**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:** Center for Economic Education and Financial Literacy

<table>
<thead>
<tr>
<th>Division:</th>
<th>Raj Soin College of Business</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approvals</td>
<td>Date:</td>
</tr>
</tbody>
</table>

**Dean/Director/Head:**

**Department Chairperson/Manager:**

**University Records Manager:**

**Head, Special Collections & 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>CNEE01-01</td>
<td>E</td>
<td>C</td>
<td><strong>Databases-Departmental</strong> Includes a) Mailing lists (see General Schedule GS21) and b) Registration Log. The information is submitted to and processed by the Bursar’s office.</td>
<td>ADM9900</td>
<td>Retain in the office for three years and then erase information. Note: Destruction of records containing student information should be performed in a manner that maintains confidentiality as per FERPA.</td>
</tr>
</tbody>
</table>

| CNEE01-02 | P | H | **Publications-Departmental** Publications such as brochures, newsletters and other material produced by the Center describing its programs and special events. | PUB3000 | Retain in the office for three years and then transfer one copy of each issue to the University Archives. |

**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)

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| CNEE01-03                 | P           | H          | Reports-Departmental
Includes annual reports to the Ohio Council of Economic Education and various productivity reports on educational offerings of the Center for Economic Education. |            | Retain in the office for three years and then transfer one copy of each to the University Archives. |
| CNEE01-04                 | P/E         |            | Subject Files- Director's
Includes correspondence, reports and informational files as well as historical information on the development of the Center. | ADM9910    | Retain in the office for three years. Then, review for continuing administrative or historical value.* |
| CNEE01-05                 | P/E         | H          | Syllabi (Course Content)
Dated description of web-based course content. | ADM9910    | Retain in the office for ten years and then transfer paper copy to the University Archives. |
| CNEE01-06                 | E           | H          | Web home page-Department
Includes description of the Center's 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. |

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).