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.

Originating Office/Department Code: Design and Construction
(Formerly Engineering and Construction)

Division: Facilities Management and Campus Operations

Approvals

Dean/Director/Head:

Department Chairperson/Manager:

University Records Manager:

Head, Special Collections & Archives:

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 Code¹</th>
<th>Value Code²</th>
<th>Records Series Title and Description³</th>
<th>IUC Number</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLEN09-01</td>
<td>P</td>
<td>V/H</td>
<td>Architectural Drawings</td>
<td>ADM2030</td>
<td>Retain indefinitely.* Microfilming and storing the master copy in the University Archives is highly recommended.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Original building drawings and as-built drawings for all buildings, building infrastructure and campus site plans.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLEN09-02</td>
<td>E</td>
<td>V/H</td>
<td>Architectural Drawings</td>
<td>ADM2030</td>
<td>Retain indefinitely.* Ensure regular back-ups and upgrades.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Construction drawings as shown in 01 above in electronic format.</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>
</table>
| PLEN09-03                | P           | V          | Construction/Renovation Projects-Capital Property- Accounting Records-State of Ohio  
a) Monthly Banner report (WSU Accounting System)  
b) OAKS report (State Accounting System) | ACC2000    | Retain while active plus six years and then delete. |
| PLEN09-04                | P           | V/H        | Construction Projects-Capital Property- Administrative Records  
a) Program, surveys, permits, specifications, submittals, shop drawings, manager notes, close out documents, budget/funding records.  
b) Design development/review, ADA standards, architect selection/contract/correspondence, testing, inspections, general/DAS/EEO correspondence, bidding procedures, advertising, bid tabulation, construction contracts, project meeting minutes, contractor correspondence, furniture/fixture/equipment list, change orders, Ohio Arts Council, commissioning and final report. | ADM2030    | Retain a for life of building.  
Retain b while active plus 26 years and then destroy. |
| PLEN09-05                | P           | V          | Construction Project-Capital Property- Accounting Records  
Architects/contractors payments, value engineering, cost estimates/analysis, schedules, requests for information, equipment contracts, signage, fit up, bulletins, purchase orders and claims. | ACC2000    | Retain while active plus six years and 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).

---

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.
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).

<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>
| PLEN09-06                 | P           | V          | Construction/Renovation Projects-Capital Property-Locally Funded-Accounting Records  
  a) Minor construction-216XXX account records (for projects less than $100,000).  
  b) Major construction-882XXX account records (for projects $100,000 and greater).  
  c) Monthly project account reports.  
  d) Department budget account 215100 records.  
  e) Department design account 215103 records. | ACC2000 | Retain a, b, and c while active plus six years and then destroy.  
Retain d and e for two years and then destroy. |
| PLEN09-07                 | P           | H/V        | Construction Projects-Capital Property-Master Plan-Administrative Records  
  a) Master plans for long range planning and development of the exterior/physical aspects of the campus.  
  b) Capital plans describe state and locally funded construction projects anticipated over the next six years.  
  c) Project planning folders. | ADM2030 | Retain a and b in the office indefinitely.  
A security microfilm or paper hard copy stored in the University Archives is highly recommended.  
Retain c in the office for ten years and then review for continuing administrative value. |
| PLEN09-08                 | P           | V          | Environmental-Hazardous Substances Records Asbestos Abatement | EVN2000 | Retain for 30 years and 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).