

Records Retention	Policy Number	9.5
	Effective Date	November 1, 2011

1.0 POLICY & PURPOSE



Laramie County Community College (“LCCC”) is committed to effective record management to meet legal and regulatory standards, preserve its history, optimize the use of space, and minimize the cost of record retention. All Public Records are property of the State of Wyoming. See WYO. STAT. ANN. § 9-2-410 (2011). Wyoming law requires that Public Records, as defined herein, regardless of format, be disposed of or retained for specific periods of time. See WYO. STAT. ANN. §§ 9-2-405-413 (2011). LCCC has designated official repositories to manage the retention and disposal of these records according to procedures outlined in Procedure 9.5P Records Retention.

2.0 REVISION HISTORY

Adopted on: 11/1/11

3.0 PERSONS AFFECTED

This policy applies to all LCCC Employees.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Tony Reyes, College Attorney	9/13/11
Approval by President's Cabinet		11/1/11
Approval by President (Signature)		11/1/11
Approval by Trustees (Signature)		11/28/12