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: ENROLLENT PROCESSING- Office of Enrollment Processing and Financial Aid

Division: Enrollment Management

Date:

Approvals
Dean/Director/Head: ____________________________
Department/Unit Manager/Chair: ____________________________
University Records Manager: ____________________________
Head, Special Collections and Archives: ____________________________

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>Mediu m 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>ENPR16-01</td>
<td>P</td>
<td>C</td>
<td>Accounting Records</td>
<td>ACC1000</td>
<td>Retain while active + 1 additional year.</td>
</tr>
</tbody>
</table>

Accounting Records
Payment records related to enrollment processing for which this office holds the only copy.

NOTE: All credit card billing records are to be destroyed within 18 months, as per PCI/DSS

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).

4/25/16
## Wright State University
### RECORDS RETENTION SCHEDULE (RRS)
(continuation sheet)

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<tr>
<th>WSU Records Series Number</th>
<th>Medium Code 1</th>
<th>Value Code 2</th>
<th>Records Series Title and Description 3</th>
<th>IUC Number</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENPR16-02</td>
<td>P</td>
<td>C</td>
<td>Application Files for Applicants Who Do Not Matriculate</td>
<td>General Schedule GS10</td>
<td>Retain for one year after application and then destroy. Note: This records series is covered by the General Schedule, therefore a Certificate of Destruction is not required when records are destroyed. However, destruction of records should be performed in a manner that maintains confidentiality according to FERPA.</td>
</tr>
<tr>
<td>ENPR16-03</td>
<td>P</td>
<td>C</td>
<td>Application Files for Applicants Who Matriculate</td>
<td>EDU1010</td>
<td>Retain while active plus 1 year. Note: Destruction of records should be performed in a manner that maintains confidentiality according to FERPA.</td>
</tr>
</tbody>
</table>

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</tr>
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<tbody>
<tr>
<td>ENPR16-04</td>
<td>E</td>
<td>C</td>
<td>Application Information for Applicants Who Matriculate on Student Information Systems (SIS) Database</td>
<td>EDU1010</td>
<td>System is backed up by the department of Computing and Telecommunications services on a nightly and weekly basis. When system obsolete, data and program are rolled off to tape and archived (electronically) indefinitely.</td>
</tr>
<tr>
<td>ENPR16-05</td>
<td>P/E</td>
<td>H</td>
<td>Policies and Procedures-Department Includes standard operating procedures.</td>
<td>ADM3000</td>
<td>Retain while active plus ten years. Transfer one paper copy of each version to the University Archives.</td>
</tr>
<tr>
<td>ENPR16-06</td>
<td>P</td>
<td>H</td>
<td>Publications-Department Brochures and other outreach materials describing enrollment procedures and processing.</td>
<td>PUB3000</td>
<td>Retain in the office for three years and then transfer one copy of each item to the University Archives.</td>
</tr>
</tbody>
</table>

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