

## WYOMING WEED AND PEST CONTROL DISTRICT

<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
11138	Court Records or Administrative Procedure Act Hearing Records	Retain 10 years after all legal action is completed, then destroy at discretion.
11139	Reports of Examinations/Audits	Retain 4 years, then destroy.
99-126	Wyoming Weed and Pest Council Minutes (Copies)	Retain 1 year, then destroy. (Supersedes AR# 11140).
99-117	County Weed and Pest Control District Board Minutes	Retain permanently or transfer to State Archives. Destroy duplicates at discretion. (Supersedes AR# 11141).
99-118	District Correspondence Files	Retain 3 years, and then evaluate for legal, administrative and historical value for transfer to State Archives. Destroy remaining records at discretion of agency director. (Supersedes AR# 11142).
11143	Building Construction Records (Includes plans and specifications)	Permanent.
99-116	Contracts and Cooperative Agreements	Retain 3 years after expiration of contract or agreement, then destroy. (Supersedes AR# 11144).
11145	Annual Inspection Report or Annual Report (This report is the district board's annual inspection to determine the progress of weed and pest activities within a district)	Permanent or transfer to State Archives.  If included in the Board's minutes, destroy copies at discretion.
99-119	Equipment Inventory Listing	Retain until updated, then destroy. (Supersedes AR# 11146).
99-120	Equipment and Property Inventory Change Sheets	Retain 4 years after property or equipment is disposed of or taken out of service, then destroy. (Supersedes AR# 11147).
11148	Insurance Policies (Insurance carried on vehicles and liability insurance)	Retain 2 years after expiration of policy, then destroy if no claims are pending.
11149	Required Record and Customer Notification (Job Reports and Daily Work Reports) (Contains detailed information about each day's activities including location, chemical applied, and climate data)	Retain 10 years, then destroy.
11150	Authorization for Securing Pesticides for Weed and Pest Control (WDA 201)	Permanent or retain 4 years, then transfer to State Archives.

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11151	Environmental Protection Agency Inspection/Violation Records	Retain 4 years, then destroy at discretion.
11152	Permit/Application for Permit to Use Tordon 22K (Issued to allow the district to use in broadcast treatment, Tordon 22K week killer)	Retain 10 years, then destroy.
11153	Health Insurance Records (Includes claims, premium statements and all related records)	Retain 4 years, then destroy if no claims are pending.
11154	Personnel Records (Includes all records not having a separate record retention schedule)	Retain 4 years after separation of employee, then destroy.
11155	Worker's Compensation Reports and Payment Record (Includes accident reports)	Retain 4 years, then destroy.
11156	Employer's Quarterly Contribution Reports (Reports to the Employment Security Commission)	Retain 4 years, then destroy.
11157	Wage and Tax Statement (W-2 Forms)	Retain 4 years, then destroy.
11158	Employee's Withholding Allowance Certificate (W-4 Forms)	Retain 4 years after separation, then destroy.
99-122	Fiscal Files	Retain 4 years, then destroy provided audit has been completed and accepted. Authority requested for all district offices. (Supersedes AR# 11159 & AR# 11160).
11161	Budget Records - Final Budget Report and Legal Records (Includes final budget records, a copy of which is submitted to the State Examiner, and all hearing records including publication/advertisement of budget)	Retain 10 years, then destroy.
11162	Budget Records - Supporting Documentation/Worksheets	Retain 4 years, then destroy.
11163	Chemical Bid Records (Bids and summary sheets relating to the annual supply of chemicals)	Retain 2 years, then destroy.

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11164	Quarterly Reports to State Examiner (WDA 315) (Show the amount of appropriation of each department, total expenditures charged against such appropriations to date, and unexpended balances remaining in such appropriation)	Retain 4 years, then destroy.
11165	Sales and Use Tax Records (Records on chemical sales)	Retain 4 years, then destroy.
11166	Vouchers/Purchase Orders and Attachments	Retain 7 years, then destroy.
11167	Disbursement Ledger (WDA 279) (All disbursements from district funds including payroll, office supplies, chemicals, and equipment)	Permanent or transfer to State Archives.
11168	Cash Receipts Ledger (Contains entries on all cash received, including accounts receivable information on chemical sales)	Retain 7 years, then destroy.
99-115	Accounts Receivable Ledger	Retain 4 years after account is paid, then destroy. (Supersedes AR# 11169).
11170	Cash Receipts	Retain 4 years, then destroy.
11171	Petty Cash Records	Retain 4 years, then destroy.
11172	Quarantine Certificate from Commissioner of Agriculture	Permanent.
11173	Request for Release from Quarantine (Sent in by persons living within the quarantined district requesting an inspection of their farm products.)	Retain 1 year, then destroy.
11174	Quarantine Hearing Records, Including Transcripts	Permanent.
11175	Designated Weed and Pest Quarantine Release and Transient Certification of Inspection (Form WDA 113)	Retain 5 years, then destroy.
11176	Accumulated Personnel History Record (Shows salary, beginning and ending dates of employment, etc. by person)	Permanent or transfer to State Archives.

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99-121	Federal Grants	Retain 3 years from date of submission of final expenditure report, then destroy.
99-123	Pesticide Exposure Report	Retain 25 years after the date of exposure, then destroy, provided no litigation is pending. If litigation is pending retain until resolved or end of the 25 year period, whichever is later, then destroy.
99-124	Pesticide Spill Records	Retain 25 years from date of spill then destroy, provided no litigation is pending. If litigation is pending, retain until resolved or the end of the regular 25 year period, which ever is later, then destroy.
99-125	Vehicle and Equipment Maintenance Records	Retain until vehicle/equipment is sold or otherwise disposed of, then destroy or give to new owner.