## 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.

<table>
<thead>
<tr>
<th>Originating Office/Department Code:</th>
<th>Board of Trustees</th>
<th>BOTR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division:</td>
<td></td>
<td></td>
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<tr>
<td>Approvals</td>
<td></td>
<td></td>
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<tr>
<td>Dean/Director/Head:</td>
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<td></td>
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<tr>
<td>Department Chairperson/Manager:</td>
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<tr>
<td>University Records Manager:</td>
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<tr>
<td>Head, Special Collections and</td>
<td></td>
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</tr>
<tr>
<td>Archives:</td>
<td></td>
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</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>WSU Records Series Number</th>
<th>Medium Code</th>
<th>Value Code</th>
<th>Records Series Title and Description</th>
<th>IUC Number</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOTR99-01</td>
<td>P/E</td>
<td>H</td>
<td>Board of Trustees- Member Biographies and Photographs</td>
<td>ADM9910</td>
<td>Retain permanently.* Regularly transfer originals to the University Archives.</td>
</tr>
<tr>
<td>BOTR99-02</td>
<td>P/E</td>
<td></td>
<td>Board of Trustees Meeting Minutes- Audiotapes</td>
<td>ADM9910</td>
<td>Retain for 2 years then destroy.</td>
</tr>
<tr>
<td>BOTR99-03</td>
<td>P/E</td>
<td>H/V</td>
<td>Board of Trustees Meeting Minutes Includes bound copies of meetings of WSU’s Board of Trustees and its committees. Note: The meeting minutes are considered both historical and vital institutional records. Microfilming is recommended for safe, permanent storage. Original film should be stored offsite while duplicate can be stored in the office of the Board of Trustees or the University Archives.</td>
<td>ADM9910</td>
<td>Retain permanently.* Transfer originals to the University Archives every 3 years.</td>
</tr>
</tbody>
</table>

*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
RECORDS RETENTION SCHEDULE (RRS)
(continuation sheet)

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</thead>
</table>
| BOTR99-04                | P/E         | H          | **Meeting Packets**
Agendas, minutes, and supporting
documentation for monthly Board of Trustees
meetings. These are the official record copies. | ADM9910     | Retain in office for 3
years, then review
for continuing
administrative value.
Transfer 1 dated
paper copy of each
version to the
University Archives
every 3 years. |
| BOTR99-05                | P/E         | H          | **Policy Handbook - Administrative**
“WSU Governing Documents” include Code
of Regulations, Statement of Purpose, and
Board of Trustees statutes and by-laws.

*Note: Last updated in 1977.* | ADM3000     | Retain while active
plus 10 years, then
review for continuing
administrative value.
Transfer 1 dated
copy of each version
to the University
Archives every 3
years. |

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