Wright State University
RECORDS RETENTION SCHEDULE (RRS)

Instructions: This form establishes a schedule of retention and disposal for the listed records series, based on procedures provided by Section 149.333 of the Ohio Revised Code. Offices are required to submit a Certificate of Records Disposal (CRD) to the University Records Manager prior to the disposal of records listed on their retention schedule, as per Wright State Policy 12220. This schedule shall become effective on the last date approved. Obtain approvals and return to the University Records Manager, Special Collections and Archives, 401 Dunbar Library. For assistance, please call ext. 2017, or write to chris.wydman@wright.edu.

Originating Office/Department Code: **Computing & Telecommunications Services- Operations**   **CTST**

Division: **Office of the CIO**

[1]**Medium code:**   P=Paper, M=Microfilm/Fiche, E=Machine Readable
[2]**Value code:**   C=Confidential, H- Historical, R=Restricted, V=Vital
[3]**Description:**   A separate retention period is required for each medium in the same records series.

WSU Records Series Number	Medium Code[1]	Value Code[2]	Records Series Title and Description[5]	IUC Number	Retention Period
General Administration Records					
CTST09-01	E		**Billing Records-Computer Center Time** Duplicate reports and other records from computer center detailing charges for computer services. Includes monthly billing reports, copies of vouchers and bills.	ADM9910 IUC-ADM-00-01	Retain for three years and then destroy.
CTST09-02	E/P	C	**Data Processing Product/Vendor Contracts Reference/Evaluation Files** Duplicate information on data processing equipment, software and other products.	ADM9910 IUC-ADM-00-01	Retain while current plus one year and then destroy.

∗**Note:** Longer term storage may include, but not be restricted to, archives, an institutional records storage center, and conversion to digital formats and/or microfilm or other acceptable mass storage media (per Sec. 9.01 of the Ohio Revised Code).

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Computer Operations and Technical Support					
CTST09-03	E		**Automated Tape Library System Files** Automated records used to control magnetic media in tape library.	ADM9900 IUC-ADM-00-02	Retain until related records or media withdrawn from the library and then destroy.
CTST09-04	P/E	V	**Computer Equipment Identification Lists and Manuals** Equipment lists with serial numbers, model numbers, etc. *Note: Most equipment manuals are stored with the equipment or with the responsible person's office. It is recommended that one copy should be kept with the disaster preparedness and recovery plans.*	ADM9900 IUC-ADM-00-02	Retain until obsolete or superseded.
CTST09-05	P		**Computer Run Scheduling Records** Records used to schedule computer runs including daily schedules, run reports, run requests, and other records documenting the successful completion of a run.	ADM9900 IUC-ADM-00-02	Retain one year and then destroy.
CTST09-06	P/E	C	**Data Systems Usage Files** Files or logs created to monitor computer usage including log-in files, usage files, data entry logs, and records of individual computer program use. *Note: These records are often audited internally.*	ADM9900 IUC-ADM-00-02	Retain for 30 days and until of no further administrative value.
CTST09-07	E/P	C	**Contracts-Maintenance** Maintenance contracts for data processing equipment.	ADM9910 IUC-ADM-00-01	Retain while current and then destroy.

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Computer Operations and Technical Support					
CTST09-08	P/E	V	**Data Processing Disaster Preparedness and Recovery Plans** Records related to reestablishment of data processing services, equipment and data (backup files) in case of a disaster. This includes instructions on backup procedures for all systems. *Note: It is recommended that plans in an emergency situation be retained until resolution of all insurance and other claims.*	ADM9900 IUC-ADM-00-02	Retain until superseded by revised plan and then destroy.
CTST09-09	P/E		**Data Processing Hardware Documentation** Records documenting operation of equipment, including manuals, configurations and control systems.	ADM9900 IUC-ADM-00-02	Retain until obsolete and then destroy.
CTST09-10	P/E	R	**Data Processing Operating Procedures** Records of procedures for data processing.	ADM9910 IUC-ADM-00-01	Retain until obsolete.
CTST09-11	P/E		**Hardware Documentation** Information on structure, design (location and type of connection) and operation of computers. This is a comprehensive hardware list.	ADM9900 IUC-ADM-00-02	Retain until obsolete or superseded.
CTST09-12	P/E	R	**Input Documents** Copies of records or forms designed and used solely for data input and control when the data processing unit provides centralized data input services and the program unit retains original records.	ADM9900 IUC-ADM-00-02	Retain one year and then destroy.
CTST09-13	P/E		**Operating System and Hardware Conversion Plans** Records relating to the replacement of equipment or computer operating systems.	ADM9900 IUC-ADM-00-02	Retain one year after successful conversion and then destroy.

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Computer Operations and Technical Support					
CTST09-14	E	V	**System Backup Files** Copies of master files or databases, application software, logs, directories, and other records needed to restore a system in case of a disaster or inadvertent destruction. ***Note:*** *Backup instructions also filed with Disaster Preparedness and Recovery Plan.*	ADM9900 IUC-ADM-00-01	Retain for two system backup cycles and then destroy.
CTST09-15	E	V	**System Archive Files** Archive copies of master files or databases, application software, logs, directories, and other records needed to restore a system in a case of a disaster or inadvertent destruction.	ADM9900 IUC-ADM-00-01	Retain for five years and then destroy.
CTST09-16	E	R	**System Users Access Records** Electronic or textual records created to control or monitor individual access to a system and its data created for security purposes, including but not limited to user account records, security logs, password files, and related procedures to security of computer rooms. This series includes records on the following systems: ♦ VMS ♦ UNIX ♦ Firewall (also managed by Network Services), and **Logs-Access Card** Access logs of CaTS employees and visitors who enter the computer room and,	ADM9900 IUC-ADM-00-02	Retain until obsolete and then destroy. Retain one year and then destroy.
CTST09-17	E	R	**Logs-Checks** This includes logs of checks maintained on behalf of the Payroll and Bursar's offices.	ADM9900 IUC-ADM-00-02	Retain for two years and then destroy.
CTST09-18	P/E	E	**Tape Library Control Records** Records used to control the location, maintenance, and disposition of magnetic media in a tape library including list of holdings control logs, and "scratch reports" regarding the destruction of tape library electronic files.	ADM9900 IUC-ADM-00-02	Retain until superseded and then destroy.

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			Scanning Services		
CTST11-19	E		<u>**Project Logs**</u> Log of work completed on individual scanning projects.	ADM9900 IUC-ADM-00-02	Retain until project completed + 1 additional year.
CTST09-20	P/E		<u>**Project Management Records**</u> Examples include project documentation, justifications, user requirements, status reports and related correspondence on individual scanning projects.	ADM9900 IUC-ADM-00-02	Retain for three years after completion of project.
CTST11-21	P/E		<u>**Special Projects- Administrative Requests**</u> Includes forms, raw data, and formal reports on quarterly, annual, and biannual scanning projects, (Residence Services surveys, distance learning evaluations, etc.)	ADM9910 IUC-ADM-00-01	Retain forms and raw data for current year + 1 additional year. Retain formal reports for eight years then review for continuing value.
CTST11-22	P/E		<u>**Special Projects- Exams**</u>	EDU3000 IUC-EDU-30-01	Retain 6 years or until superseded. ***Note: Certificate of records disposal not required when deleting this data due to the system's configured auto-delete function.***

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			Scanning Services		
CTST11-23	P/E		**Special Projects- Faculty Evaluations**	PER3000 WSU-AAUP.13.9	Retain forms or the transcribed comments and all quantitative reports for at least seven years **(As per AAUP/WSU CBA Article 13)** ***Note: Certificate of records disposal not required when deleting this data due to the system's configured auto-delete function.***
CTST11-24	P/E		**Special Projects- General Education Outcomes Surveys**	EDU3000 IUC-EDU-30-01	Retain forms and raw data for current year + 1 additional year.
			User/Office Automation Support		
CTST09-25	P/E	R	**Site/Equipment Support Files** Record of support services provided for specific data processing equipment, including site visit reports, service reports, service histories, and correspondence. ***Note****: These records are created by the vendor.*	ADM9900 IUC-ADM-00-01	Maintained by the vendor of life of installed equipment.
CTST09-26	P/E		**Training Course Information** Memoranda, flyers, registration forms, etc. relating to training courses offered by data processing user support unit.	ADM9900 IUC-ADM-00-01	Retain until obsolete and then destroy.

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