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: Lake Campus Library  
LCLB

Division: University Libraries/Dean, Lake Campus, WSU Provost’s office

Approvals

Department Chairperson/Manager: ___________________________  
University Records Manager: ___________________________  
Head, Special Collections & Archives: ___________________________

1Medium code:  
P=Paper, M=Microfilm/Fiche, E=Machine Readable

2Value code:  
C=Confidential, H=Historical, R=Restricted, V=Vital

3Description: 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>
</table>
| LCLB01-01                 | E           |            | **Inter-Library Loan Borrowing Requests**  
Patron Request Form to borrow items from an outside library. This series includes both filled and unfilled requests.  
**Note:** The 3-year retention satisfies copyright law requirements.  
| ADM9900                  | Retain for three years, then destroy electronic records. |
| LCLB01-02                 | E           |            | **Inter-Library Loan Lending Requests**  
Electronic requests from outside libraries to borrow materials. This series includes both filled and unfilled requests.  
**Note:** If invoice is generated, a copy is retained in Administrative Office of the University Libraries.  
| ADM9900                  | Retain for three months, then destroy electronic records. |
| LCLB01-03                 | P           | H          | **Publications-Library**  
Publications such as brochures, newsletters and other material produced by the Lake Campus describing its programs and special events.  
| PUB3000                  | Retain permanently.* |
| LCLB01-04                 | P/E         | H          | **Reports-Annual**  
Report submitted annually to the University Librarian and included in the overall report of the University Libraries.  
| ADM9910                  | Retain in the office for ten years and then review for continuing administrative value. |

•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)

<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>LCLB01-05</td>
<td>P/E</td>
<td></td>
<td>Reports-Statistical-Instructional Activity</td>
<td>ADM9900</td>
<td>Retain for one year, then review for continuing administrative value.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Statistical information on instructional services provided at the Lake Campus.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LCLB01-06</td>
<td>P/E</td>
<td></td>
<td>Reports-Statistical-Reference Activity</td>
<td>ADM9900</td>
<td>Retain for three years, then review for continuing administrative value.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Statistical information on reference services provided at the Lake Campus.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LCLB01-07</td>
<td>P/E</td>
<td>H</td>
<td>Subject Files-Lake Campus Librarian</td>
<td>ADM9910</td>
<td>Retain for three years, then review for continuing administrative or historical value. *</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Correspondence, reports, minutes, memoranda, and information files documenting the activities of this office.</td>
<td></td>
<td></td>
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7/25/07