

Records Management

The Wyoming State Archives requires the following records management procedures, according to Wyoming § 9-2-410:

- ✍ Financial records, bank statements, cancelled checks, check stubs, ledger sheets, receipts, reports of examinations and vouchers should be kept on site for five years, then destroyed.
- ✍ Minutes should be permanently archived.
- ✍ Records of district name changes, boundaries changes, etc. should be permanently archived
- ✍ One copy of newsletters should be kept permanently
- ✍ Websites should be copied to a CD whenever major changes occur or once every year and archived

Questions on record retention schedules, formats or procedures can be directed to:

Wyoming State Archives - <http://wyoarchives.state.wy.us/index.htm>
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