**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 Way Policy 2501. 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.wydmann@wright.edu.

<table>
<thead>
<tr>
<th>Originating Office/Department Code: Computing and Telecommunications Services - Telecommunications</th>
<th>CTTC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division: Approvals</td>
<td>Provost</td>
</tr>
<tr>
<td>Dean/Director/Head:</td>
<td></td>
</tr>
<tr>
<td>Department Chairperson/Manager:</td>
<td></td>
</tr>
<tr>
<td>University Records Manager:</td>
<td></td>
</tr>
<tr>
<td>Head, Special Collections and Archives:</td>
<td></td>
</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>CTTC11-01</td>
<td>P/E</td>
<td>V</td>
<td>Agreements/Contracts Original agreements and amendments between WSU and other institutions and businesses. Records related to obligations under contracts, leases, and other agreements such as contracts with Ameritech on cellular phones and pagers.</td>
<td>LEG2000</td>
<td>Retain while active, plus five years. Review for continuing administrative or historical value.*</td>
</tr>
<tr>
<td>CTTC11-02</td>
<td>P/E</td>
<td></td>
<td>Manuals - Equipment (switch room)</td>
<td>ADM9900</td>
<td>Retain until superseded.</td>
</tr>
<tr>
<td>CTTC11-03</td>
<td>P/E</td>
<td>H</td>
<td>Reports - Monthly - Department</td>
<td>ADM9910</td>
<td>Retain while active, plus three years and then transfer to the University Archives.</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).

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RECORDS RETENTION SCHEDULE (RRS)
(continuation sheet)

\[\begin{array}{|c|c|c|c|c|c|}
\hline
WSU Records Series Number & Medium Code\(^1\) & Value Code\(^2\) & Records Series Title and Description\(^3\) & IUC Number & Retention Period \\
\hline
CTTC11-04 & P/E & & Reports-Mysoft & ACC1000 & Retain for six years and then destroy. \\
& & & This series includes reports compiled with data from the Mysoft database such as reports of long-distance and local phone charges of WSU offices. & & \\
CTTC11-05 & E & V & Telephone Administration-Database & ACC1000 & Retain raw billing data (electronic) for six fiscal years and then erase. \\
& & & Telephone Billing System (Mysoft) & & Contractor must retain documentation on the database/system for the life of the system. \\
& & & Transactions backed up to server nightly. Data is then used to create bills and transactions that feed into Banner. & & Retain paper form of service orders one year after the information is entered into database and then destroy. \\
& & & This database contains information on 1. Billing of telephone services to WSU offices: Raw data from the system are processed nightly via a custom-made database (Windows). At the end of the month, individual reports are produced for each account and fed to Banner. Detailed reports are retained on server. Data from 2003 to present can be retrieved. & & \\
& & & 2. Telephone Services Order processing (Move/Add/Charge) & & \\
& & & This series includes paper request forms from various WSU offices. When the installation of the ordered item is complete, the information is entered in the Mysoft database and retained on server. & & \\
\hline
\end{array}\]

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<tr>
<td>CTTC11-06</td>
<td>P</td>
<td>C</td>
<td>Telephone Billing Statements</td>
<td>ACC1000</td>
<td>Retain for four years then destroy</td>
</tr>
</tbody>
</table>
| CTTC11-07              | E           | H          | Voice Mail Services-The Dorm Program-Database
This database contains two types of information:
Billing information **on changes in charges for student accounts** is sent nightly to the Bursar's office. The Bursar's office sends nightly a report detailing status of individual accounts. The Dorm Program database automatically balances the accounts.

Charges include technology and phone line charges reported quarterly and long-distance charges reported monthly. | ACC1000    | Retain for six fiscal years and then erase electronic information. |
| CTTC11-08              | P           | H          | Voice Mail Services-Correspondence
This includes letters sent to students whose voice-mail accounts have exceeded the allowed usage limit. Original letter is sent to the student while the office retains a copy. The students' access pins are deactivated at this point. | ADM9900    | Retain for one year and then destroy. |
| CTST11-09              | E           | R          | System Users Access Records- Surveillance Video
Surveillance tapes for all CaTS facilities, including computer labs. Tapes are on a 14 day rotation.

**Logs-Surveillance Videotapes**
Logs of surveillance tapes for all CaTS facilities. | ADM9900    | Recycle every 14 days. Retain until obsolete then delete/destroy. |

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