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: Faculty Senate Office LCFS

Division: Dean, Lake Campus

Office of the Dean: 

University Records Manager: 

Head, Special Collections & 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>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>LCFS01-01</td>
<td>E</td>
<td></td>
<td>Audiotapes/ Recordings of Faculty Senate Meetings</td>
<td>PER3000 and LEG4000</td>
<td>Retain for ten years and then review for continuing administrative value.</td>
</tr>
<tr>
<td>LCFS12-02</td>
<td>P/E</td>
<td>H</td>
<td>Committee Meeting Minutes of the Faculty Senate Includes original meeting minutes, reports, working documents, and correspondence.</td>
<td>ADM9910</td>
<td>Retain in the office for three years and then transfer to the University Archives. Note: all minutes are archived online.</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).