### 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.

<table>
<thead>
<tr>
<th>Originating Office/Department Code:</th>
<th>Residence Life and Housing</th>
<th>RSSV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division:</td>
<td>Approvals</td>
<td>Student Affairs</td>
</tr>
<tr>
<td>Dean/Director/Head:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department Chairperson/Manager:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>University Records Manager:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Head, Special Collections and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Archives:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

### WSU Records Series Number

<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>RSSV15-01</td>
<td>P/E</td>
<td></td>
<td>Appeals-Damage</td>
<td>ADM9910</td>
<td>Retain appeals and all related documentation for one year after the student has received the decision letter.</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).
### Wright State University
#### RECORDS RETENTION SCHEDULE (RRS)
(continuation sheet)

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>RSSV15-02</td>
<td>P/E</td>
<td></td>
<td>Appeals - Housing Committee Files</td>
<td>ADM9910</td>
<td>Retain committee files for current year plus one additional year.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Appeal letters from students requesting to be released from housing contracts and all related documentation produced/collected by the Housing Appeals Committee. Appeals are reviewed by the committee and a determination is made whether to release the student from the housing contract.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>NOTE:</strong> Scans of original appeals letters are copied to R drive and retained for ten years.</td>
</tr>
<tr>
<td>RSSV15-03</td>
<td>P/E</td>
<td></td>
<td>Conferences - Admin Files</td>
<td>ADM9900</td>
<td>Retain information for the current year plus one and then review for continuing administrative value.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Administrative files used by conference desk staff to track arrival/departure dates, key issuance/return, and accommodations assigned to camps/conference groups using residence halls during the summer.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RSSV15-04</td>
<td>E</td>
<td></td>
<td>Guest house - Admin Files</td>
<td>ADM9900</td>
<td>Retain information for the current year plus one and then review for continuing administrative value.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Administrative files used by Facilities Office staff to track usage of residence halls for temporary housing by interns, temporary/new staff, visiting/potential students, and other guests of the university. Information tracked includes guest names, arrival/departure dates, key issuance/return, linens, phone pin number charges, room charges, internet charges, parking charges, and assigned accommodations.</td>
<td></td>
<td><strong>NOTE:</strong> Maintained in Excel spreadsheet, with previous years spreadsheets maintained on K drive.</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).
### 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>RSSV15-05</td>
<td>E</td>
<td></td>
<td>Maintenance Database</td>
<td>ADM9910</td>
<td>Retain electronic information for the current year plus one and then review for continuing administrative value.</td>
</tr>
<tr>
<td>RSSV15-06</td>
<td>P/E</td>
<td>C</td>
<td>Medical Care Records</td>
<td>LEG3000</td>
<td>Retain two years after treatment received.</td>
</tr>
<tr>
<td>RSSV15-07</td>
<td>P/E</td>
<td></td>
<td>Permission for Medical Treatment/ Liability Release Forms</td>
<td>LEG3000</td>
<td>If no treatment needed, retain two years then destroy. If treated, retain as per policy for Medical Care records. (see above.)</td>
</tr>
<tr>
<td>RSSV15-08</td>
<td>P/E</td>
<td>C</td>
<td>Personnel Files-Department</td>
<td>PER3000</td>
<td>Retain while active, dispose within two years of separation from university. If subject to pending legal action, retain until final disposition.</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).

10/15/15
Wright State University
RECORDS RETENTION SCHEDULE (RRS)
(continuation sheet)

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>RSSV15-09</td>
<td>P/E</td>
<td>C</td>
<td><strong>Personnel Files-Employee Recruitment/Search Files</strong> Includes vitae, letters, job posting, interview questions, interview notes, and status of position offer form.</td>
<td>PER2000</td>
<td>Retain for three years, and then destroy.</td>
</tr>
<tr>
<td>RSSV15-10</td>
<td>E</td>
<td>H</td>
<td><strong>Policies and Procedures-Department</strong> Includes Campus Housing Policies, Campus Housing Terms and Conditions, and Guest Housing Handbook</td>
<td>ADM3000</td>
<td>Retain continually updated online. Send hard copy to University Archives annually.</td>
</tr>
<tr>
<td>RSSV15-11</td>
<td>P/E</td>
<td>H</td>
<td><strong>Publications and Publicity Files-Department</strong> Publications such as brochures, flyers, newsletters and other material produced by the department describing its activities and special events.</td>
<td>PUB3000</td>
<td>Retain in the office for three years and then transfer one copy of each issue to the University Archives.</td>
</tr>
<tr>
<td>RSSV15-12</td>
<td>P/E</td>
<td>C</td>
<td><strong>Resident Assistant Files</strong> Files on candidates selected for employment as residence hall advisors. They sign annual employment contracts.</td>
<td>PER3000</td>
<td>Retain while active, plus three years, and then destroy in a confidential manner.</td>
</tr>
<tr>
<td>RSSV15-13</td>
<td>P</td>
<td>C</td>
<td><strong>Resident Assistant Files-Unselected</strong> Files on candidates not selected for employment as residence hall advisors.</td>
<td>PER2000</td>
<td>Retain for two years, and then destroy in a confidential manner.</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).
### Wright State University

**RECORDS RETENTION SCHEDULE (RRS)**

(continuation sheet)

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 Code¹</th>
<th>Value Code²</th>
<th>Records Series Title and Description³</th>
<th>IUC Number</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>RSSV15-14</td>
<td>P/E</td>
<td>C</td>
<td><strong>Residence Files</strong></td>
<td>ACC1000</td>
<td>1. Retain in RMS for four years then delete.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Includes:</td>
<td></td>
<td>2. Retain in RMS for four years then delete.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1. <strong>Agreement</strong> between students and residence halls governing room and board and fee payments</td>
<td></td>
<td>3. Scan and retain in R drive for 10 years.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2. <strong>Incident Reports</strong></td>
<td></td>
<td>4. Enter data in Banner then dispose of paper forms.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3. <strong>Contract Appeals</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>4. <strong>Address Change Forms</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Note 1:</strong> Files are handled by over 85 different staff, including the Community Office, CA staff, maintenance offices, and Facilities Office.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Note no. 2:</strong> A check-in packet is filled out by each new resident documenting contents and conditions of each room assigned to them</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RSSV15-15</td>
<td>P/E</td>
<td>C</td>
<td><strong>Room Inventory Files</strong></td>
<td>ADM9900</td>
<td>Retain original paper files until entered into database.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Informational files on each residence room. Information includes:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>♦ Room conditions and the residents associated with a given room</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>♦ Dates when a resident occupied a room</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>♦ All rooms assigned to a given student, including dates, if a student changed rooms.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>♦ Keys issued or returned</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>♦ Break keys issued/returned</td>
<td></td>
<td></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).

10/15/15
### Wright State University
**RECORDS RETENTION SCHEDULE (RRS)**
(continuation sheet)

---

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>RSSV15-16</td>
<td>E</td>
<td></td>
<td>Room Inventory-Database</td>
<td>ADM9900</td>
<td>Retain student information for the current year plus one additional year then purge from database given there are no pending appeals. <em>Retain all key information continually updated.</em></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Resident-based database tracking</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Room conditions and the residents associated with a given room</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Dates when a resident occupied a room</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>All rooms assigned to a given student, including dates, if a student changed rooms</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Keys issued/returned</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Break keys issued/returned</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Key codes and corresponding locks for entry doors, hallways, and mailboxes in housing buildings</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Master keys used by maintenance or other staff to gain entrance to building areas</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>History of lock changes for all locks and rooms</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Note:</strong> Database tracks where in the system a particular document may be in the process (whether in the check-in/check-out, in room audit, or in the Facilities Office files).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RSSV15-17</td>
<td>P/E</td>
<td></td>
<td>Subject Files-Director’s</td>
<td>ADM9910</td>
<td>Retain in the office for three years. Then, review for continuing administrative or historical value.*</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Includes correspondence, reports, minutes, memoranda, policy and informational files as well as historical information on the development of the department</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RSSV15-18</td>
<td>P</td>
<td></td>
<td>Volunteers Sign-up Forms</td>
<td>ADM9900</td>
<td>Retain while current plus one year and destroy in a confidential manner</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Forms documenting names and addresses of campus persons interested in being a volunteer. Data entered in Volunteers database.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Note:</strong> The Accounts Payable office processes ten-dollar checks paid to the attendees.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></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).

10/15/15
### Wright State University

#### RECORDS RETENTION SCHEDULE (RRS)
(continuation sheet)

<table>
<thead>
<tr>
<th>WSU Records Series Number</th>
<th>Medium Code¹</th>
<th>Value Code²</th>
<th>Records Series Title and Description³</th>
<th>IUC Number</th>
<th>Retention Period</th>
</tr>
</thead>
</table>
| RSSV15-19                 | P            | V           | Registration Cards - Key Cards/Medical Cards  
Includes key registration cards and medical information cards for students in residence halls | ADM4000    | Retain while current then destroy in a confidential manner |
| RSSV15-20                 | E            | H           | Web home page-Departmental  
Includes description of departmental programs, activities and events. | ADM9900    | Retain electronic format on the web until obsolete or superseded. Retain a paper copy of a) each version and b) each version’s source code permanently in the University Archives, if information exists in electronic format only. |

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.

**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).

10/15/15