

Wright State University RECORDS RETENTION SCHEDULE (RRS)

New	
Revision	X
Addition	
Page	1 of 2

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: Director, Computing and Telecommunications Services **CTDR**

Division: Provost **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 ⁵	IUC Number	Retention Period
Telecommunications Office					
CTDR00-01	P/E	H	<u>Meeting minutes-Departmental</u>	ADM9910	Retain in the office for three years and then transfer to the University Archives.
CTDR00-02	P/E	H	<u>Organizational Charts-Departmental</u>	ADM9910	Retain in the office until superseded. Transfer <i>one dated copy</i> of each chart to the University Archives every three years.
CTDR00-03	P/E	C	<u>Personnel Files-Department*</u> Staff personnel files, including student workers files. These include performance evaluations, letters of recommendations, correspondence, resumes, copies of contracts, vacation, sick, and professional 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.

***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).

6/21/07

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

New	
Revision	x
Addition	
Page	2 of 2

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
CTDR00-04	P/E	C	<u>Personnel Files-Employee Selection</u> Vitae, letters, and records of individuals who have applied for staff positions in the department of Computer and Telecommunications Services.	PER2000	Retain for three years, then destroy.
CTDR00-05	P	H	<u>Policies and Procedures-Departmental</u> Records documenting division approved methods or processes for performing activities to ensure uniformity and compliance with institution and legal requirements. Examples include documentation on telecommunications, systems, and data processing operations.	ADM3000	Retain while active plus ten years in the office. Transfer one dated copy of each version to the University archives every three years.
CTDR00-06	P	H	<u>Publications/Publicity</u> Includes departmental newsletters such as <i>Quickbits</i> , brochures and other publications describing training sessions and events organized by the Computing and Telecommunications department. This series also includes articles written by CaTS staff.	PUB6000	Retain permanently. Send one copy of each issue to the University Archives once a year.
CTDR00-07	P/E	H	<u>Reports-Annual</u> Annual reports outlining the activities of the Computing and Telecommunications department.	ADM9910	Retain in the office for three years and then transfer to University Archives
CTDR00-08	P/E	H	<u>Subject Files-Director's</u> Includes correspondence, reports, minutes, memoranda, policy and information files. This series includes historical information on development of the department, important initiatives, projects, etc.	ADM9910	Retain in the office for three years. Then, review for continuing administrative or historical value.*
CTDR00-09	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.	LEG2000	Retain while active, plus five years. 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).

6/21/07