

# Wright State University CERTIFICATE OF RECORDS DISPOSAL (CRD)

**Instructions:** This form is used in conjunction with the Records Retention Schedule form (RRS). Obtain approvals and return to the University Records Manager, Special Collections and Archives, Dunbar Library. **Await final approval prior to the destruction of records.** To determine proper destruction method, contact the University Records Manager at ext. 2017, or write to chris.wydman@wright.edu.

**Originating Office/Department Code:** \_\_\_\_\_

**Division:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Person completing the form:** \_\_\_\_\_

**Approvals**

**Department Chairperson/Manager:** \_\_\_\_\_

**University Records Manager:** \_\_\_\_\_

**Head, Special Collections & Archives:** \_\_\_\_\_

- <sup>1</sup>**Medium codes:** P=Paper, M=Microfilm/Fiche, E=Machine Readable
- <sup>2</sup>**Value codes:** C=Confidential, H= Historical, R=Restricted, V=Vital
- <sup>3</sup>**Volume estimate:** Letter-size drawer=1.5 cu. ft., Legal-size drawer=2.0 cu. ft.,  
Records center box (12"X10"X15")=1.0 cu. ft., Records center box, long, legal (24"X15"X10")=2.0 cu. ft.
- <sup>4</sup>**Disposal codes:** A=Transfer to University Archives, E=Erase, S=Shred, R= Recycle, RC=Transfer to Records Center,  
W=Dispose of as Waste Paper

WSU Records Series Number	Records Series Title	Medium Code <sup>1</sup>	Value Code <sup>2</sup>	Span Dates	IUC No.	Vol. in cu. ft. <sup>3</sup>	Disposal Method <sup>4</sup>	Disposal Date

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

**Wright State University**  
**CERTIFICATE OF RECORDS DISPOSAL (CRD)**  
 (continuation sheet)

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## TRANSFER PROCEDURES FOR HISTORICAL INSTITUTIONAL RECORDS TO THE UNIVERSITY ARCHIVES

### 1. Records' Permanent Storage

- In acid-free storage container boxes
- On steel shelving
- In a temperature-controlled area

### 2. Packing Instructions

- Before you pack a box, make sure that you are including **PERMANENT records ONLY**.
- **Pack your records in acid-free records center boxes ONLY**, available through Special Collections and Archives, free of charge at the time of transfer. The box dimensions are 10"X12"X15". It allows storage of letter-size or legal-size documents (Letter size start at the 12" end, and the legal size at the 15" end).
- Place the file folders inside the box in the same order in which there are arranged in active files, with **tabs all facing the same direction** to render easier and faster retrieval.
- **Do not mix two records series in a box.** Use the title description on your office retention schedule. Do not include General Schedule records series.
- **Do not include hanging file folders, or three-ring binders.** Remove the contents and place them in clearly marked file folders. Binders and hanging files damage the records and the storage boxes and take up more space. In addition, stacking boxes becomes difficult. Please recycle binders and hanging files.
- Do **not overpack** the box. Make sure that the lid goes down firmly and that the sides do not bulge. Overpacked boxes are difficult to shelve.
- **Do not lay additional files** on top of the packed files.
- **Leave 1.5 inches of space** in each box to allow for easy retrieval of files.
- Fill out and attach the box label available through Special Collections and Archives on the 12" side of the box.

### 3. Transfer Instructions

- Fill out the Certificate of Records Disposal Form (CRD).
- Prepare **an inventory of the contents** of the box (only to the level of detail necessary for easy retrieval. For example, Meeting Minute Files, inclusive dates). Attach it to the Certificate of Records Disposal Form (CRD) and make two copies. Place one of them inside the box and keep the second one for your files. Please do not attach the inventory to the box.
- For transfer arrangements and questions pertaining to permanent university records, contact the University Records Manager at ext. 2017.

**PLEASE FILE THESE INSTRUCTIONS WITH YOUR OFFICE'S RETENTION SCHEDULE.**