

Wright State University RECORDS RETENTION SCHEDULE (RRS)

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| Addition | |
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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: Budget Planning and Resource Analysis **BDGT**

Division: Approvals **V.P., Business and Fiscal Affairs** **Date:** _____

Dean/Director/Head: _____

Department Chairperson/Manager: _____

University Records Manager: _____

University Archivist: _____

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 ⁵ | IUC Number | Retention Period |
|-------------------------------|--------------------------|-------------------------|---|------------|---|
| Administrative Records | | | | | |
| BDGT11-01 | P | C | Personnel Files-Department* Personnel files of classified and unclassified staff. These include performance evaluations, letters of recommendations, correspondence, resumes, copies of contracts, vacation and sick leave information. <i>*Note: Long-term information is held by Human Resources Office.</i> | PER3000 | Destroy within two years of termination. If subject to legal action, retain until final disposition. |
| BDGT11-02 | P | C | Personnel Files-Search Files-Department Records of individuals who applied or interviewed for positions for which a committee was formed. Files contain authorization forms, job descriptions, search committee minutes, applicant credentials, correspondence, authorization to hire forms. | PER2000 | Retain for three years, then destroy. |
| BDGT11-03 | P/E | | Subject Files-Associate Vice President's Includes correspondence, reports, minutes, memoranda, policy and informational files. | ADM9910 | Retain in the office for three years. Then, review for continuing administrative or historical value. * |

***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).

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| Administrative Records (continued) | | | | | |
| BDGT11-04 | P/E | | <u>Subject Files- Director's</u> Includes correspondence, reports, minutes, memoranda, policy and informational files. | ADM9910 | Retain in the office for three years. Then, review for continuing administrative or historical value.* |
| Budget and Budget Control | | | | | |
| BDGT11-05 | P | H | <u>Budget-Operating-Institutional</u> Bound volumes of annual operating budget for WSU. This includes current funds and personnel data. | FIN2000 | Retain in the office for three years and then review for continuing administrative value. Transfer one copy of the final approved budget to the University Archives once a year. |
| BDGT11-06 | P/E | | <u>Budget -Operating-Institutional-Planning documents</u> Budget requests, including program plans for coming year, usually by cost center. | FIN2000 | Retain in the office for five years and then review for continuing administrative value. |

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| Budget and Budget Control (continued) | | | | | |
| BDGT11-07 | E | | <p>Banner Finance Banner Finance is a fully integrated, internet-based finance system that went live July 2005. It replaced the previously used Resource Allocation and Planning System (RAPS). Banner Finance encompasses Accounts Payable, Purchasing, Fixed Assets, Budgeting, General Ledger, Finance Operations, and Research/Grant & Contract Accounting.</p> <p>In Banner Finance, financial activity is recorded in four ledgers: the general ledger, operating ledger, encumbrance ledger and grant ledger. The general ledger contains all balance sheet accounts. These are assets, liabilities, fund balance and revenue, expenditure and transfer control accounts. The required FOAPAL elements for financial transactions recorded in the general ledger are fund and account. The operating ledger contains all revenue, expenditure and transfer accounts. Budget, actual and encumbrance activity is recorded in the operating ledger (encumbrance activity is also recorded in the encumbrance ledger). The operating ledger is linked to the general ledger. A similar linkage exists for expenditure and transfer accounts. The required FOAPAL elements for financial transactions recorded in the operating ledger are fund, organization, account and program. The encumbrance ledger contains all encumbrance activity detail. The required FOAPAL elements for financial transactions recorded in the encumbrance ledger are fund, organization, account and program. The grant ledger contains all revenue, expenditure and transfer activity for grants and projects maintained on a grant inception to date basis. The benefit of the grants ledger is that financial activity can be accumulated for periods other than fiscal years as is done in the operating ledger. The required FOAPAL elements for financial transactions recorded in the grant ledger are fund, organization, account and program.</p> | FIN2000 | Maintain continually updated. |

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| Risk Management | | | | | |
| BDGT11-08 | E | V | <u>Business Continuity Plans (LDRPS)</u> | ADM9900 | Maintain continually updated |
| BDGT11-09 | P/E | V | <u>Business Continuity Plans- Working Files</u> Operational plans, procedures, lists, etc. | ADM9900 | Retain until superseded. Send 1 copy of each to Archives. |
| BDGT11-10 | P/E | | <u>Certificates of Insurance</u> | LEG3000 | Retain while active + 5 years |
| BDGT11-11 | P/E | C | <u>Driver Application Forms</u> | LEG3000 | Retain while active + 2 years |
| BDGT11-12 | P | | <u>Emergency Management Program- Administration Records</u> | ADM9900 | Retain while active + 3 years. Review for continuing administrative or historical value. |
| BDGT11-13 | P | | <u>Emergency Management Program- After Action Reports</u> | ADM9900 | Retain while active + 3 years. Review for continuing administrative or historical value. |
| BDGT11-14 | P | | <u>Emergency Management Program- Training Records</u> Handouts, presentations and related materials. Includes emergency exercise records. | PER5000 | Retain while active + 3 years. Review for continuing administrative or historical value. |
| BDGT11-15 | P/E | C | <u>Insurance Claims</u> Oct. 2009-present | LEG3000 | 7 years after settlement |
| BDGT11-16 | P/E | V | <u>Mutual Aid Agreements</u> | LEG2000 | Retain while active + 5 years |

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| Risk Management | | | | | |
| BDGT11-17 | P/E | | <u>Property and Casualty Policy Records</u> Includes correspondence and general information | LEG2000 | Retain while active + 5 years |
| BDGT11-18 | P/E | | <u>Property and Casualty Renewal Records</u> 2003-present | ADM9900 | Retain while active + 5 years |
| BDGT11-19 | P | | <u>Real Estate Leases and Agreements</u> Originals maintained by Purchasing Office | LEG2000 | Retain while active |
| BDGT11-20 | P/E | | <u>Risk Management Subject Files</u> | ADM9910 | Retain three years then review for continuing value. |

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| Resource Analysis | | | | | |
| BDGT11-21 | P/E | H | Reports-Annual Reports requested by governmental and accrediting agencies such as AAUP, IPEDS (i.e., fall enrollment, completions, graduation rate, institutional characteristics, libraries, CUPA). | FIN7000 | Retain in the office for five years and then transfer hard copy to the University Archives. |
| BDGT11-22 | P | V/H | Reports compiled by the Budget Office Academic Data Series This series includes statistical data on class size and utilization, student-faculty ratio, course inventories, and the Student Fact Book (previously issued by the office of Institutional Research). | EDU3000 | Retain indefinitely. * Retain in the office for three years and then review for continuing administrative value. Transfer one hard copy to the University Archives once a year. |
| BDGT11-23 | | V/H | Reports to the Ohio Board of Regents (OBR) Fifty to sixty reports compiled by the Budget Planning and Resource Analysis office for submittal to OBR. These are sent electronically once a quarter to the Higher Education Information System (HEI). Some examples are: 1. Undergraduate and graduate admissions analysis 2. 14-day reports (quarterly statistical data) 3. Master course inventory (for subsidy and allocation purposes) 4. Room and Building inventories (for capital and subsidization purposes) 5. One-time reports (statistical and analytical studies) | EDU3000 | Retain indefinitely. * |

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| Resource Analysis (continued) | | | | | |
| BDGT11-24 | P/E | | <u>Reports from the Ohio Board of Regents (OBR)</u> Reports generated by OBR showing aggregate statistics from all public educational institutions in the state of Ohio. | EDU3000 | Retain in the office for five years and then transfer hard copy to the University Archives. |
| BDGT11-25 | P/E | | <u>Reports-Subsidy data and analysis</u> Spreadsheets used internally for forecasting subsidy. | EDU3000 | Retain indefinitely. * Retain in the office for three years and then review for continuing administrative value. |
| BDGT11-26 | P/E | | <u>Reports-Faculty Surveys</u> General reports and surveys requested by departments. Example: CUPA faculty salary survey by rank and discipline submitted to various organizations annually. | ADM9910 | Retain in the office for five years and then transfer hard copy to the University Archives. |

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