

Wright State University RECORDS RETENTION SCHEDULE (RRS)

New	
Revision	X
Addition	
Page	1 of 3

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: Advancement Services and Planned Giving- WSU Foundation **UAFN**

Division/Office: University Advancement **Date:**

Approvals

Dean/Director/Head: _____

Department Chairperson/Manager: _____

University Records 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.

WSU Records Series Number	Medium Code ¹	Value Code ²	Records Series Title and Description ³	IUC Number	Retention Period
UAFN10-01	P/E	V	<u>Accounting Records-Cash Receipts</u> Daily gift reports, copies of checks, donor and miscellaneous revenue documentation and deposit slip.	ACC1000	Retain hard copy in the office for three years. Then image (Canofile) and destroy hard copy. Retain imaged records for two years and then erase. Total retention: five years
UAFN10-02	P/E	V	<u>Accounting Records-Cash disbursements</u> Check request, invoice and check copy, representing checks covering Foundation's internal expenses (non-WSU).	ACC1000	Retain in the office for current and previous year and then transfer to inactive storage for three years. Then, destroy. Total retention: five years

***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).

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 (continuation sheet)

New	
Revision	x
Addition	
Page	2 of 3

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UAFN10-03	P	V	<u>Accounting Records-Journal entries</u> Hand entries to accounting system with supporting documentation on internal (non-gift) revenues and expenses and transfer.	ACC1010	Retain in the office for current and previous year and then transfer to inactive storage for four years. Then, destroy. Total retention: six years
UAFN10-04	P	V	<u>Fund files</u> Account folders with setup sheet and any documentation directing use of funds, (i.e. gift agreements, gift in kind forms etc.).	ADM9910	Retain while active plus five years. Then, review for continuing administrative value. Then, destroy.
UAFN10-05	P	V/H	<u>Financial Records- Audited financial reports-Annual</u>	FIN7010	Retain in the office for three years and then destroy. Transfer one copy to the University Archives annually. Total retention: permanent
UAFN10-06	P	V	<u>Financial Records-Bank statements</u> Monthly bank statements, investment account reports, stock accounts along with all transaction documentation. (i.e.: cancelled checks, check registers, transfer letters and reconciliations.)	FIN1000	Retain in the office for current and previous year and then transfer to inactive storage for three years. Then, destroy. Total retention: five years

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New	
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Page	3 of 3

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WSU Records Series Number	Medium Code¹	Value Code²	Records Series Title and Description³	IUC Number	Retention Period
UAFN10-07	P	V	<u>Financial Records-Interim financial statements</u> Internal monthly and quarterly financial statements used for historical reporting.	FIN 7000	Retain in office for current year plus nine years and then destroy. Total retention: ten years.
UAFN10-08	P	V	<u>Financial Records-Tax returns</u> All federal and state returns with supporting documentation. (i.e.: form 990 and 1099 misc.)	LEG5010	Retain in office for ten years and then destroy. Total retention: ten years.

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