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: Technology, Academic/ Instructional Programs & Services, Lake Campus

Division: Provost’s

Approvals

Dean/Director/Head:

Department Chairperson/Manager:

University Records Chairperson/Manager:

Head, Special Collections and 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 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>LCIS01-01</td>
<td>P</td>
<td>H</td>
<td>Procedures/Reports Office-developed procedures and reports</td>
<td>ADM9910</td>
<td>Retain while active plus five years. Transfer one dated copy of each to the Lake Campus Archives.</td>
</tr>
<tr>
<td>LCIS01-02</td>
<td>P</td>
<td>H</td>
<td>Publications-Department Publications such as brochures, newsletters and other material produced by the department describing its services and events.</td>
<td>PUB3000</td>
<td>Retain in the office for three years and then transfer one copy of each issue to the Lake Campus Archives.</td>
</tr>
<tr>
<td>LCIS01-03</td>
<td>P</td>
<td>C</td>
<td>Student Records-Non-Permanent-Department Includes information on students using the services of the department. It may include information on disabled students. Note: Destruction of records should be performed in a manner that maintains confidentiality as per FERPA.</td>
<td>EDU1010</td>
<td>Retain while active, plus five years and then destroy.</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).