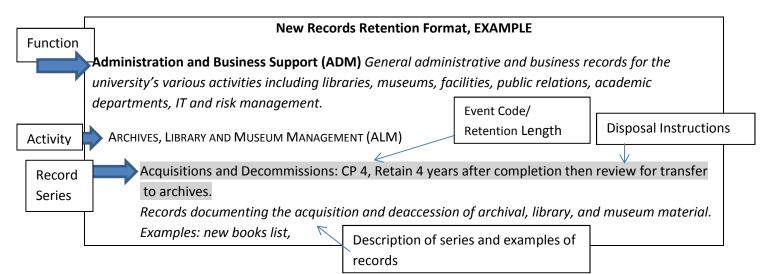# UNIVERSITY OF WYOMING RETENTION SCHEDULE

Effective June 1, 2014: All previously created records retention schedules for the University of Wyoming will be no longer valid. For assistance mapping your old schedule to this new schedule, or for identifying the correct retention period for a record group, please contact the university archives at the American Heritage Center.

New Records Retention Format, EXAMPLE

Function →

Administration and Business Support (ADM) *General administrative and business records for the university's various activities including libraries, museums, facilities, public relations, academic departments, IT and risk management.*

Event Code/ Retention Length

Disposal Instructions

Activity →

Archives, Library and Museum Management (ALM)

Record Series →

Acquisitions and Decommissions: CP 4, Retain 4 years after completion then review for transfer to archives.

Records documenting the acquisition and deaccession of archival, library, and museum material. Examples: new books list,

Description of series and examples of records

Event codes and descriptions

CP: Completion, settlement or closing of a business file or activity. For example, an action or project has concluded, or a case has been closed.

CR: for records managed at the individual record, object or item level. For example, the date created.

CYE: Until the end of the calendar year

EXP: Expiration of the effect of a policy/legal instrument such as a contract, lease, mortgage, authorization, license, policy, warranty. For example, expiration of a contract.

FYE: Until the end of the fiscal year.

LOA: Life of the asset. For example, sale of a building.

OBS: For cases where no more specific trigger can be identified. Generally used for short term value/low risk records or records used to support of develop other records. For example, weekly reports used to develop a summary report.

OBS/SUP: Destroy when obsolete or superseded.

PERM: Permanent

ROT: Rotation schedule. For example, rotation of tapes.

SUP: Records that have been replaced with a new version or entity. For example, such as rules, policies, procedures, training materials, manuals, etc.

TE: The termination, separation or discharge of an employee or individual from an organization, program, etc.

VER: Verify and destroy.

Please note:

a) When instructed to "review for transfer to archives," please contact the university archivist with the following information:
- Type of material and format (e.g. correspondence, minutes, reference files, electronic documents)
- Content (what does the material document or describe)
- Dates
- Amount of material

b) The retention length (e.g. 4 years after completion) is the minimal amount of time to retain a record group. Units may keep records longer than the minimal length if administrative needs deem necessary.

Retention Schedule

ADMINISTRATION AND BUSINESS SUPPORT (ADM) *General administrative and business records for the university's various activities including libraries, museums, facilities, public relations, academic departments, IT and risk management.*

ARCHIVES, LIBRARY AND MUSEUM MANAGEMENT (ALM)

Acquisitions and Decommissions: CP 4, Retain 4 years after completion then review for transfer to archives.
Records documenting the acquisition and deaccession of archival, library, and museum material. Examples: new books list

Collection Management: PERM, Retain permanently in office of origination or, in special cases, transfer to archives.
Material considered part of a collection or records vital to maintaining and administering a collection.
Examples: collection case files, master copy of archival inventories, holdings information, donor correspondence, ownership documentation, reports, page slips, memoranda and other records for action taken towards collections.
Note (1): Includes the Wyoming Folklife Collection, which should be transferred to the American Heritage Center as collection materials become inactive for regular use.

Lending: CP 3, Retain 3 years after completion then destroy.
Examples: Audio-visual and book rental forms, inter-library loan records

Patron Management: CP 3, Retain 3 years after completion then destroy.
Records documenting patrons and researchers. Examples: patron records, researcher visits.

BUILDINGS, FACILITIES AND INFRASTRUCTURE MANAGEMENT (BFI)

Building Files: LOA, Retain for the Life of the Asset then review for transfer to archives.

Construction Project Files: LOA Retain for the Life of the Asset then review for transfer to archives.

Maintenance and Repairs/Space Records: CP 5, Retain 5 years after completion then destroy.
Example: maintenance requests, room information and planning

Maps, Drawings and Plans: LOA, Retain for the Life of the Asset then review for transfer to archives.
Example: building blueprints

Safety, Security and Access: EXP 2, Retain 2 years after expiration then destroy.
Example: key checkout log

COMMUNITY AND PUBLIC RELATIONS (COM)
Awards: CR 5, Destroy 5 years after create date then review for transfer to archives.
For scholarships, see Financial and Accounting – Grant and Scholarship Management

Press and News Releases: CR 5, Retain 5 years after create date then review for transfer to archives.

Programs: CP 5, Retain 5 years after completion then review for transfer to archives.
Includes, but is not limited to, program records for projects and initiatives directed toward the community and public. Example: Program records of the Women with Disabilities Initiative.

Publications: CR 5, Retain 5 years after date created, then transfer 4 copies to the University Libraries per University Regulation 718. Review for transfer of one copy to archives.
Includes, but is not limited to, newsletters, bulletins, and reports distributed to campus and beyond. Creating units are responsible for retention of final copy of publications.

Publicity and Promotion: CR 5, Retain 5 years after create date then review for transfer to archives.
Includes, but is not limited to, fliers, posters, pamphlets, brochures, photographs, and other records created for publicity and promotion of events, programs, and initiatives.

EDUCATION (EDU)
Course Development and Administration: CP 5, Retain 5 years after completion then destroy.
Examples: grade collection forms, syllabi, tests, handouts, course descriptions, outlines, reading lists, and other materials documenting departmental course offerings and individual course contents.

Discipline: CP 7, Retain 7 years after completion then destroy.
Includes documents pertaining to discipline and student conduct. Examples: incident report of alleged violation, notification letter sent to the student initiating a review of

their conduct that specifies the alleged violation and possible sanction, and findings of proceedings.

Enrollment: CP 5, Retain 5 years after completion then destroy.
Example: Enrollment and Withdrawal forms

Fees – Students: CP 5, Retain 5 years after completion then destroy.

Grade Results: CP 1, Retain 1 years after completion then destroy.
Includes but is not limited to course grade books

Insurance – Student: EXP 4, Retain 4 years after expiration then destroy.

Issues and Concerns: CP 5, Retain 5 years after completion then destroy.

Programs: CP 5, Retain 5 years after completion then review for transfer to archives
Records documenting the activities of academic programs and units. Examples: correspondence, photographs, meeting minutes, administrative files, strategic and academic plans, program reviews.

Registration: CYE 30, Retain 30 year after calendar year end then destroy.
Applies to record copy held by UW Registration and Records.

Student Loans: EXP 5, Retain 5 years after expiration then destroy.
Example: Student loan application

Student Records: CP 5, Retain 5 years after completion then destroy.
Includes, but is not limited to, student attendance, correspondence, forms, notices, and supporting documentation. UW Registration & Records holds record copy of student files.

Student Transcripts: CP 50, Retain 50 years after completion then destroy.
Applies to record copy held by UW Registration & Records.

EQUIPMENT AND VEHICLE MANAGEMENT (EVM)

Maintenance and Repairs: CP 5, Retain 5 years after completion then destroy.
Examples: vehicle records, equipment files, tow book

GENERAL MANAGEMENT (GMT)

Associations and Memberships: OBS 5, Retain 5 years after obsolete then review for transfer to archives.
Records documenting unit's involvement in association and organizations. Example: Colorado Alliance of Research Libraries.

Calendars and Schedules: OBS 5, Retain 5 years after obsolete then destroy.

Correspondence – General: CR 3, Retain for 3 years after create date then review for transfer to archives.

Event Management: CP 3, Retain 3 years after completion then review for transfer to archives.
Includes, but is not limited to, material documenting events on campus such as performances, concerts, conferences, and symposia.

Photographs and Visual Arts: CR 5, Retain 5 years after create date then review for transfer to archives
Includes, but is not limited to, photographs, scrapbooks, and visual representation of campus, student life, and university history.

Planning and Development: CR 5, Retain 5 years after create date then review for transfer to archives

Program and Project Files: CP 5, Retain 5 years after completion then review for transfer to archives
Includes, but is not limited to, subject files containing reports, memorandums, correspondence, and other materials related to management and administration of a program, project, or unit.

Publications: CR 5, Retain 5 years after date created, then transfer 4 copies to the University Libraries per University Regulation 718. Review for transfer of one copy to archives.
Includes, but is not limited to, newsletters, articles, and reports distributed to campus and beyond. Creating units are responsible for retention of final copy of publications.

Reference Material: OBS, Destroy when obsolete.
Includes, but is not limited to, outside publications, reports, and other reference documents generally not created by the unit.

Reports – Annual: CR 7, Retain 7 years after create date then review for transfer to archives
Pertains to annual reports created by the unit.

Reports – General: CR 5, Destroy 5 years after create date.
Includes, but is not limited to, worker's compensation monthly reports.

Research: CP 5, Retain 5 years after completion then review for transfer to archives

Speeches and Presentations: CP 5, Retain 5 years after completion then review for transfer to archives
Includes, but is not limited to, speech/trip files, presentations

Surveys: CP 5, Retain 5 years after completion then review for transfer to archives
Includes, but is not limited to, survey instrument, results, and supporting documentation.

Transitory Records: OBS, Destroy when obsolete.

Travel Administration: CYE 2, Retain 2 year after calendar year end then destroy.
Examples: Pre-Trip Forms

INFORMATION TECHNOLOGY AND SERVICES (ITS)

Backup and Restore: ROT, Rotate tapes per schedule and destroy when no longer useful.

Databases: OBS, Destroy when obsolete.
Note(1): Databases containing faculty research or other significant, potentially historically significant data may be eligible for transfer to the archives.

Help Desk: CP 2, Retain 2 years after completion then destroy
Examples: Tech support records,

Input/Output: VER 1, Retain 1 year after verification then destroy

Systems and Networks: SUP 5, Retain 5 years after superseded then destroy.

Web Management: CR 3 Destroy 3 years after create date
Note (1): Websites of UW units and programs should be reviewed for transfer to archives. Supporting documentation of management of web contents can be destroyed.

RISK MANAGEMENT (RSK)

Accidents and Property Damage: CP 5, Retain 5 years after completion then destroy.
Includes, but is not limited to, accident reports and claim files. For workmen's comp claims, see Employee Services

Incident Management: CP 10, Retain 10 years after completion then destroy.
Includes, but is not limited to, driver history reports.

Insurance Certificates: CP 10, Retain 10 years after completion then destroy.

Insurance Policies: EXP 10, Retain 10 years after expiration then destroy.
Includes, but is not limited to, policies and coverage questions.

EMPLOYEE SERVICES (EMP) *Personnel, payroll, and hiring records.*

BENEFITS ADMINISTRATION (BEN)

Enrollment: CP 5, Retain 5 years after completion then destroy
Includes, but is not limited to, reports of participating employees' benefits and deductions, benefits enrollment forms, and insurance cards and applications.

Notifications: CR 2, Destroy 2 years after create date
Includes, but is not limited to, insurance premium/deposit forms.

Tuition/Courses Waiver Form: CR 4, Retain 4 years after create date, then destroy.

PAYROLL MANAGEMENT (PRL)

Reports – Payroll: CYE 7, Retain 7 years after calendar year end then destroy.
Includes, but is not limited to, approval documents for pay issues.

PERSONNEL MANAGEMENT (PER)

ADA Requests: CP 5, Retain 5 years after completion then destroy.

Grievances and Investigations: CP 7, Retain 7 years after completion then destroy

I-9s: TE 3, Retain 3 years after separation then destroy

Immigration: CP 10, Retain 10 years after completion then destroy

Leave Records: CP 3, Retain 3 years after completion then destroy
Includes, but is not limited to, vacation/sick time records sabbatical requests.

Medical Records: TE 30, Retain 30 years after separation then destroy

Personnel Files: TE 5, Retain 5 years after separation then destroy
Note (1): Official personal files for staff (held by Human Resources) and faculty (held by Academic Affairs) are to be kept in office for five years after employee separates from the university and then transferred to the American Heritage Center. Personnel files held by offices in which the employee worked are considered short-term files and can be destroyed five years after employee separates from university.
Note (2): Includes outside letters of recommendation for tenure and promotion. These may be transferred to the AHC where they will be destroyed.
Note (3): Includes review of deans' positions

Student Employment: TE 5, Retain 5 years after separation then destroy

Tenure and Promotion: CP 3, Retain 3 years after completion then destroy.
Includes tenure and promotion packets.

Time and Attendance: CYE 2, Retain 2 year after calendar year end then destroy

SALARY AND COMPENSATION MANAGEMENT (SCM)

Salary Surveys: CP 2, Retain 2 years after completion then destroy

STAFFING AND RECRUITING (SAR)

Applicants - Not Hired: CYE 3, Retain 3 year after calendar year end then destroy
Includes, but is not limited to, search files for applicants not hired, including applications and supporting documentation from applicant.

Background Checks - Not Hired: CYE 3, Retain 3 year after calendar year end then destroy

Positions and Classifications: SUP 5, Retain 5 years after superseded then destroy
Examples: PDQ's (Position Description Questionnaires) and descriptions and classification of positions.

Vacancy Announcements: CP 2, Retain 2 years after completion then destroy

TRAINING MANAGEMENT (TRM)

Course Management: CP 3, Retain 3 years after completion then destroy

Employee Training File: TE 3, Retain 3 years after separation then destroy
Excludes training material for law officers and emergency workers

Law and Emergency: SUP 50, Retain 50 years after superseded then destroy

WORKERS COMPENSATION AND UNEMPLOYMENT (WCU)

Claims: CP 5, Retain 5 years after completion then destroy.

FINANCIAL AND ACCOUNTING (FIN) *Includes grants and scholarships*

ACCOUNTING MANAGEMENT (ACC)

Donations: PERM, Retain permanently, can be reviewed for archives transfer.
Includes, but is not limited to, donation history files.

Interdepartmental Requests: FYE 3, Retain 3 years after the fiscal year end then destroy

Ledgers – Subsidiary: FYE 6, Retain 6 years after the fiscal year end then destroy

Payables: FYE 6, Retain 6 years after the fiscal year end then destroy

Reports – Accounting: FYE 5, Retain 5 years after the fiscal year end then destroy

Reports – Annual: FYE 10 Retain 10 years after the fiscal year end then destroy

ASSET MANAGEMENT (ASM)

Inventories: FYE 5, Retain 5 years after the fiscal year end then destroy

BANK ADMINISTRATION (BNK)

Statements and Reports: FYE 5, Retain 5 years after the fiscal year end then destroy

BUDGET MANAGEMENT (BUD)

Annual: FYE 5, Retain 5 years after the fiscal year end then review for transfer to archives

Workpapers: FYE 5, Retain 5 years after the fiscal year end then destroy

GRANT AND SCHOLARSHIP MANAGEMENT (GRM)

Grant Files: FYE 7, Retain 7 years after the fiscal year end then review for transfer to archives

Scholarships: CP 3, Retain 3 years after completion then review for transfer to archives
Material for transfer includes, but is not limited to: eligibility terms and selection criteria, award history and information on funding sources, award notifications, summary lists of winners, biographies of winners, newspaper clippings and press releases.

INVESTMENT MANAGEMENT (INV)

Endowments and Funds: PERM, Retain permanently. Review for transfer to archives.
Includes, but is not limited to, foundation account records.

Redemptions: EXP 3, Retain 3 years after expiration then destroy.

PROCUREMENT (PRO)

Purchase Orders and Requisitions: CP 5, Retain 5 years after completion then destroy

GOVERNANCE AND COMPLIANCE (GAC)

ACCREDITATION AND CERTIFICATION (AAC)

Colleges and Universities: CP 5, Retain 5 years after completion then review for transfer to archives
Includes accreditation records for departments, colleges, schools, and university as a whole. Records include final reports, statistics, and supporting documentation.

Football Bowl Subdivision Sponsorship Requirement Form: CR 10, Retain for 10 years after creation date then review for transfer to archives.
Contains information related to NCAA requirements for maintaining FBS status. Contains annual financial information.

AUDIT, OVERSIGHT AND COMPLIANCE (AOC)

Federal Programs and Reporting: CP 5, Retain 5 years after completion then review for transfer to archives
Includes, but is not limited to, Government Research Bureau Records.

General: CP 5, Retain 5 years after completion then review for transfer to archives
Includes, but is not limited to, general audit files.

GOVERNANCE (GOV)

Bylaws: SUP 7, Retain 7 years after superseded then review for transfer to archives
Includes, but is not limited to NCAA bylaw files, and bylaws of the university.

Minutes and Agendas: PERM, Retain permanently. Review for transfer to archives.
Includes minutes and agendas from any unit of governance, including committees and individual offices. Includes Board of Trustees general records.

HUMAN RIGHTS MANAGEMENT (HRM)

ADA Accommodations: CP 5, Retain 5 years after completion then destroy

Affirmative Action/EEOC: CR 5, Destroy 5 years after create date
Includes, but is not limited to, EEO/AA plans.

INSPECTIONS AND MONITORING (ISP)

Building Material Samples: CP 30, Retain 30 years after completion then destroy

Buildings and Construction: CP 5, Retain 5 years after completion then review for transfer to archives
Includes, but is not limited to, building inspection reports. For building and construction files, including maps and blueprints, please see Administration and Business Support – Buildings, Facilities, and Infrastructure

Equipment and Vehicles: CP 5, Retain 5 years after completion then destroy

General: CP 5, Retain 5 years after completion then destroy
Includes, but is not limited to, inspection reports and monitoring results.

Hazardous Materials: CP 5, Retain 5 years after completion then destroy

Investigations: CP 5, Retain 5 years after completion then destroy

Laboratory: CP 10, Retain 10 years after completion then destroy

LEGISLATION AND REGULATION MANAGEMENT (LRM)

General: SUP 5, Retain 5 years after superseded then review for transfer to archives
Includes, but is not limited to, bills and resolutions.

POLICY AND STANDARDS MANAGEMENT (PSM)

Policies, Procedures and Manuals: SUP 5 Retain 5 years after superseded then review for transfer to archives

RECORDS MANAGEMENT (RCM)

Destruction Certificates: PERM, Retain permanently in office of origin.
Includes, but is not limited to, record of documents destroyed

LEGAL AND JUDICIARY (LGL)

CONTRACT MANAGEMENT (CTR)

Capital Improvement: LOA 10, Retain 10 years after the Life of the Asset then review for transfer to archives

General: EXP 10, Retain 10 years after expiration then destroy
Includes, but is not limited to, legally binding contracts and other documents.

LEGAL MATTER MANAGEMENT (LMM)

Case Files: CP 10, Retain 10 years after completion then destroy
Certain case files may require special attention in regard to retention and may require longer retention if there are compelling reasons, including: cases involving minors or incompetent, estate plans for a client who is still alive, contracts, notes and bills paid over time, civil or criminal judgments, real estate basis, corporate books or records, files of problem clients, structured settlements, adoption files and child support and custody files, alimony, wills and probate matters, cases with recyclable work product, and trust deeds. The Student Attorney and the University Archivist will determine an appropriate retention for those files requested to be retain longer than 10 years. Includes records documenting legal actions and law suits. For grievances related to personnel, see EMP-PER.

Hearings and Appeals: CP 5, Retain 5 years after completion then review for transfer to archives
Includes, but is not limited to, tenure and promotion dispute records

Investigations: CP 5, Retain 5 years after completion then review for transfer to archives

LICENSING AND REGISTRATION (LAR)

Federal Communications Commission: EXP 8, Retain 8 years after expiration then destroy

General: EXP 5, Retain 5 years after expiration then destroy

LITIGATION MANAGEMENT (LIT)

Case Files: CP 5, Retain 5 years after completion then destroy

NATURAL RESOURCE MANAGEMENT (NRM)

ANIMAL AND LIVESTOCK MANAGEMENT (ALS)

Case Files – Veterinarian: CP 5 Retain 5 years after completion then review for transfer to archives

Disease Management: PERM, Retain permanently in office.
Includes, but is not limited to, tissue samples and accession records containing summary information of animal tissue examined for disease.

PUBLIC HEALTH SERVICES (PHS)

HAZARDOUS MATERIAL MANAGEMENT (HMM)

Radioactive Material: EXP 5, Retain 5 years after expiration then destroy

Safety Data Sheets: OBS 30, Retain 30 years after obsolete then destroy

Safety Programs: SUP 5, Retain 5 years after superseded then destroy
Includes planned exposure and public exposure records

Waste Reports: CR 30, Retain 30 years after create date then review for transfer to archives
Includes, but is not limited to, hazardous waste manifests, tracking records, and waste analysis and classification records.

HOSPITAL AND MEDICAL (HAM)

Admissions: CR 3, Retain for 3 years after create date then destroy.

Disease Management: PERM, Retain permanently. Review for transfer to archives

Drugs and Controlled Substances: CR 5, Destroy 5 years after create date

Incidents: CP 3, Retain 3 years after completion then destroy
Includes, but is not limited to, incident files documenting potential liabilities to the university, which may or may not result in a claim

Patient Management: CP 5, Retain 5 years after completion then destroy

Patient Records – Adults: CP 7, Retain 7 years after completion then destroy

Programs: CP 7, Retain 7 years after completion then review for transfer to archives
Includes, but is not limited to, clinical programs and early hearing detection and intervention program records.

Vaccinations: CP 3, Retain 3 years after completion then destroy

LABORATORY MANAGEMENT (LAB)

Plans - Chemical Hygiene: PERM, Retain permanently in office of origination.

PUBLIC SAFETY SERVICES (PSS)

EMERGENCY AND DISASTER MANAGEMENT (EDM)

Programs and Plans: SUP 5, Retain 5 years after superseded then destroy

LAW ENFORCEMENT (LAE)

Accidents and Incidents: CP 10, Retain 10 years after completion then destroy

Citation Management: CP, Destroy after completion
Includes, but is not limited to, citation payment plans and citation logs.

Citation Management – Parking: CP 2, Retain 2 years after completion then destroy