

Wright State University RECORDS RETENTION SCHEDULE (RRS)

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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: University Bursar & Director of Treasury Services **BURS**

Division: VP, Business and Fiscal Affairs **Date:** _____

Approvals

Dean/Director/Head: _____

Department Chairperson/Manager: _____

University Records Manager: _____

Head, Special Collections & Archives: _____

¹**Medium code:** P=Paper, M=Microfilm/Fiche, E=Machine Readable

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WSU Records Series Number	Medium Code ¹	Value Code ²	Records Series Title and Description ⁵	IUC Number	Retention Period
University Bursar and Director of Treasury Services Office					
BURS99-01	P/E	C	<u>Personnel Files-All offices in Bursar's department</u> Staff personnel files, including student worker files. These include performance evaluations, letters of recommendation, correspondence, resumes, copies of contracts, vacation, sick, and professional leave information. <i>*Note: a) Long-term information is held by Human Resources Office. b) Each manager maintains his/her own personnel files.</i>	PER3000	Destroy within two years of termination. If subject to legal action, retain until final disposition.
BURS07-02	P/E	H	<u>Policies and Procedures</u> Records documenting department-approved methods or processes for performing activities to ensure uniformity and compliance with institution and legal requirements; includes office and job practices, administrative handbooks, and procedure manuals. These include: 1. Bursar Policy Manual 2. Banner Procedures 3. Tax Policy and Procedures 4. Wright Way Plan.	ADM3000	Retain while active plus ten years, then review for continuing administrative value. Transfer one dated copy of each version to the University Archives every three years.

***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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University Bursar's and Director of Treasury Services Office (continued)					
BURS99-03	P/E	H	<u>Subject Files- Bursar'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.*
BURS07-04	E/P	V	<u>Accounts Receivable-Summary Reports-Banner</u> Includes: Cashier Detail Report, (TGRCSHR), Cashier Session Close, (TGRCLOS), Application of Payments, (TGRAPPL), Account Feed Process (to General Ledger), (TGRFEED), Accounts Receivable Reconciliation Report, (TGRRCON)	ACC1000	Retain for four years then destroy, provided all auditing requirements are met.
BURS07-05	E/P	V/C	<u>Accounts Receivable-Student Installment Payment Plan SIPP form</u> <i>Note: All delinquent accounts are transferred to Student Loan Collection office.</i>	ACC1000	Retain until paid in full plus four years then destroy, provided all auditing requirements are met.
BURS99-06	E/P	V/C	<u>Accounts Receivable-Short-term loan promissory notes</u> <i>Note: All delinquent accounts are transferred to Student Loan Collection office.</i>	ACC1000	Retain until paid in full plus four years then destroy, provided all auditing requirements are met.

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Fee Payment & Deposit/Petty Cash Office					
BURS07-07	P	V	<u>Athletic Meal Money</u> Forms containing name, UID#, and signature of students who have their meals paid by an athletic grant.	ACC1000	Retain for four years then destroy, provided all auditing requirements are met.
BURS07-08	P	V	<u>Cash Remittance Vouchers</u> Information from paper forms is entered in Banner A/R system, which feeds into General Ledger screen. After entered, information cannot be retrieved electronically.	ACC1000	Retain for four years then destroy, provided all auditing requirements are met.
BURS07-09	P	V	<u>Check Requests-Student Organizations-Old receipts</u> This series includes check request forms, bank statements and cash receipts. Transactions currently handled by the office of Student Activities.	ACC1000	Retain for four years then destroy, provided all auditing requirements are met.
BURS07-10	E	V	<u>Daily Balance Sheets-Cashier's Session Controls (Main and Lake Campuses)</u> Daily balance sheets entered in Banner A/R system	ACC3000	Maintain continuously updated.
BURS07-11	P		<u>Daily Balance Sheets</u> Maintained for reference purposes (Records and reports related to managing and determining accuracy of accounting information). Includes printout of the Banner/Touchnet screen (cashier session).	ACC3000	Retain for four years then destroy, provided all auditing requirements are met.
BURS07-12	P	V	<u>Credit Card Receipts</u> Credit card receipts from student payments; Reconciling documentation (i.e., daily total statements from banks, WSU-generated reports)	ACC1000	Retain for 18 months then destroy, provided all auditing requirements are met. <i>Retention policy meets PCI/ DSS requirements.</i>

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Fee Payment & Deposit/Petty Cash Office					
BURS99-13	P	V	<u>Accounts Receivable-Invoices-Student</u> Pertains to third-party-"sponsor"- billing (i.e., institutions or businesses paying for the employees' tuition). <i>Example: Contracts with military and non-military organizations to pay tuition fee for their employees.</i>	ACC1000	Retain until paid in full plus four years, then destroy, provided all auditing requirements are met.
BURS07-14	P	V	<u>Accounts Receivable-Invoices-WSU Departments</u> Records required for payment or deferral of fees by WSU departments. Examples include misc. waivers and financial aid exceptions.	ACC1000	Retain until paid in full plus four years, then destroy, provided all auditing requirements are met.
BURS99-15	P	V	<u>Accounts Receivable-Invoices-Third Party</u> Invoices for services and materials received by outside third parties. Example: Laboratory Animal Resources (LAR) invoices to third parties.	ACC1000	Retain until paid in full plus four years, then destroy, provided all auditing requirements are met.
BURS99-16	E/P		<u>Accounts Payable/Receivable-Reconciliations</u> Includes all supporting information used to reconcile internal accounts as well as year-end reports. Examples: Accounts receivable-Students, bookstore vouchers and disks.	FIN1000	Retain for four years, then destroy, provided all auditing requirements are met.

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Student Loan Collections					
BURS99-17	P/E	V	<u>Accounts Receivable-Returned Checks</u> All student payments (check) returned to WSU for insufficient funds.	ACC1000	Retain until paid in full plus six years, then destroy.
BURS99-18	P/E	V	<u>Accounts Receivable-Write-off Files</u> All SAR accounts, campus-based loans, and library accounts which were written off because they could not be collected.	ACC1000	Retain until paid in full plus six years, then destroy.
BURS07-19	P/E	V	<u>Banner Reports-Accounts Receivable</u>	ACC1000	Retain until paid in full plus six years, then destroy.
BURS07-20	E	V/C	<u>Loans-Accounts Receivable-Database</u> (Canofile for Windows, version no. 2) Electronic Database holding approximately 86,000 files with current, past due, and paid-in-full accounts. Use began in 1992. Information is sorted by UID or SSN of student receiving loan. Notes: 1. The paper records (inactive and active files) are destroyed within two days to one month after images are scanned. 2. The database is backed up nightly by CaTS on its own server.	EDU2000	Retain until paid in full plus six years, then destroy. <i>Note: Destruction of records should be performed in a manner that maintains confidentiality as per FERPA.</i>
BURS07-21	P/E	V/C	<u>Loans-Federal-Stafford</u> Includes back-up documentation and entrance and exit interview forms.	EDU2000	Retain until paid in full plus six years, then destroy. <i>Note: Destruction of records should be performed in a manner that maintains confidentiality as per FERPA.</i>

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Student Loan Collections					
BURS99-22	P/E	V/C	<p><u>Loans- Institutional</u> Includes Perkins and all other campus-based loan programs.</p> <p>Includes a) original paper promissory note and b) supporting documentation (rights and responsibilities, borrower's certification form, interview form).</p> <p>Note: <i>The promissory notes (only) are filed in fireproof cabinets and arranged by last name. Rights and responsibilities form, borrower's certification form, and interview form are scanned.</i></p>	EDU2000	<p>Retain promissory note until paid in full, then transfer to CD and retain for seven years. Then, erase or overwrite information. After promissory note is paid in full, mail paper record to borrower.</p> <p>Note: <i>Destruction of records should be performed in a manner that maintains confidentiality as per FERPA.</i></p>
BURS99-23	E/P	V	<p><u>Promissory Notes-Delinquent/Short-Term</u></p>	EDU2000	<p>Retain until paid in full plus six years, then destroy.</p> <p>Note: <i>Destruction of records should be performed in a manner that maintains confidentiality as per FERPA.</i></p>
BURS99-24	E/P	V	<p><u>Student Installment Payment Plan Applications-Delinquent</u></p>	EDU2000	<p>Retain until paid in full plus six years, then destroy.</p> <p>Note: <i>Destruction of records should be performed in a manner that maintains confidentiality as per FERPA.</i></p>
BURS99-25			<p><u>Reports-External Audit</u></p>	ADM9910	<p>Retain for ten years in the office and then transfer to the University Archives.</p>

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Tax Records and Treasury Services					
BURS99-26	P/E	V	<u>Accounts Receivable-Agreements/Contracts</u> Original agreements and amendments between WSU and other institutions and businesses, including banks. Records related to obligations under contracts, leases, and other agreements.	LEG2000	Retain while active, plus five years, then, review for continuing administrative or historical value.*
BURS99-27	P	V	<u>Accounts Payable/Receivable- Bank Reconciliations</u> Includes all supporting information used to reconcile bank accounts, year-end reports, and direct deposit request forms.	FIN1000	Retain for four years, then destroy, provided all auditing requirements are met.
BURS99-28	P/E	V	<u>Form 990-T-Unrelated Business Income Tax Returns</u> Records include copy of filed return, extensive electronic spreadsheet used to prepare return, and other supporting documentation. First requested for submission in 1990. Reviewed by external auditing firms.	LEG5010	Retain for ten years then destroy, or determined by the inclusive years of Net Operating Loss carryover, whichever is longer.
BURS99-29	P	V/H	<u>Form 1098-T-Hope and Lifetime Learning Tax credits</u>	LEG5000	Retain for six years, then destroy.
BURS99-30	P	V/H	<u>Form 1042-5 Foreign Person U.S. Source Income and Withholding</u>	LEG5000	Retain for six years, then destroy.
BURS99-31	P/E	V/H	<u>IRS Audit Reports</u> Include workpapers and electronic spreadsheets. Contain information on faculty, staff, and students (i.e., student wages, non-resident alien work hours and fees).	FIN7010	Retain for ten years, then review for further administrative value.

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Tax Records and Treasury Services					
BURS99-32	P/E	V/H	<u>Reports-Investments</u> <i>External</i> 1) Monthly statement (paper) 2) Periodic presentations to administration <i>Internal</i> 1) Copies of paperwork supporting purchases and maturities (paper) 2) Bid sheets (paper) 3) Account statements (paper) 4) Monthly investments reports (electronic)	FIN3000	Retain external and internal paper documentation while current plus six years. Retain electronically produced reports for ten years, then review for continuing historical value.*
BURS07-33	P/E	V	<u>Sales Tax Returns</u> Monthly records that include copy of filed return and related reports, including electronic spreadsheet with supporting computations	ACC1000	Retain for four years, then destroy as prescribed by the Commissioner of Taxation, State of Ohio.

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Vending Operations and One Card					
BURS07-34	P/E		<u>Accounts Payable-Cash Remittance</u> Includes a) bank deposit slips and coin counter receipts (backup documentation for cash remittance vouchers) and b) monthly reconciliation reports (PL Sequel reports and cash remittance vouchers).	ACC1000	Retain for four years, then destroy provided all auditing requirements are met.
BURS99-35	P/E		<u>Accounts Payable-Reports-Vending</u> Daily Daily Cash Receipt Analysis, Daily Report Exception Information, Warehouse Transaction Weekly Daily Cash Receipt, Employee Accountability, Employee Sort, Machine Sort, Total Cash Receipt Analysis, Total Product Use Monthly Employee Sort Report, Location Sort Report, Location Product Use Report, Machine Sort Report, Total Product Use, Close-out OCS and Damage Warehouse, Location Accountability, Location Cash Receipt, Total Cash Receipt Analysis Annual Reports running from July 1 to June 30 (fiscal year)	ACC3000	Retain for four years, then destroy provided all auditing requirements are met.
BURS07-36	P		<u>Accounting Reports-The Wright One Card</u> PL Sequel reports for back up purposes. System electronically backed up since 1992.	ACC3000	Retain for four years, then destroy provided all auditing requirements are met.
BURS07-37	P/E		<u>Accounting Database-The Wright One Card</u> Database Includes name, UID or SSN, and account information (debits/credits). Three types of accounts available: 1) Dining Dollars (campus resident meal monies) 2) Bonus Dining Dollars (voluntary Dining Services incentive account) 3) Flex Dollars (voluntary campus wide account)	ACC1000	Retain for four years, then destroy provided all auditing requirements are met.
BURS99-38	P/E		<u>ID Center-Authorization Forms</u> This is the only campus copy of form issued by the department of Human Resources authorizing employees to have ID card issued.	ADM9900	Retain for two years after ID card issued and then destroy.

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