersedes AR1#14815)</p>
05-511	<p>Family Violence/Stalking Case File</p>	<p>Retain 7 years from date of last order, then destroy after permanent Court docket is completed with all the necessary information. If Docket is never completed, retain case files 20 years, then transfer to State Archives.</p> <p>(Supersedes AR1#14812)</p>

### COURT RECORDS (cont.)

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<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
05-412	Family Violence/Stalking Docket Books or Docket Sheets (A docket is considered to be "complete or completed" when it contains the names of the parties; the relationship of the victim to the defendant; the addresses and dates of birth; the date of the abuse and information about the act; the dates of court actions; the name of the attorney(s), if any; information about the court order(s); and the date and description of the remedy.)	PERMANENT or retain 20 years, then transfer to State Archives. NOTE: A docket sheet shall be printed and kept separate from the case file. A duplicate may be kept in the case file too. (Supersedes AR1#14813)
05-413	Game & Fish Violations and similar minor offense citations if these records are filed with traffic citations, and Docket Books, Docket Sheets, or Abstracts of Cases relating to these cases.	<u>CLOSED/SATISFIED/DISMISSED</u> : Retain 5 years from date of filing, then destroy. <u>OPEN</u> : Retain 10 years, then destroy. (Supersedes AR1#98-157)
14817	Indexes to Civil, Family Violence, Criminal, and Small Claims Cases	PERMANENT or transfer to State Archives.
05-415	Jail Roster Lists/Reports	Destroy at discretion within 1 year. (Supersedes AR1#95-12)
05-416	Jury List	Retain for duration of impanelment, then destroy. (Supersedes AR1#94-582)
05-417	Jury Questionnaires	Retain for duration of impanelment, then destroy. (Supersedes AR1#95-310)
05-419	Records of Official Actions of Magistrates (WS 5-9-2-4)	Retain as part of case file and docket. (Supersedes AR1#14821)
05-423	Search Warrants	Retain 2 years, then destroy after review by Circuit Court Judge. (Supersedes AR1#14818)

**COURT RECORDS** (cont.)

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<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
05-424	Small Claims Case Files	<p><u>SATISFIED/DISMISSED/BANKRUPTCY:</u> Retain 7 years after filing, then destroy.</p> <p><u>OPEN/DORMANT/UNSATISFIED:</u> If the party entitled to bring the action was a minor or subject to any other disability at the time the judgment became dormant, retain 15 years after the person's disability ceases, then destroy.</p> <p>All others: Retain 10 years after last activity, then destroy. (Supersedes AR1#14810)</p>
05-425	Small Claims Court Docket Books or Docket Sheets	<p><u>1978 and earlier:</u> PERMANENT or transfer to State Archives. <u>1979 to current:</u> Retain 10 years from last activity, then destroy. NOTE: A docket sheet shall be printed and kept separate from the case file. A duplicate docket sheet may be kept in the case file too. (Supersedes AR1#98-122)</p>
05-426	Sound Recordings/Electronic Records	<p>Retain 1 year after entry of final judgment, sentence, or order on appeal if an appeal is taken, then destroy. (Supersedes AR1#93-184)</p>
05-427	Traffic Citations and Dockets/Abstracts of Cases (Relating to or containing ONLY Traffic Citations)	<p><u>CLOSED/SATISFIED/DISMISSED:</u> Retain 5 years from date of filing, then destroy.</p> <p><u>OPEN:</u> Retain 10 years from date of issuance, then destroy after the court has ordered the case dismissed. NOTE: After 10 years, the Judge may dismiss the case if it is determined that it can not be satisfied. (Supersedes AR1#98-157)</p>
14816	Transcriptions	File into respective Case File.
<b>COURT RECORDS (cont.)</b>		
05-428	Unexecuted Arrest Warrants	File into respective Case File. (Supersedes AR1#14819)

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<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
<b>ADMINISTRATIVE AND FINANCIAL RECORDS</b>		
14825	Bank Records for Civil, Criminal, and Bond Accounts (Includes bank statements, deposit slips, cancelled checks, checkbook stubs, check registers)	Retain 3 years, then destroy.
14826	Cash Books and Bond Ledgers	Retain 3 years, then destroy.
05-405	Cash Receipts	Retain 3 years, then destroy. (Supersedes AR1#14827)
05-414	General Correspondence	Retain 3 years, then review correspondence for legal, administrative, and historical value and retain PERMANENTLY or transfer to the State Archives. Destroy at discretion remaining correspondence. (Supersedes AR1#14822)
14833	Inventory Records and Reports - Originals and Duplicates	Destroy at discretion.
05-418	Payroll Data Input Records and Output Reports - Originals and Duplicates (Includes time sheets, annual or sick leave records, tax forms, etc.)	Retain 4 years, then destroy. (Supersedes AR1#14834)
14835	Personnel Files	Retain 4 years after separation, then destroy at discretion.
14828	Receipts from State or County Treasurer for Fees Collected	Retain 3 years, then destroy.
05-420	Reports of Examination or Audit	Retain 3 years, then destroy. (Supersedes AR1#14823)

### **ADMINISTRATIVE AND FINANCIAL RECORDS (cont.)**

14824	Reports to the Supreme Court, County, or other agencies (Statistical/financial)	Retain 3 years, then destroy.
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<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
05-421	Research Request Correspondence	Retain 1 year, then destroy.
05-422	Resumes' and Employment Interest Files (From people inquiring about jobs)	Retain 3 months, then destroy.
05-429	Unsuccessful Applications for Employment	Retain 2 years, then destroy if no litigation is pending. (Supersedes AR1#14836)
14831	Vouchers/Purchase Orders - County (Duplicates)	Retain 3 years, then destroy.
14832	Witness, Interpreter, Jurors Fee Books	Retain 3 years, then destroy.
05-431	WOLF/Wyoming Uniform Accounting System Input Records - Originals and Duplicates - Not Listed Separately (Includes activity forms, receipts and transmittal forms, travel vouchers, vouchers, etc.)	Retain 3 years, then destroy if all retention requirements have been met. (Supersedes AR1#14829)
05-430	WOLF/Wyoming Uniform Accounting System Output Reports - Originals and Duplicates (Includes Sub-budget Detail, Budget Distribution, Daily Activity, etc.)	Retain 3 years, then destroy if all retention requirements have been met. (Supersedes AR1#14830)