WYOMING COMMUNITY COLLEGES

AR#	TITLE OF RECORDS	RETENTION SCHEDULE
ADMINISTRATION		
STUDENT RECORDS		
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)	Originals: Retain 6 years, then destroy. Duplicates: Retain 2 years, then destroy if originals retained in Business Office.
10461	Administration - Financial Records & Reports (Duplicates copies for Administrative use)	Originals: Retain 6 years, then destroy. Duplicates: Retain 2 years, then destroy if originals retained in Business Office.

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AR#	TITLE OF RECORDS	RETENTION SCHEDULE
ADMINISTRATION (cont.)		
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. Before 1969: 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

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AR#	TITLE OF RECORDS	RETENTION SCHEDULE
ADMINISTRATION (cont.)		
10474	Licenses & Permits (Food, Sales, etc.)	Retain 5 years after expiration, then destroy.
10475	Deeds & Abstracts of Title	Permanent & security microfilm.
BUSINESS OFFICE (FINANCIAL RECORDS)		
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.