

WRIGHT STATE UNIVERSITY
UNIVERSITY RECORDS - GENERAL RETENTION SCHEDULE

Effective date: July 1998
 Updated: January 1999, August 2001, July 2008

Note: The following is a list of common record types found in university offices and the recommended time period they should be kept. Please note this schedule (GS) does not modify or supersede any retention requirements listed in individual office retention schedules (RRS), where they exist. All employees are advised to consult their office's retention schedule prior to making disposal decisions. A Certificate of Records Disposal (CRD) is not required for records listed in this schedule, however a CRD is required for records listed in office-specific retention schedules (RRS). If you have any questions regarding how long to keep a record or need a copy of an office retention schedule or Certificate of Disposal form, please contact the University Records Manager at extension 2017 or chris.wydman@wright.edu.

WSU Records Series Number	Medium Code ¹	Records Series Title and Description	IUC Code ²	Retention Period
ACADEMIC PROGRAM RECORDS				
GS01	P/E	<u>Academic Program Administrative Records</u> Records regarding the daily administration of academic programs. Includes registration reports, enrollment summaries, drop/add reports, graduation summaries, majors by class level, and other related reports and documentation.	EDU3000	Retain 6 years then review for continuing administrative value.
GS02	P/E	<u>Admission Files- Accepted</u> Records regarding admission and/or enrollment for applicants accepted for a program of study within the university. Includes application, biographical data, transcripts, letters of recommendation and related document.	EDU1010	Retain while active + 1 year <i>NOTE: Destruction of records must be performed in manner that protects confidentiality, as per FERPA</i>
GS03	P/E	<u>Admission Files- Rejected/ Not Enrolled</u> Records of applicants that were not accepted or who did not enroll. Includes application, biographical data, letters of recommendation and related documents.	EDU1100	Retain 1 year <i>NOTE: Destruction of records must be performed in manner that protects confidentiality, as per FERPA</i>
GS04	P/E	<u>Course Materials</u> Records regarding course offerings and course contents. Includes syllabi, course descriptions, course outlines and summaries, handouts, reading lists, bibliographies, etc.	EDU3000	Retain 6 years or until superseded. Course descriptions (in catalogs) retained permanently in Archives.
GS05	P/E	<u>Course Records- Student</u> Student coursework and related documentation retained by faculty. Includes: 1. Grade books/Progress Reports 2. Attendance Records 3. Tests/Papers/Assignments NOT returned to students	EDU1000	1. One year after grade issued 2. One year after grade issued 3. 30 days after the beginning of the next academic quarter (not including summer) <i>NOTE: Destruction of records must be performed in manner that protects confidentiality, as per FERPA</i>
GS06	P	<u>Course Schedules</u>	EDU3000	Retain until of no further administrative value. Retained permanently in Archives.

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ACADEMIC PROGRAM RECORDS				
GS07	P/E	<p><u>Degree Program/ Course Proposal Records</u> Records regarding the development of new degree programs, courses and curricula. Series also covers records regarding requests to drop courses or to change course names, credit hours or prerequisites.</p>	EDU3000	Retain in office while active + 6 years. Send program/ curriculum proposals to Archives for permanent retention.
GS08	P/E	<p><u>Program Development and Review Records</u> Planning and review documents regarding existing programs. Includes final reports, working papers, agendas, status reports, internal/ external reviews, etc.</p>	EDU3000	Retain 6 years
FINANCE AND ACCOUNTS RECORDS				
GS09	P/E	<p><u>Accounts Payable</u> Records regarding payment of financial obligations. Includes vouchers, invoices, balance sheets, receipts, payroll records, contributions, etc. Official copies held by Business and Fiscal Affairs.</p>	ACC1000	Retain for the current year + 1 fiscal year
GS10	P/E	<p><u>Accounts Receivable</u> Records regarding receipt of revenues. Includes vouchers, invoices, balance sheets, receipts, payroll records, contributions, etc. Official copies held by Business and Fiscal Affairs.</p>	ACC1000	Retain for the current year + 1 fiscal year
GS11	P/E	<p><u>Accounts Receivable- Credit/Debit Cards</u> Credit/debit card receipts or other files containing account numbers of external parties maintained by WSU offices for billing purposes for services rendered.</p>	ACC1000 PCI/DSS*	Retain for a maximum of 18 months then destroy, as per Payment Card Industry Data Security Standard*
GS12	P/E	<p><u>Audits- External</u></p>	FIN7010	Retain 4 years then review for continuing administrative or historical value
GS13	P/E	<p><u>Budgets/ Financial Forecasts</u> Annual operating budgets of university departments. Official copy maintained by Office of Budget Planning and Resource Analysis.</p>	FIN2000	Retain for the current year + 1 year
GS14	P/E	<p><u>Cash Records</u> Records documenting cash received or disbursed by an office. Includes cash receipt slips, petty cash balance sheets, cash register reports, etc.</p>	ACC1000	Retain 4 years

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FINANCE AND ACCOUNTS RECORDS				
GS15	P/E	Collection Records Records related to the monitoring, collecting and writing off of unpaid accounts and bad debts.	EDU3000	Retain in office while active + 6 years.
GS16	P/E	Financial Reports, Annual Annual reports summarizing all financial transactions. Official copy maintained by Controllers Office.	FIN7000	Retain until the end of the next fiscal year then review for continuing historical value.
GS17	P	Procurement Cards (for materials and services) Monthly procurement card statements and all documentation including invoices, receivers, etc. supporting each transaction on the statements.	FIN8010	Retain 4 years, excluding charges made to grant funds, which are to be retained 6 years. www.wright.edu/wrightway/5901.html
GS18	P	Purchase Orders (for materials and services) Office copies of purchase orders (Other than Purchasing Office)	FIN8010	Retain for the current year + 1 fiscal year
GS19	P	Purchase Orders (for materials and services)- DPOs Office copies of departmental purchase orders (Other than Accounts Payable Office)	FIN8010	Retain for the current year + 1 fiscal year
GS20	P/E	Requisitions Office copies of requisition requests to order goods and services (Other than the Accounts Payable and Purchasing Offices)	ACC1000	Review and purge at least annually
GS21	P/E	Telephone Billing Statements Summary and detailed reports retrieved by departments. Official copy held by Telecommunications Services.	ACC1000	Destroy after 1 year
GENERAL ADMINISTRATIVE RECORDS				
GS22	P/E	Advertising Records related to marketing and promoting institution image and activities	PUB3000	Retain for 5 years then review for continuing administrative or historical value
GS23	P/E	Agendas Agendas for meetings of the Board of Trustees or its committees, and for official faculty, student, or department meetings	ADM9910	Destroy 30 days after approval of the minutes
GS24	P/E	Annual Reports Annual report of the originating office	ADM1020	Retain for 3 years then review for continuing administrative value. Send copy of each to Archives.

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GENERAL ADMINISTRATIVE RECORDS				
GS25	P/E	<p>Blank Forms Outdated or superseded blank forms, stationery, letterhead etc.</p>	ADM9900	Retain for 30 days after obsolescence. Send copy of each to Archives.
GS26	P/E	<p>Bulletins, Posters and Notices Informational materials acquired for the purpose of informing university personnel of events and activities</p>	PUB4000	Retain for 30 days after obsolescence
GS27	P/E	<p>Correspondence, Memoranda and Subject Files- Routine General office files documenting routine office administration. Includes email.</p> <p><i>Note: For President/ Vice President/Director/Dean/Chair correspondence and subject files, consult departmental retention schedule.</i></p>	ADM9900	Review and purge at least annually. Destroy excess copies when no longer useful.
GS28	P/E	<p>Correspondence, Memoranda and Subject Files- Non-Routine/ Policy Office files documenting office functions, policies or procedures, those with fiscal value or files pertinent to pending legal action. Includes email.</p> <p><i>Note: For President/ Vice President/Director/Dean/Chair correspondence and subject files, consult departmental retention schedule.</i></p>	ADM9910	Retain until superseded or no longer subject to fiscal or legal audit
GS29	E	<p>Electronic Mail Email messages and their attachments sent or received via university networks</p> <p><i>NOTE: Email is a means of delivering information, such as the postal service, and should not be managed any differently than items you receive by regular mail at work or home. Review and manage email messages and their attachments according to their informational value, based on the criteria described in this schedule and your departmental schedule.</i></p>	<p>Recommended Method for Managing Email</p> <p>Determine if message is a non-record, transitory record, or official record</p> <p>Non-Record A message that is not work related, relates information not pertinent to your job or department and/or does not require you to take any action or responsibility for its contents Action: Delete</p> <p>Transitory Record A message of short term value that relates to an upcoming event or activity, sent to you for informational purposes only Action: Place in folder or sub-folder until event/activity has taken place then delete</p> <p>Official Record A message the contents of which meets the criteria of a record as described in this schedule or your departmental records retention schedule Action: Retain in appropriate folder or sub-folder, (digital or analog), by record type/series for designated retention period</p>	

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GENERAL ADMINISTRATIVE RECORDS				
GS30	P/E/M	<u>Electronic Media and Forms</u> Office copies of computer forms, CDs, disks, tapes, cards etc. used as preliminary input, temporary storage or output control, the results of which are produced or otherwise available in paper, online or other electronic reports, or microforms.	ADM9910	Destroy or erase as soon as determined by the office to have no further administrative value
GS31	P/E	<u>Equipment Inventory Lists</u> Inventory lists held by individual offices. These include office equipment, musical instruments, laboratory equipment, operation manuals etc.	ADM4000	Retain for 2 years after superseded
GS32	P/E/M	<u>Library or Museum Material</u> Reference information and items acquired for individual use or exhibition	REF0000	Retain until no longer needed then contact Archives for further consideration
GS33	P/E	<u>Lists, Indexes and Summaries</u> Used for internal administrative convenience or information	ADM9900	Retain until determined by the office or individual who created it to have no further value
GS34	P/E	<u>Minutes</u> Minutes of boards, committees, task forces and other university units and organizations	ADM9910	Minutes are to be retained by committee secretary for 3 years, then transferred to Archives
GS35	P/E	<u>Organizational Charts</u>	ADM3000	Retain while active + 10 years. Transfer 1 copy of each to Archives
GS36	E/M	<u>Photographs</u> Photographs documenting events or activities of university offices or general campus activities	PUB3000	Retain at discretion of office then contact archives for further consideration
GS37	P/E	<u>Publications- WSU</u> Publications created by or for a WSU office	PUB3000	Retain while active then review for continuing administrative or reference value. Transfer 1 copy of each to Archives
GS38	P/E	<u>Publications- Non-WSU</u> News clippings and other external communications relating to WSU news, events and activities	PUB3000	Retain while useful for administrative or reference purposes, then transfer to Archives
GS39	P/E	<u>Recruitment Materials</u> Videos, publications, posters and other materials used to recruit students to attend the institution	MAR1000	Retain for 5 years then send 1 copy of each to Archives

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GENERAL ADMINISTRATIVE RECORDS				
GS40	P/E	<p><u>Research Projects- Approved</u> Files containing proposal, budgets, accounting information, correspondence, and reports for grant funded and non-grant funded research</p> <p><i>Note: Retention and access requirements—as well as exceptions—for federal grants outlined in Office of Management and Budget's Circular No A-110, section.53.</i></p>	LEG2000	Retain while active + 3 years then review for continuing reference or historical value <i>Note: Research and Sponsored Programs has administrative responsibility</i>
GS41	P/E	<p><u>Research Projects- Rejected</u> Files containing proposal and correspondence for grant funded and non-grant funded research</p>	ADM9900	Retain 1 year
GS42	P/E	<p><u>Special Projects</u> Records related to special projects not listed in the departmental retention schedule</p>	ADM9900	Retain while active + 1 year then review for continuing administrative value
GS43	P/E	<p><u>Strategic Plans</u> Internal documents that outline institutional/ departmental direction, philosophy, and purpose</p>	ADM1020	Retain while active + 3 years then transfer 1 copy of each to Archives
GS44	P/E	<p><u>Tape Recordings/ Media/ Shorthand Notes</u> Verbatim recordings of committee and other meetings later summarized in official proceedings or minutes</p>	ADM9910	Destroy after 1 year
GS45	P/E	<p><u>Travel Documentation</u> Travel expense reports and related documentation. Official copies held in Controllers Office.</p>	ACC1000	Retain for the current year + 1 year then destroy
GS46	P/E	<p><u>Work Orders</u> Office copies of requests for work to be done</p>	ADM9900	Review and purge annually

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INFORMATION TECHNOLOGY RECORDS				
GS47	E	<u>Data Systems Audit Trail Files</u> Consisting of data generated during the creation of a master file or database used to validate a master file or database during a processing cycle. Retained to create a management audit trail for and to ensure the quality of data.	ADM3010	Retain 4 years
GS48	P/E	<u>Data Systems Backup Files</u> Copies of master files or databases, application software, logs, directories, and other documentation needed to restore a system in case of disaster or disruption	ADM9900	Retain for 3 backup cycles
GS49	P/E	<u>Data Systems Documentation</u> Includes application development files, source code, data systems specifications, data documentation, hardware documentation and conversion/migration plans	ADM9910	Retain 3 years after system migration or discontinuance
GS50	P/E	<u>Data Systems Equipment Support Files</u> Information on data processing equipment, software, and other products and their vendors. Record of support services provided for specific data processing equipment, including site visit reports, service reports, service histories, and correspondence.	ADM3010	Retain while active + 4 years
GS51	P/E	<u>Data Systems Policies</u> Policies for data processing, including access, security, systems development, data retention and disposition, and data ownership. Records of procedures for data entry, the operation of computer equipment, production control, tape library, system backup, and other aspects of a data processing operation.	ADM3000	Retain while active + 10 years
GS52	P/E	<u>Data Systems Test Databases/ Files</u> Routine or benchmark data sets, related documentation, and test results constructed or used to test or develop a system	ADM9900	Retain 3 years after system acceptance

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INFORMATION TECHNOLOGY RECORDS				
GS53	E	<u>Data Systems Usage Files</u> Records created to monitor computer system and network usage, including but not limited to log-in files, system usage files, data entry logs, and records of individual computer program usage	ADM9900	Retain 1 year
GS54	E	<u>Data Systems Users Access Records</u> Records created to control or monitor individual access to a system for security purposes, including but not limited to user account records, security logs and password files.	ADM9900	Retain for 1 year after individual no longer has access to system
GS55	P/E	<u>Disaster Recovery Plans</u> Records related to reestablishment of data processing services in case of a disaster or other service disruption	ADM3000	Retain while active + 10 years
LEGAL RECORDS				
GS56	P/E	<u>Affirmative Action Policy</u> Records documenting procedures and regulations, reports, work force analysis, goals/ timetables, and statistics	LEG5000	Retain 6 years then review for continuing historical value
GS57	P	<u>Contracts- General</u>	LEG2000	Retain while active + 5 years
GS58	P/E	<u>Laboratory Inspection Reports</u> Records related to periodic inspections of equipment and conditions	LEG5030	Retain for life of equipment for calibrations. Retain all other records 3 years.
GS59	P/E	<u>Patents</u> Records related to preparation, maintenance and rights. <i>Note: Original patent letters maintained by General Counsel's Office.</i>	LEG7000	Retain while active + 6 years. <i>NOTE: Research and Sponsored Programs is to transfer any original licensing agreements to Archives.</i>
GS60	P	<u>Real Estate Records (Copies)</u> Copies of deeds and leases documenting real property purchased or leased by university offices <i>Note: Originals maintained by General Counsel's Office</i>	LEG2000	Retain while active + 5 years
GS61	P/E	<u>Trademark/ Copyright Registrations- University Intellectual Property (Copies)</u> <i>Note: Originals maintained by General Counsel's Office</i>	LEG7000	Retain while active + 6 years.

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PERSONNEL RECORDS				
<p><i>NOTE1: Please refer to departmental retention schedules for specific retention requirements for personnel records. The guidelines below are only to be used in the absence of specific departmental policies.</i></p> <p><i>NOTE2: Long-term personnel information is held by Human Resources Office.</i></p>				
GS62	P/E	<u>Applications for Employment</u>	PER2000	Retain 3 years. For successful applications, retain in active employment file.
GS63	P/E	<u>Declination Files</u> Includes contracts, recommendations, and letters of people who have declined positions	PER2000	Retain 3 years then destroy
GS64	P/E	<u>Employee Selection Files</u> Includes vitae, letters, records of individuals who have applied for faculty and staff positions	PER2000	Retain 3 years then destroy
GS65	P/E	<u>Employment File- Faculty</u> Refer to departmental retention schedule and/or AAUP Collective Bargaining Unit Agreement, Article 13	PER3010	Refer to departmental retention schedule and/or AAUP Collective Bargaining Unit Agreement, Article 13
GS66	P/E	<u>Employment File- Non-Faculty</u>	PER3000	Retain while active + 6 years after separation
GS67	P/E	<u>Employment File- Student (Non Work-Study)</u>	PER3000	Retain while active + 5 years
GS68	P/E	<u>Employment File- Student (Work Study)</u>	EDU2000	Retain while active + 6 years
GS69	P/E	<u>Leave Forms</u> Copies of Sick Leave/ Vacation Request Forms for fiscal faculty, salaried unclassified staff, and classified staff held by departments	PER3010	Retain 2 years then destroy <i>Note: See Wright Way Policy No. 4202.4c</i>
GS70	P/E	<u>Position Descriptions</u>	ADM3000	Retain while active + 10 years
GS71	P/E	<u>Resignation/ Termination Documentation</u>	PER3010	Retain 5 years
GS72	P/E	<u>Search Committee Records</u> Consists of job posting, list of candidates, final report	PER2000	Retain 3 years
GS73	P	<u>W-4 Forms (Copies)</u> Forms completed by employee showing federal tax withholding <i>Original Maintained by Human Resources</i>	PER1030	Retain while active + 6 years

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