**Note:** Longer term storage may include, but not 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**: x
- **Addition**: 
- **Page**: 2 of 2

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></td>
<td>P/E</td>
<td></td>
<td><strong>Accounting Records</strong> includes payroll reconciliation documentation and internal purchasing transactions (i.e., operational and grant-related).</td>
<td>General Schedule 01</td>
<td>Retain for one year in the office, transfer for two years to inactive records and then destroy.</td>
</tr>
<tr>
<td></td>
<td>P/E</td>
<td></td>
<td><strong>Budget Records</strong> includes duplicate files of: a) Overall budget-School of Medicine (originals in the University Controller’s office) b) Budget-Departments (originals in the University Controller’s office) c) Budget-Grant-related projects (originals in the Office of Research and Sponsored Programs)</td>
<td>General Schedule 05</td>
<td>Retain for one year in the office, transfer for two years to inactive records and then destroy.</td>
</tr>
</tbody>
</table>

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