**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: Med IT- Administrative Technology Group (ATG)</th>
<th>SMNS</th>
</tr>
</thead>
</table>

**Division**: Boonshoft School of Medicine

**Approvals**

**Dean/Director/Head**: 

**Department Chairperson/Manager**: 

**University Records Manager**: 

**Head, Special Collections and Archives**: 

**Date**: 

---

**Medium code**: P=Paper, M=Microfilm/Fiche, E=Machine Readable

**Value code**: C=Confidential, H=Historical, R=Restricted, V=Vital

**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>SMNS10-01</td>
<td>P</td>
<td>V</td>
<td>Agreements/Contracts Original agreements and amendments between BSOM/Med IT and other institutions and businesses. Records include maintenance contracts.</td>
<td>LEG2000</td>
<td>Retain while active, plus five years. Review for continuing administrative or historical value.*</td>
</tr>
<tr>
<td>SMNS10-02</td>
<td>P/E</td>
<td>H</td>
<td>Meeting minutes-Departmental</td>
<td>ADM9910</td>
<td>Retain in the office for three years and then review for continuing administrative value.</td>
</tr>
<tr>
<td>SMNS10-03</td>
<td>P/E</td>
<td>H</td>
<td>Organizational Charts-Departmental</td>
<td>ADM9910</td>
<td>Retain in the office until superseded. Transfer one dated copy of each chart to the University Archives every three 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)*

**New**

**Revision**

**Addition**

**Page** 2 of 5

---

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>SMNS10-04</td>
<td>P/E</td>
<td>C</td>
<td>Personnel Files-Department*</td>
<td>PER3000</td>
<td>Destroy within two years of termination. If subject to legal action, retain until final disposition.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Staff personnel files. These include performance evaluations, letters of recommendations, correspondence, resumes, copies of contracts, vacation, sick, and professional leave information. *Note: Long-term information is held by Human Resources Office.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SMNS10-05</td>
<td>P/E</td>
<td>C</td>
<td>Personnel Files-Employee Selection</td>
<td>PER2000</td>
<td>Retain for three years, then destroy.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Vitae, letters, and records of individuals who have applied for department staff positions.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SMNS10-06</td>
<td>P</td>
<td>H</td>
<td>Policies and Procedures-Departmental</td>
<td>ADM3000</td>
<td>Retain while active plus ten years in the office. Transfer one dated copy of each version to the University Archives every three years.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Records documenting division approved methods or processes for performing activities to ensure uniformity and compliance with institution and legal requirements. This series include the User Support procedures.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SMNS10-07</td>
<td>P/E</td>
<td>V</td>
<td>Procurement Files</td>
<td>ACC2000</td>
<td>Retain while active, plus six fiscal years and then destroy.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Records documenting procurement of hardware and software, including RFP's, correspondence, duplicate contracts, purchase orders, and reviews.</td>
<td></td>
<td></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)

<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>SMNS10-08</td>
<td>P</td>
<td></td>
<td>Project Files (Routine and Special)</td>
<td>ADM9910</td>
<td>a) Retain completed project files until no longer needed for system administration (superseded, obsolete, or replaced) and all legal requirements satisfied. Then review for historical value. b) Dispose of abandoned project files when of no further use for future development.</td>
</tr>
<tr>
<td>SMNS10-09</td>
<td>P/E</td>
<td>H</td>
<td>Reports</td>
<td>ADM9910</td>
<td>Retain in the office for three years and then transfer to the University Archives.</td>
</tr>
<tr>
<td>SMNS10-10</td>
<td>E</td>
<td>H</td>
<td>Web home page-Department</td>
<td>ADM9900</td>
<td>Retain electronic format on the web until obsolete or superseded. If information exists on Web only: Retain a paper copy (including source code) or full CD backup of each version and send to University Archives annually.</td>
</tr>
</tbody>
</table>

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

**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).

9/30/10
### Wright State University
### RECORDS RETENTION SCHEDULE (RRS)
(continuation sheet)

<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>
</table>
| SMNS10-11                 | P/E         |            | Automated Program Listing/Source Code Documentation  
Automated program code which generates machine-language instructions used to operate an automated information system (i.e., web server). | ADM9900    | Retain for three database/master file backup cycles and then destroy. |
| SMNS10-12                 | P/E         | C          | Data Documentation/Data Dictionary Records  
Records generally created during development or modification and necessary to access, retrieve, manipulate and interpret data in an automated system including data element dictionary, file layout, code book or table, and other records that explain the meaning, purpose, structure, logical relationships and origin of the data elements. | ADM9910    | Retain for three years after discontinuance of system or application and until system's or application's date is destroyed or transferred to a new structure or format, then destroy. If all data is not transferred, review for historical value. |
| SMNS10-13                 | P/E         |            | Procurement Files: Data Migration  
Records used in the procurement of system hardware and software including request for proposals, proposals, quotations and bids, benchmark/acceptance testing information, correspondence, duplicate copies of contracts, purchase orders, technical reviews, and vendor information including references and literature on the firm or product line. | ACC2000    | Retain active plus six years then destroy. |

**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)

1Medium code: P=Paper, M=Microfilm/Fiche, E=Machine Readable
2Value code: C=Confidential, H= Historical, R=Restricted, V=Vital
3Description: 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>
</table>
| SMNS10-14 | P/E | | **Data Systems Specifications**  
Records necessary for using system, including user guides, system or sub-system definition, system flowcharts, program descriptions and documentation, job control or work flow records, system specifications, and input and output specifications. | ADM9910 | Retain three years after discontinuance of system and until all system data is destroyed or transferred to new operating environment, then destroy. If all data is not destroyed or transferred, review for historical value. |
| SMNS10-15 | P/E | | **Test Database Files**  
Routine of benchmark data sets, related documentation, and test results constructed or used to test of develop a system. | ADM9900 | Retain until superseded, obsolete or replaced, then review for historical value. |

**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).