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: Writing Across the Curriculum WRCM

Division: University Curricular Programs/ Academic Affairs

Approvals
Dean/Director/Head: ____________________________ Date: ____________________________

Department Chairperson/Manager: ____________________________

University Records Manager: ____________________________

University Archivist: ____________________________

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>
<tbody>
<tr>
<td>WRCM07-01</td>
<td>P/E</td>
<td></td>
<td>Evaluation Forms</td>
<td>ADM9900</td>
<td>Review annually and discard information when of no further administrative value.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Forms filled out by faculty using the services of the Writing Across the Curriculum (WAC) program. Report included in the WAC newsletter.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WRCM07-02</td>
<td>P/E</td>
<td></td>
<td>Publications-Faculty Handbook</td>
<td>PUB3000</td>
<td>Retain in the office. Discard outdated issues every two years.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Handbook for faculty teaching writing intensive classes. The handbook is updated every year and it is available through the WAC web page.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WRCM07-03</td>
<td>P/E</td>
<td>H</td>
<td>Publications-WAC Newsletter</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></td>
<td></td>
<td></td>
<td>Published three to five times a year.</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).
### Wright State University
### RECORDS RETENTION SCHEDULE (RRS)
(continuation sheet)

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</tr>
</thead>
</table>
| WRCM07-04                 | P/E         |            | **Publications- Departmental**
Brochures and other material produced by the office describing its programs, services and events | PUB3000    | Retain in the office for three years and then transfer one copy of each issue to the University Archives. |
| WRCM07-05                 | P/E         |            | **Subject Files- Coordinator's**
Includes correspondence, reports, and informational files as well as historical information on the development of the WAC program. | ADM9910    | Retain in the office for three years. Then, review for continuing administrative or historical value.* |
| WRCM07-06                 | E           | H          | **Web home page-Departmental**
Includes on-line publications such as the faculty handbook and the newsletter as well as description of WAC services, 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.** |

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