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.wydman@wright.edu.

Originating Office/Department Code: 

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

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

*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)

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

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.

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