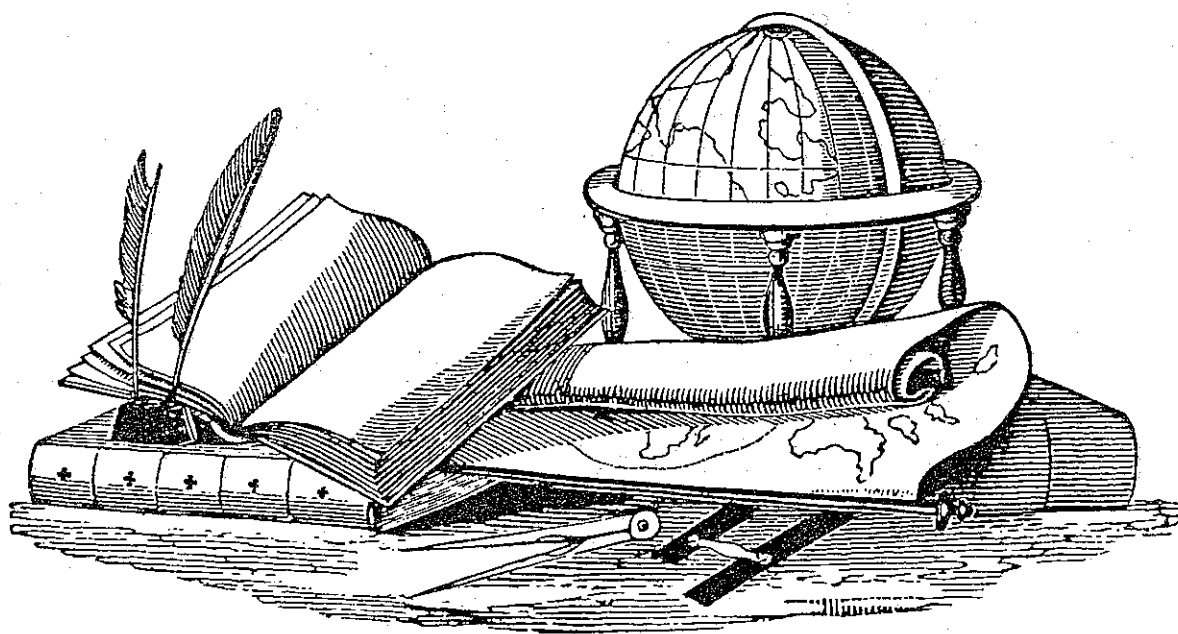


WYOMING  
COMMUNITY  
COLLEGE  
RECORDS  
MANUAL



WYOMING STATE ARCHIVES, MUSEUMS & HISTORICAL DEPARTMENT

ARCHIVES & RECORDS MANAGEMENT DIVISION

*J. H. 1964*

# ARTS. PARKS. HISTORY.

Wyoming Department of State Parks and Cultural Resources  
WYOMING STATE ARCHIVES  
BARRETT BUILDING, 2301 CENTRAL AVE, CHEYENNE, WY 82002  
(307) 777-7826

January 28, 2005

TO: Wyoming Community College Presidents, Registrars and Admissions Staff, and Administrative Staff  
RE: Records Retention Schedules for Wyoming Community Colleges – Revised

NOTE: Please circulate or distribute

In December 2004, the State Records Committee met and legally approved the records retention schedules for Wyoming Community Colleges.

All college presidents, registrars and admissions staff, administrative staff, and the Community College Commission were provided an opportunity to provide input on updating the records retention schedules for community colleges. However, the majority of the changes that were legally approved relate to Student Records and Financial Aid records. Let me know if other changes to the retention listing need to be made.

Please review the Instruction and Information Sheet carefully. If you or your staff have any questions, contact me, as I am willing to help everyone understand their legal responsibilities concerning this records management activity. Although the retention schedules approved several years ago included the authority to microfilm the records, this is not mandatory. Also, colleges can retain their own records, scan and destroy non-permanent records, and scan and transfer permanent records to the State Archives. Various options are available, and we are willing to discuss these with you. Good luck with your records management activities!!

Sincerely,



Tony Adams, CRM  
Government Records Supervisor  
(307) 777-7035 5584  
[tadams@state.wy.us](mailto:tadams@state.wy.us)

*Rich  
Wilson*



Dave Freudenthal, Governor  
Phil Noble, Director

## **SERVICES OF THE WYOMING STATE ARCHIVES AND GOVERNMENTAL RECORDS UNIT**

These two programs have been reorganized and are currently under the Wyoming State Archives, Museum and Records Program, managed by Roger Joyce, State Archivist. Two branches are supervised by Manny Vigil, Museum and Historical Collections, and Tony Adams, Governmental Records. The program is under the Division of Cultural Resources, which is directed by Art Reese. Cultural Resources is a division of the Department of State Parks and Cultural Resources, which is directed by Phil Noble.

### **1. Reference, Research and Historical Photos – Curtis Greubel, *Supervisor***

This unit collects and manages public records from Wyoming state and local governments that have long term administrative, legal, and historical value. These records document the activities of government in Wyoming and the history of the state and region. All records are available for research unless issues of confidentiality affect access. Records are organized under the office of origin. This unit also collects non-government records of historical value concerning Wyoming and the Rocky Mountain region. These records include:

- Biographies
- Books and periodicals
- Business records
- Historical photographs
- Manuscript collections
- Maps
- Military records
- Non-profit organizations

### **2. Records Management – Rich Wilson, *Supervisor***

The Records Management Unit provides assistance to state and local government agencies for the efficient and economical management of records, including electronic records. These services include:

- Analyzing records and obtaining legally approved records retention schedules
- Consulting about records and information management systems
- Partnering with other agencies to develop guidelines for electronic records
- Publishing and distributing records management manuals
- Training through a variety of workshops, or one-on-one
- Providing for the identification and analysis of records that are “born digitally” and developing strategies for the management of these records.

### 3. Archives and Micrographics – Curtis Greubel, *Supervisor*

The Archives and Micrographics Unit microfilms permanent records for preservation and space saving purposes, and preserves, protects, and makes accessible state and local government records. Specific services include:

- Processing and duplicating microfilm for research and sale
- Storage of permanent or long-term electronic records
- Storage and preservation of master microfilm negatives
- Provide off-site storage and reference services for semi-active records of state agencies
- Manage and preserve permanent state and local government records
- Technical assistance with imaging systems

FOR SERVICES OR REFERENCE QUESTIONS VISIT THE ARCHIVES OR CONTACT STAFF VIA MAIL, PHONE, OR E-MAIL. PLEASE VISIT THE ARCHIVES' WEBSITE FOR INFORMATION ABOUT SERVICES, RECORDS MANAGEMENT ISSUES, COLLECTIONS, PRESERVATION GUIDELINES, AND HISTORICAL TOPICS.

Research room hours: 8:00 AM - 4:45 PM, Monday through Friday, and 9:00 AM-4:30 PM, Saturday, except holidays.

Other office hours: 8:00 AM - 5:00, Monday through Friday, except holidays

Wyoming State Archives, Barrett Building, 2301 Central Avenue, Cheyenne, WY 82002

Phone: 307-777-7826, FAX: 307-777-7044, E-mail: [wystatearchive@state.wy.us](mailto:wystatearchive@state.wy.us)

Website: <http://wyoarchives.state.wy.us>

# **ARTS. PARKS. HISTORY.**

Wyoming Department of State Parks and Cultural Resources

## Fact Sheet - October 2004

### What is an Archives?

Archives are institutions that collect, preserve and make accessible a variety of original documentary materials containing information of permanent historical value. To fulfill such a mandate, a professional archives must have:

- Professional staff
- Sustained funding
- Legal authority
- Secure storage facility
- Regular public access
- Written policies for acquisitions, preservation, description and access.

### What exactly does the Archives collect?

Archival material by definition is unique, original and one-of-a-kind material worthy of long-term preservation. By collecting the paper trail, archives keep the record. They hold evidence of, for instance, what a person did in their career, how people lived in a given era, how a company operated, or how a political leader made certain decisions.

Archival collections include but are not limited to:

- Letters
- Business records
- Maps
- Computer discs
- Diaries
- Blueprints
- Paintings
- Photographs
- Minute books
- Architectural drawings
- Sketches
- Videotapes
- Newspapers
- State records & proceedings
- Motion pictures
- Admission records

By specializing in the management of original, unpublished material, archives preserve evidence reflecting the life and activities of those who created such material, and help ensure it is available for successive generations to discover.

## How might archival sources of information be used?

An archives can be an excellent resource to draw upon for a variety of purposes—especially in situations where original research is required. You can use an archives to:

- write school papers or scholarly dissertations.
- research a house, building
- develop a history of a business, organization, farm, etc.
- embellish your family history
- locate early photographs for use in publications
- learn about daily life, the impressions and the decisions of people that lived before us
- discover personal documentation needed by individuals.

## What does the archivist do?

Most archives have a professional archivist on staff who is responsible for both the holdings and the making of vast amounts of stored information available and easy to use. An archivist's job includes the following:

- appraisal and acquisition of material on behalf of the institution
- processing of material (arrangement and description)
- developing finding aids for visitors so they can better access material
- researching and developing temporary exhibits
- ensuring that policies, privacy restrictions and ethical codes are observed
- assisting researchers in finding the information they are looking for
- preservation and preventative conservation of the entire archival collection.

Adapted with permission from: Peterborough Centennial Museum & Archives, Ontario, Canada  
Website: [http://www.pcma.ca/archives\\_about.htm](http://www.pcma.ca/archives_about.htm)

Prepared for **Wyoming Archives Week, Oct. 24 - 30, 2004**, by the Wyoming State Historical Records Advisory Board. For resources and activities, contact a board member or visit the web site: <http://wyoshrab.state.wy.us>

Courtney Bohlender, Saratoga Clerk-Treasurer  
Holly Hansen, Wyoming Supreme Court  
Laurie Bartell, Veteran's Administration, Sheridan  
Julie Freese, Fremont County Clerk

Representative Rosie Berger, Wyoming Legislature, Big Horn

Rick Ewig, American Heritage Center, University of Wyoming

Nathan Bender, McCracken Research Library, Buffalo Bill Historical Center

Tony Adams, Wyoming State Archives, Department of State Parks and Cultural Resources

Jim Angell, Wyoming Press Association

Patty Myers, Campbell County Public Library

Venice N. Brown Beske, Wyoming State Library

Scarlet Skorcz, Western Wyoming Community College

# **RECORDS MANAGEMENT MANUAL**

**for**

## **WYOMING COMMUNITY COLLEGES**

---

### **LEGAL AUTHORITY**

Wyoming Statutes 9-2-410 states: "All public records are the property of the state. They shall be delivered by outgoing officials and employees to their successors and shall be preserved, stored, transferred, destroyed or disposed of, and otherwise managed, only in accordance with W.S. 9-2-405 through 9-2-413."

Wyoming Statutes 9-2-401(a)(v) defines "public record" to include the original and all copies of any paper, correspondence, form, etc., or other document, regardless of physical form or characteristics, which have been made or received in transacting public business by the state, a political sub-division, or an agency of the state.

---

### **INSTRUCTIONS AND INFORMATION ON HOW TO USE THE RETENTION SCHEDULES**

1. These retention schedules give your agency the authority to destroy records, if it chooses, after the records have been retained the prescribed time. If you have reason to keep a records series longer, by all means keep them. Just remember, it costs money to store records.
2. Records scheduled as PERMANENT shall not be destroyed nor removed from your custody. All records can be digitized/scanned or microfilmed. Non-permanent records can be destroyed immediately after quality checking the electronic record or microfilm, providing the new storage media's life cycle will allow access to the records/information until the retention period is met. After digitizing permanent records, retain the hardcopy permanently, or transfer to the State Archives and the legal chain of custody will not be broken. Permanent records may also be microfilmed and the hardcopy destroyed after checking the film quality and transferring the camera negative to the State Archives.
3. To destroy records listed in this manual, be certain that dates of the records are in line with their retention schedules. Even though the records are scheduled for destruction, records dated prior to 1920 should not be destroyed until they have been thoroughly appraised for historical significance by Archives staff. In the case of those offices organized after 1920, all records created during the first ten years of its existence should be retained permanently or until they have been appraised for historical value. Though the earliest records of all offices are of greatest importance, later records should also be screened when they are considered for destruction. Age is not the sole criteria for permanent retention. The elected or appointed officials and their staff are responsible for working with the State Archivist to preserve all historical government records, and our archivists can assist you with the historical appraisal of them. To arrange for onsite assistance or for any discussion about the records, please call us at 777-7826.

**Instructions and Information on  
How to Use Retention Schedules (Continued)**

4. All records which may be used in a financial audit/examination must be kept until after such audit/examination is completed and all litigations, claims, or audit findings are resolved. Also, keep all records which may be used in pending or current litigation until its settlement. A copy of all independent audit reports must be sent to the Department of Audit.
5. Records containing confidential information should be properly destroyed. They may be buried, burned, or shredded, which should be witnessed by you or your staff.
6. Administrative reorganization or changes in record systems may alter the time period records need to be kept, or you may have to establish a new retention schedule or change an existing one.
7. By law, any agency adopting a microfilm system shall consult with this department. Approval of the process must be obtained if permanent records are being filmed. Agencies are required by law to comply with microfilm standards established by the State Archives. Copies can be obtained by writing us. (W.S. 9-2-406 and 9-2-413, 1982).

Any questions pertaining to specific needs in your program may be directed to the following personnel:

**RECORDS RETENTION SCHEDULES AND ELECTRONIC RECORDS**

Rich Wilson, Supervisor

**PERMANENT RECORDS**

Curtis Greubel, Supervisor

**TECHNICAL SERVICES**

Curtis Greubel, Supervisor

**GOVERNMENT RECORDS BRANCH**

Tony Adams, Supervisor

---

Roger Joyce, State Archivist  
Wyoming State Archives and Museum Manager  
(307) 777-7826 - FAX: 777-7044  
Department of State Parks and Cultural Resources  
Barrett Building  
Cheyenne, WY 82002  
E-mail address: [wyarchive@state.wy.us](mailto:wyarchive@state.wy.us)  
Web Site address: <http://wyoarchives.state.wy.us>

# TIMETABLE

## HOW TO USE THE TIMETABLE

- Note the retention period of the record in the retention listing.
- Find the latest date of your record on the left scale.
- Follow the scale horizontally until it intersects the retention period column.
- This is the disposition date when you may destroy your record.

RECORD DATE	THE RETENTION PERIOD (IN YEARS)											
	1	2	3	4	5	6	7	8	9	10	11	12
1986												1999
1987											1999	2000
1988										1999	2000	2001
1989									1999	2000	2001	2002
1990								1999	2000	2001	2002	2003
1991							1999	2000	2001	2002	2003	2004
1992						1999	2000	2001	2002	2003	2004	2005
1993					1999	2000	2001	2002	2003	2004	2005	2006
1994				1999	2000	2001	2002	2003	2004	2005	2006	2007
1995			1999	2000	2001	2002	2003	2004	2005	2006	2007	2008
1996		1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009
1997	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
1998	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
1999	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
2000	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
2001	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
2002	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
2003	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
2004	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
2005	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
2006	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019

Don't let records on a fiscal year basis throw you. A fiscal year begins on the preceding July 1. Therefore, a fiscal year record created in July 1998 is a record of FY 1999. If scheduled for a two-year retention, it should be destroyed by July 1, 2001, which is FY 2002.

# WYOMING COMMUNITY COLLEGES

<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
<b>ADMINISTRATION</b>		
<b>STUDENT RECORDS</b>		
10450	Community College Commission, Minutes of Meetings & Supporting Documents	Permanent or retain 5 years, then microfilm & destroy. Destroy duplicate at discretion.
10451	Community College District Board a/k/a Board of Trustees, Minutes of Meetings & Supportive Documents	Permanent or transfer to State Archives; or retain 5 years then microfilm & transfer to State Archives.
10452	Board of Trustees - Correspondence	Permanent or retain 2 years, microfilm & destroy.
10453	Executive Committee/Council - Minutes of Meetings and Supporting Documents	Permanent or transfer to State Archives; or retain 5 years, then microfilm & destroy. Destroy duplicates at discretion.
10454	President - Correspondence	Permanent. Retain in active office space 5 years, then transfer to State Archives; or microfilm after review for legal, administrative, or historical value, then destroy.
10455	President - Memoranda	Permanent. Retain in active office space 5 years, then transfer to State Archives; or microfilm after review for legal, administrative or historical value, then destroy. Destroy duplicates at discretion.
10456	Standing Committees, Minutes of Meetings & Supporting Documents	Permanent or transfer to State Archives; or retain 5 years, then microfilm & destroy. Destroy duplicates at discretion.
10457	Organizational Charts	Permanent or transfer to State Archives.
10458	Manuals, Handbooks & Bylaws (Community College only)	Permanent or transfer to State Archives.
10459	Accreditation Records (Including Self-Study Records & Reports)	Permanent or transfer to State Archives; or retain 5 years, microfilm & destroy.
10460	Administration Operations Fiscal Files (Input & Output Documents for operation of Administration Office only)	<u>Originals:</u> Retain 6 years, then destroy. <u>Duplicates:</u> Retain 2 years, then destroy if originals retained in Business Office.
10461	Administration - Financial Records & Reports (Duplicates copies for Administrative use)	<u>Originals:</u> Retain 6 years, then destroy. <u>Duplicates:</u> Retain 2 years, then destroy if originals retained in Business Office.

## WYOMING COMMUNITY COLLEGES

<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
<b>ADMINISTRATION (cont.)</b>		
10462	Budget Preparation Files	Retain all records 4 years, then review for legal, administrative or historical value & microfilm & destroy those of continuing value. Destroy at discretion records of no continuing value.
10463	Budget Files	Retain all records 4 years, then review for legal, administrative or historical value & microfilm & destroy those of continuing value.
10464	Departments & Divisions - Correspondence	Retain all records 1 year, then review for legal, administrative or historical value & microfilm & destroy those of continuing value. <u>Before 1969</u> : Permanent or transfer to State Archives.
10465	Archives & Records Management File (Record of transfer of records to State Archives, Approved Retention Schedules, etc.) - AR-1 & AR-9	Permanent in active office space.
10466	Catalogs, Directories & other Publications (e.g. Yearbooks) paid for in whole or in part with state funds	Permanent. Transfer 2 copies to State Archives. Destroy duplicates at discretion.
10467	Reports, Publications & Memoranda of Other State Agencies & Institutions	Destroy at discretion.
10468	Board & Annexation Elections - Ballots & Poll Books, Election Notices & Certificates of Election, etc. (After 1973 election conducted by County Clerks)	Straight destruction - obsolete.
10469	Board & Annexation Elections-Final Results (Abstracts of Elections)	Permanent or transfer to State Archives.
10470	Bond Election & Bond Sale Records (After 1973 elections conducted by County Clerks)	Retain 2 years after bond issue is paid in full (or if issue fails, retain 1 year), then destroy.
10471	Bond Registers	Permanent or transfer to State Archives.
10472	Cancelled Bonds & Coupons	Retain 2 years after bond issue is paid in full, then destroy.
10473	Legal Notices (Published in newspapers, etc.)	Permanent or microfilm & destroy.

## WYOMING COMMUNITY COLLEGES

<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
<b>ADMINISTRATION (cont.)</b>		
10474	Licenses & Permits (Food, Sales, etc.)	Retain 5 years after expiration, then destroy.
10475	Deeds & Abstracts of Title	Permanent & security microfilm.
<b>BUSINESS OFFICE (FINANCIAL RECORDS)</b>		
10476	Vouchers (Includes bills, statements, credit memos & relevant correspondence)	Retain 6 years, then destroy.
10477	Copies of Checks or Stubs (Check Register-Bound by fund, year, numerical order)	Retain 6 years, then destroy.
10478	Funds - Bank Statements, Cancelled Checks & Receipt Books (Separate account for each fund) - By fund, year, numerical order	Retain 6 years, then destroy.
10479	Funds - Ledger & Journal Sheets (Bound together by fund, year)	Permanent or retain 2 years, then microfilm & destroy.
10480	Federal Funds - Grants Records	Retain 5 years after completion of grant, then destroy. Review record retention requirements of individual grants.
10481	Cash Receipts (Tuition, Housing, Books & Activities)	Retain 2 years, then destroy. (or 1 year after annual audit).
10482	Charge-out Tickets (Office Supplies)	Retain 1 year, then destroy after audit.
10483	Purchase Requisitions & Purchase Orders	Retain 6 years, then destroy. (May want to retain longer or microfilm if inventory system on equipment is not adequate.)
10484	Insurance Records (Policies & Premiums, etc.)	Retain 2 years after expiration, then destroy if no claim or litigation pending.
10485	Inventory Records	Permanent or microfilm & destroy. If complete inventory report is updated periodically, destroy superseded report at discretion.

## WYOMING COMMUNITY COLLEGES

<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
<b>BUSINESS OFFICE (FINANCIAL RECORDS) (cont.)</b>		
10486	Capital Construction & Improvements Records	Permanent or microfilm & destroy. If not maintained separately, should review other record series for documentation to be retained selectively
10487	Buildings - Blueprints, Plumbing & Wiring Diagrams & Specifications	Permanent. Transfer 1 copy to State Archives.
10488	Grounds - Plats, Maps, Plans & Charts of Grounds, Water, Sewage & Utility Lines	Permanent. Transfer 1 copy to State Archives.
10489	Bids	Retain 6 years after delivery of goods or services, then destroy.
10490	Bids - Unsuccessful	Retain 2 years, then destroy.
10491	Contracts & Agreements	Retain 10 years after expiration, then destroy.
10492	Leases	Retain 5 years after expiration, then destroy.
10493	Accounts Due/Uncollectible Accounts Receivable	Retain in the agency until considered to be uncollectible. Then transfer to the State Archives. Microfilm & destroy 5 years after transfer. The agency shall keep a list of the name & amount & provide a copy to the State Archives, State Examiner, & the Legislative Service Office Audit Division.
<b>JOINT HOUSING BOARD</b>		
11997	Agreements (Various folders labeled: Joint Powers Agreement, Assignment of Loan Proceeds, Re-purchase Agreement, Rescission documents, Consulting Agreement, Interior Design Agreement, etc.)	Permanent in office, or transfer to State Archives
11998	Application for Deposit of Public Funds (includes correspondence)	Retain 3 years, then destroy.
12000	Bids and Specifications (other than capital construction and improvements)	Retain 6 years after delivery of goods or services, then destroy.
12001	Blueprints, Plats, Plans & Specifications	Permanent in office, or transfer to State Archives, or microfilm and destroy.

## WYOMING COMMUNITY COLLEGES

<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
<b>JOINT HOUSING BOARD (cont.)</b>		
12002	Capital Construction & Improvements Records (SEE ALSO BIDS & BLUEPRINTS)	Permanent in office, or transfer to State Archives, or microfilm and destroy
12003	Correspondence	Retain 5 years, then transfer to State Archives for evaluation.
12004	Loan Payment Receipts (Receipts for loan payments; annual payments made in December for 40-year loan. Joint Housing Board made up of Board of Trustee members and Sweetwater County Personnel)	Retain 5 years or until examination (whichever period is shortest), then destroy.
12005	Minutes of Meetings	Permanent in Office, or transfer to State Archives, or microfilm and destroy.
12006	Official Bond & Oath (Bonds offered by Insurance Company for performance of duties by officers on the Joint Housing Board. Includes Performance Bonds).	Retain 10 years after end of term of office, then destroy.
<b>PAYROLL &amp; PERSONNEL</b>		
10494	Personnel File	Permanent or retain 5 years after separation from employment, then transfer to State Archives or microfilm & destroy by shredding.
10495	Applications for Employment - Persons Not Hired	Retain 2 years, then destroy by shredding. Confidential.
10496	Health Insurance Claims (should be maintained in separate file from Personnel Records)	Retain 1 year after settlement of claim (unless problem with claim), then destroy by shredding. Confidential.
10497	Accident Reports	Retain 5 years, then destroy.
10498	Annual, Sick & Compensatory Leave Records	Retain 5 years, then destroy.
10499	Health Insurance Log (Summary of Coverage, Claims & Settlements)	Retain until separation, then destroy by shredding. Confidential.
10500	Employee Payroll Cards (Summary of Employee Earnings & Annual & Sick Leave)	Permanent or retain 5 years after separation, then transfer to State Archives or microfilm & destroy.

## WYOMING COMMUNITY COLLEGES

<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
<b>PAYROLL &amp; PERSONNEL (Cont.)</b>		
10501	Employee Withholding Exemption Certificate (W-4)	Retain 5 years after separation or after superseded, then destroy.
10502	Payroll Deductions - Authorization Cards (Credit Unions, United Fund, Unions, etc.)	Retain 6 years after separation from employment or record is superseded or cancelled, then destroy.
10503	U.S. Savings Bonds - Deduction Authorization Cards	Retain 6 years after separation from employment or record is superseded or cancelled, then destroy.
10504	U.S. Savings Bonds - History of Purchases	Permanent or retain until separation from employment or record is superseded or cancelled, then microfilm & destroy.
10505	Automatic Payroll Deposit Authorization (Deposit paycheck in bank or credit union)	Retain as long as in effect, then destroy.
10506	Payroll Bank Deposit Records	Retain 6 years, then destroy.
10507	Retirement Deductions Records (Wyoming Retirement System only)	Retain 2 years, then destroy. (Monthly Contribution Report microfilmed by Retirement Office).
10508	Life Insurance Deductions Report (State Group Policy only)	Retain 1 year, then destroy. (Records maintained by State Personnel Insurance Unit).
10509	Health Insurance Deductions Report (State Group Policy only)	Retain 1 year, then destroy. (Records maintained by State Personnel Insurance Unit).
10510	Wage & Tax Statements a/k/a W-2 Forms - Termination Statement	Retain Current calendar year, then destroy. (Replaced by Year-End Statements).

## WYOMING COMMUNITY COLLEGES

<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
------------	-------------------------	---------------------------

### PAYROLL & PERSONNEL (cont.)

10511	Wage & Tax Statements a/k/a W-2 Forms - Employees' Year-End Statement	Retain 5 years or until audit by Social Security, whichever is longer, then destroy.
10512	W-2 Audit Report	Permanent or retain 5 years or until audit by Social Security, whichever is longer, then microfilm & destroy.
10513	Quarterly & Monthly Social Security Report	Retain 4 years or until audit by Social Security, then destroy. (Microfilmed in Wyoming Retirement System)
10514	Time Sheets or Time Cards (Weekly or Monthly)	Retain current calendar year, then destroy.
10515	Payroll Ledger Sheets or Payroll Register (Employee, Gross, Deductions, Net, etc. for Monthly Payroll)	Retain 6 years, then destroy. <u>Note:</u> If Personnel Files are not complete for documenting work history of employees, microfilm & destroy.
10516	Check Register, Carbons of Checks or Check Stubs - Payroll	Retain 6 years, then destroy at discretion.
10517	Payroll Signature Sheets (Sign for check when picked up)	Retain current calendar year, then destroy at discretion.
10518	Cancelled Checks - Payroll	Retain 6 years, then destroy.
10519	Bank Statements - Payroll Account (Used to reconcile records. Zero out every month.)	Retain 4 years, then destroy.
10520	Bank Reconciliations	Retain 4 years, then destroy.

### REPORTS & AUDITS

10521	Annual College Status Report	Permanent or transfer to State Archives.
10522	Apportionment of College Funds	Permanent or transfer to State Archives.
10523	Audit Report	Permanent or transfer to State Archives.
10524	Quarterly Reports to State Examiner	Retain 5 years, then destroy.

## WYOMING COMMUNITY COLLEGES

<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
------------	-------------------------	---------------------------

### REPORTS & AUDITS (Cont.)

10525	Higher Education Staff Information Report (EEO-6) & State and Local Government Information Report (EEO-4)	Permanent or transfer to State Archives at discretion after 3 years.
10526	State Examiner Reports	Retain 4 years, then destroy (Retained by State Examiner permanently)

### STATISTICAL DOCUMENTS

10527	Degree Statistics	Permanent or transfer to State Archives.
10528	Grade Statistics	Permanent or transfer to State Archives.
10529	Enrollment Statistics	Permanent or transfer to State Archives.
10530	Enrollment Verifications	Retain 5 years, then destroy.
10531	Financial Aid Statistics	Retain 5 years, then destroy.
10532	Racial/Ethnic Statistics (Enrollment & Employment)	Permanent or transfer to State Archives.
10533	Social Security Certifications	Retain 5 years, then destroy.
10534	Teacher Certifications	Retain 5 years, then destroy.
10535	Veterans Administration Certifications	Retain 5 years, then destroy.
10536	Post-Graduate Employment Statistics	Retain 5 years, then destroy.

### COLLEGE FOUNDATION

10537	Foundation Board Minutes & Supporting Documents	Permanent or microfilm & destroy.
10538	Incorporation Documents (Articles of Incorporation, Bylaws, Officers, etc.)	Permanent. Security microfilm.
10539	Annual Corporation Report to Wyoming Secretary of State	Permanent or microfilm & destroy.
10540	Foundation Correspondence	Permanent or microfilm & destroy.

## WYOMING COMMUNITY COLLEGES

<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
<b>COLLEGE FOUNDATION (Cont.)</b>		
10541	Foundation Donors Files	Permanent or microfilm & destroy.
10542	Return of Organization Exempt from Income Tax (IRS)	Retain 4 years, then destroy.
10543	Foundation - Annual Audit (including Monthly Report)	Permanent or microfilm & destroy.
10544	Journal or Journal Sheets	Retain 6 years, then destroy. (If journal is used as book of original entry, with descriptions) Retain 2 years, then destroy (If journal is a by-product of posting the general ledger).
10545	General Ledger or Ledger Sheets	Permanent or retain 4 years, then microfilm & destroy.
10546	Financial Records - May include but not limited to: Cancelled Checks Check Register or Check Copies Cash Receipts Bills Paid Bank Statements	Retain 6 years, then destroy.
10547	Investment Records	Permanent or microfilm & destroy.
<b>STUDENT RECORDS</b>		
10550	Admissions Documents - Letters of Recommendations & Student Waivers of Rights of Access (to see Recommendations)	Retain until admitted, then destroy.
04-186	Admission Records - (People who do not enroll)	Retain 1 year, then destroy. (Supersedes a portion of AR1#10548)
04-187	Changes of Course (Add/Drops)	Retain 2 years from document date, then destroy (Supersedes a portion of AR1#10551)

## WYOMING COMMUNITY COLLEGES

<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
<b>STUDENT RECORDS (cont.)</b>		
04-190	Change of Grade Forms	Permanent or retain 2 years, then microfilm & destroy. Or transfer to State Archives. (Supersedes AR1#10558A)
04-188	Class Roster/Student List, Non-Credit & Community Services	Permanent or retain 2 years, then microfilm & destroy. Or transfer to State Archives.. (Supersedes AR1#10564)
10567	Counseling Files	Retain until graduation or withdrawal, then destroy at discretion.
04-189	Disciplinary Records	Maintain separate from the student's academic record. Retain 5 years after the last date of attendance, withdrawal or graduation, then destroy.
10575	Formal hearings on Student Records (Disclosure, Non-Disclosure or Content of Records) May include but not limited to: Requests for Formal Hearings Written Decisions of Hearing Panels Student Statements on Content of Records Regarding Hearing Panel Disclosure	Retain for same retention period as record to which hearing relates, then destroy.
04-191	Grade Reports - Notifications to Students	Retain 1 year from document date, then destroy. (Supersedes AR1#10559)
04-192	Grade Sheets, Original Final	Permanent or retain 2 years, then microfilm & destroy. Or transfer to State Archives. (Supersedes AR1#10558 and 10561)
04-193	Graduation Lists	Permanent or transfer 1 final copy to State Archives. Destroy duplicates at discretion.
04-194	Job/Career Placement Files	Retain 5 years after withdrawal or graduation (or after file becomes inactive if alumni/ae placement service provided), then destroy. (Supersedes AR1#10569)
10568	Notification of Change of Advisor	Retain 1 year, then destroy.
10560	Personal Data Information Forms	Retain 1 year, then destroy.
04-196	Registration Forms, Non-Credit	Retain 2 years from document date, then destroy. (Supersedes AR1#10562)
10563	Registration Forms, Community Education	Retain 2 years, then destroy. (Information on Class Roster/Student List)

## WYOMING COMMUNITY COLLEGES

<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
04-195	Registration Forms	Retain 2 years from document date, then destroy. (Supersedes AR1#10554)
04-197	Schedules of Classes - Institution (Final Copy) (Including Final Exam Schedules)	Permanent or transfer 1 final copy to State Archives. Destroy duplicates at discretion. (Supersedes AR1#10555)
10548	Student Files - Admissions Documents (Applicants who fail to matriculate) May include but not limited to: Acceptance Letters Placement Records(e.g COMPASS, Asset, Accuplacer) Applications for Admission or Petitions for Admission Correspondence Entrance Examination Report (ACT, SAT) Letters of Recommendation Re-admissions Forms Recruitment Materials Test Scores Transcripts - Other Colleges Transcripts - High School	Retain 3 years, then destroy. (If applicant awarded low interest loan, retain 5 years, then destroy.)
10549	Student Files - Admissions Documents (Applicants who enter) May include but not limited to: Acceptance Letters Placement Records (e.g.COMPASS, Asset, Accuplacer) Applications for Admission or Petitions for Admission Correspondence Entrance Examination Report (ACT, SAT) Re-admissions Forms Residency Classification Forms Test Scores Transcripts - Other Colleges Transcripts - High School High School Permission Letters - High School Credit	Retain 5 years after withdrawal or graduation, then destroy; or retain one year, then microfilm & destroy.

## WYOMING COMMUNITY COLLEGES

<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
<b>STUDENT RECORDS (Cont.)</b>		
10551	<p>Student Files - Academic Records &amp; Registration Documents (Credit Programs)            May include but not limited to:            Academic Action Authorizations (Dismissals, etc.)            Placement Records (e.g. COMPASS, Asset, Accuplacer)            Applications for Re-admission            Correspondence            Credit by Exam Score Reports (e.g. AP, CLEP, Dantes, Departmental)            International Student Forms (I-20, etc.)            Graduation Authorization/Degree Audit            Graduation Application            Name Change Authorizations            Transfer Credit Evaluations</p>	<p>Retain 3 years after withdrawal or graduation, then destroy; or retain until withdrawal or graduation, then microfilm &amp; destroy.</p>
10552	<p>Student Files - Financial Records May include but not limited to:            Fee Assessment Forms            Tuition &amp; Fee Charges            Housing &amp; Food Charges            (See also Financial Aid)</p>	<p>Retain 3 years after withdrawal or graduation, then destroy; or retain until withdrawal or graduation, then microfilm &amp; destroy.</p>
10553	<p>Student Files - Medical Records</p>	<p>Retain 1 year after withdrawal or graduation, then destroy.</p>
04-198	<p>Student Record Index Log a/k/a Numbers File</p>	<p>Permanent or microfilm &amp; destroy at discretion. Or transfer to State Archives.            (Supersedes AR1#10566)</p>
10574	<p>Student's Written Consent for Records Disclosure, Waivers for Right of Access, &amp; Student Requests for Non-Disclosure of Directory Information.</p>	<p>Retain for same retention period as record to which waiver relates, then destroy.</p>
04-199	<p>Summary Report - Non-Credit &amp; Community Services (Classes, concerts, workshops, lectures),</p>	<p>Permanent or retain 2 years, then microfilm &amp; destroy. Or transfer to State Archives            (Supersedes AR1#10565)</p>
10570	<p>Transcripts - Official record of students educational record. (Should be maintained separate from rest of Student File)</p>	<p>Permanent or retain 3 years after graduation or withdrawal, then microfilm &amp; destroy. (Should consider periodic Security Microfilming of active transcripts.) Or, transfer to State Archives.</p>

## WYOMING COMMUNITY COLLEGES

<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
------------	-------------------------	---------------------------

### STUDENT RECORDS (cont.)

04-200	Transcript Requests/Transcript Log	Retain 1 year from document date, then destroy.  (Supersedes AR1#10573)
--------	------------------------------------	-------------------------------------------------------------------------------

### FINANCIAL AID

04-201	Basic Grants Records & Federal Supplemental Educational Opportunity Grant Records, including Federal Pell Grant Program Records. (May include but not limited to: Correspondence, Progress Reports, Student Eligibility Reports, Worksheets, Instructions and Payment Schedules.)	Retain 3 years after the end of the award year in which the student last attended, then destroy. Relates to hard copy and electronic records.  (Supersedes AR1#10578)
04-202	Financial Aid Recap	Retain 3 years after the end of the award year in which the student last attended, then destroy. Relates to hard copy and electronic records.  (Supersedes AR1#10577)
04-203	Financial Aid Records (May include but not limited to: Correspondence, Notices of Awards, Letters of Intent, Guaranteed Student Loan Applications)	Retain 3 years after the end of the award year in which the student last attended, then destroy. Relates to hard copy and electronic records.  (Supersedes AR1#10576)
04-204	Fiscal Operations Report and Application to Participate (FISAP) (May include but not limited to, worksheets and instructions.)	Retain 3 years after the end of the award year in which the report was submitted, then destroy. Relates to hard copy and electronic records.  (Supersedes AR1#10579)
04-205	Work Study Records	Retain 3 years after the end of the award year in which the student last attended, then destroy. Relates to hard copy and electronic records.  (Supersedes AR1#10580)

Student Dir

Mid term

Degree Audit

Shred

Spoke with State of Wyo  
& WUCC Jackie Freese.

Ok to shred above  
documents.