

Wright State University RECORDS RETENTION SCHEDULE (RRS)

| | |
|----------|--------|
| New | |
| Revision | X |
| Addition | |
| Page | 1 of 5 |

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: | Business Services (prev. Offices of Materials Management and Contract Services and Purchasing) | BSSV/ PRCH |
| Division: Approvals | VP, Business and Fiscal Affairs | Date: |
| Dean/Director/Head: | _____ | _____ |
| 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 ⁵ | IUC Number | Retention Period |
|---------------------------------|--------------------------|-------------------------|---|------------|--|
| BUSINESS SERVICES OFFICE | | | | | |
| BSSV99-01 | P | | Agreements/Contracts* Duplicate copies of contracts and their amendments held by Purchasing Office. Files include pertinent correspondence and copies of vendors' financial reports (i.e., budget report for the Bookstore). <i>*Note: Original agreements and amendments held in Purchasing Office.</i> | ADM9900 | Retain for one year following termination or expiration of agreement. |
| BSSV04-02 | P | V | Agreements/Contracts Original agreements pertaining to Food Services equipment maintenance. Includes contracts for services, purchases and sales, transportation, leases, property, exchange of property, etc. | LEG2000 | Retain while active, plus five years. Review for continuing administrative or historical value.* |

***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).

Wright State University
RECORDS RETENTION SCHEDULE (RRS)
 (continuation sheet)

| | |
|-----------------|--------|
| New | |
| Revision | x |
| Addition | |
| Page | 2 of 5 |

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 |
|---|--------------------------|-------------------------|---|------------|--|
| BUSINESS SERVICES OFFICE (continued) | | | | | |
| BSSV04-03 | P | | <u>Excess and Surplus Property Management (ESPM)</u> Includes correspondence and documentation on bids for the sale of lab animal cages, equipment, vehicles, and other material property of WSU as well as ESPM disposal requisition forms and ESPM cash receipts. | ACC2000 | Retain current fiscal year in office plus three years in storage and then destroy. |
| BSSV99-04 | P | H | <u>Committees-Departmental</u> Includes meetings documentation from committees such as the Bookstore Continuous Improvement Committee and the Dining Services Advisory Committee. | ADM9910 | Retain in office for three years, then transfer reports to the Archives. |
| BSSV99-05 | P/E | | <u>Food Services Equipment</u> Records related to the maintenance and repair of Food Services Equipment. Includes equipment list and pertinent correspondence. Maintained in paper format and in an Access database. | ADM9910 | Retain for three years and then review for continuing administrative value. |
| BSSV99-06 | P/E | | <u>Mailing Documentation-First Class Mail and Campus Mail</u> Includes requisition forms and receipts. Original postage and UPS reports submitted to Financial Services. | FIN8020 | Retain for three fiscal years, then destroy. |
| BSSV99-07 | P/E | | <u>Shipping and Receiving Documentation</u> Includes a) Returned order forms, b) Summary of charges form, c) 1100 form, d) Damaged good claims. | FIN8020 | Retain for three fiscal years, then destroy. |
| BSSV99-08 | E | | <u>Inventory-Lab Stores*</u> Inventory of stock for resale and record of sales. <i>*Note: Information first entered in the Reality inventory module in July 1997. Lab Stores inventory separate from capital inventory.</i> | ACC2000 | Retain current fiscal year in office plus three years in storage and then destroy. |

***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).

Wright State University
RECORDS RETENTION SCHEDULE (RRS)
 (continuation sheet)

| | |
|-----------------|--------|
| New | |
| Revision | x |
| Addition | |
| Page | 3 of 5 |

- 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 |
|---|--------------------------|-------------------------|---|------------|---|
| BUSINESS SERVICES OFFICE (continued) | | | | | |
| BSSV04-09 | P | | Cash Register Tapes-Food Services Includes daily cash reports worksheets. <i>Note: They are filed by day.</i> | ACC2000 | Retain current fiscal year plus one and then destroy. |
| BSSV04-10 | E | | Sales transactions-Food Services Includes One Card and cash transactions. <i>Note: The information maintained in the Wright One System is fed into the FAS and BARS systems.</i> | ACC2000 | Retain information on the system for the current fiscal year plus two. Then, archive in tapes. Retain for two years and then erase after completion of audit. |
| BSSV 04-11 | P | C | Personnel Files-Department* Staff personnel files, including student workers. These include performance evaluations, letters of recommendations, correspondence, resumes, copies of contracts, and 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. |
| BSSV04-12 | P | C | Personnel Files-Employee Selection Includes vitae, letters, records of individuals who have applied for staff positions in the office of Business Services. | PER2000 | Retain for three years, then destroy. |
| BSSV04-13 | P/E | H | Subject Files- Directors (Business Services and Purchasing) Includes correspondence, reports, minutes, memoranda, and informational files. | ADM9910 | Retain in the office for three years. Review for continuing administrative or historical value.* |

***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).

Wright State University
RECORDS RETENTION SCHEDULE (RRS)
 (continuation sheet)

| | |
|-----------------|--------|
| New | |
| Revision | x |
| Addition | |
| Page | 4 of 5 |

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 |
|---------------------------|--------------------------|-------------------------|---|------------|---|
| PURCHASING OFFICE | | | | | |
| PRCH04-01 | P/E | V | <u>Agreements/Contracts</u> Original agreements and amendments between WSU and other institutions and businesses. Records related to obligations under contracts, leases, and other agreements (i.e., Food Services agreements). Includes contracts for services, purchases and sales, transportation, leases, property and construction, exchange of property, etc. Includes government contracts (State of Ohio contracts accessible on-line) and records required to be kept until government audit. | LEG2000 | Retain while active, plus five years. Review for continuing administrative or historical value.* |
| PRCH05-02 | P/E | V | <u>Agreements/Maintenance-Office Equipment*</u> Original agreements pertaining to equipment maintenance and equipment list (see BSSV04-2). <i>*Notes: a) These records are to be held by the Purchasing Office when Purchasing Office handles the purchase and there is a corresponding contract. b) Accounting Office holds original capital property records.</i> | LEG2000 | Retain while active, plus five years. Review for continuing administrative or historical value.* |
| PRCH99-03 | P/E | | <u>Commodity List</u> List of current commodities used by product type. Periodically updated. | ADM9900 | Retain until obsolete or superseded. |
| PRCH99-04 | P | | <u>Quotations/Bids-Successful-On-going</u> Records related to requests for bids for on-going contractual purchases for goods or services. These include RFPs, RFQs, and responses from vendors, resulting P.O.s and contracts where applicable. (These records are arranged numerically by fiscal year). | FIN8000 | Retain while active plus three fiscal years, provided applicable audits have been released, then destroy. |
| PRCH99-05 | P | | <u>Quotations/Bids-Successful-One-time</u> Records related to requests for bids for one-time purchases of goods or services. These include RFPs, RFQs, and responses from vendors, resulting P.O.s and contracts where applicable. (These records are arranged numerically by fiscal year). | FIN8000 | Retain while active plus three fiscal years, provided applicable audits have been released, then destroy. |

***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).

Wright State University
RECORDS RETENTION SCHEDULE (RRS)
(Continuation sheet)

| | |
|-----------------|--------|
| New | |
| Revision | x |
| Addition | |
| Page | 5 of 5 |

| WSU Records Series Number | Medium Code ¹ | Value Code ² | Records Series Title and Description ³ | IUC Number | Retention Period |
|--------------------------------------|--------------------------|-------------------------|---|------------|---|
| PURCHASING OFFICE (continued) | | | | | |
| PRCH99-06 | P | | <u>Quotations/Bids-Unsuccessful</u> Records related to requests for unsuccessful bids for purchases of goods or services. These include RFPs, RFQs, and responses from vendors. (These records are arranged numerically by fiscal year). | FIN8000 | Retain while active plus three fiscal years, provided applicable audits have been released, then destroy. |
| PRCH99-07 | P | V | <u>Purchase Orders*</u> Purchasing Office's copy of order to a supplier authorizing purchase of goods. Includes 1) Blanket purchase orders for a) Services and b) Maintenance (arranged alphanumerically), and 2) Regular purchase orders (arranged numerically by fiscal year). <i>*Note: Copies of Purchase Orders are included in the individual Contract/Agreements files.</i> | FIN8010 | Retain while active plus three fiscal years, then destroy. |
| PRCH04-08 | E | V | <u>Purchase Orders*</u> Purchase order information held on the PALMAS/FAS system. Includes requisition and purchase order. | FIN8010 | Retain current fiscal year plus three years, then erase. |
| PRCH99-09 | E | | <u>Requisition Requests by WSU offices</u> Forms used to order goods and services. | ACC1000 | Retain current fiscal year plus three years, then destroy. |

***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).