

# 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](mailto:chris.wydman@wright.edu).

**Originating Office/Department Code:** Computing and Telecommunications Services- Telecommunications **CTTC**

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**Division:** Provost **Date:**

Approvals

**Dean/Director/Head:** \_\_\_\_\_

**Department Chairperson/Manager:** \_\_\_\_\_

**University Records Manager:** \_\_\_\_\_

**Head, Special Collections and Archives:** \_\_\_\_\_

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

<sup>2</sup>**Value code:** C=Confidential, H=Historical, R=Restricted, V=Vital

<sup>3</sup>**Description:** A separate retention period is required for each medium in the same records series.

WSU Records Series Number	Medium Code <sup>1</sup>	Value Code <sup>2</sup>	Records Series Title and Description <sup>5</sup>	IUC Number	Retention Period
<b>Telecommunications Office</b>					
CTTC11-01	P/E	V	<u><b>Agreements/Contracts</b></u> Original agreements and amendments between WSU and other institutions and businesses. Records related to obligations under contracts, leases, and other agreements such as contracts with Ameritech on cellular phones and pagers.	LEG2000	Retain while active, plus five years. Review for continuing administrative or historical value.*
CTTC11-02	P/E		<u><b>Manuals-Equipment (switch room)</b></u>	ADM9900	Retain until superseded.
CTTC11-03	P/E	H	<u><b>Reports-Monthly-Department</b></u>	ADM9910	Retain while active, plus three years and then transfer to the University Archives.

**\*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).

09/20/11

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

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CTTC11-04	P/E		<p><b>Reports-Mysoft</b>            This series includes reports compiled with data from the Mysoft database such as reports of long-distance and local phone charges of WSU offices.</p>	ACC1000	Retain for six years and then destroy.
CTTC11-05	E	V	<p><b>Telephone Administration-Database Telephone Billing System (Mysoft)</b>            Transactions backed up to server nightly. Data is then used to create bills and transactions that feed into Banner.</p> <p>This database contains information on</p> <p><b>1. Billing of telephone services to WSU offices:</b> Raw data from the system are processed nightly via a custom-made database (Windows). At the end of the month, individual reports are produced for each account and fed to Banner. Detailed reports are retained on server. Data from 2003 to present can be retrieved.</p> <p><b>2. Telephone Services Order processing (Move/Add/Charge)</b>            This series includes paper request forms from various WSU offices. When the installation of the ordered item is complete, the information is entered in the Mysoft database and retained on server.</p> <p><i><b>Note no. 1:</b> Services provided to WSU offices include voicemail, cell phones, toll-free numbers charges, calling cards, etc.</i></p> <p><i><b>Note no. 2:</b> Full backup of entire database completed weekly on a dedicated server.</i></p> <p><i><b>Note no. 3:</b> For retention of original information maintained in Banner, consult the University Controller's office and the CaTS Information Services records retention schedules.</i></p>	ACC1000	<p>Retain raw billing data (electronic) for six fiscal years and then erase.</p> <p>Contractor must retain documentation on the database/system for the life of the system.</p> <p>Retain <b>paper form of service orders</b> one year after the information is entered into database and then destroy.</p>

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CTTC11-06	P		<b><u>Telephone Billing Statements</u></b>	ACC1000	Retain for four years then destroy
CTTC11-07	E	H	<b><u>Voice Mail Services-The Dorm Program-Database</u></b> This database contains two types of information:  Billing information <b>on changes in charges for student accounts</b> is sent nightly to the Bursar's office. The Bursar's office sends nightly a report detailing status of individual accounts. The Dorm Program database automatically balances the accounts.  Charges include technology and phone line charges reported quarterly and long-distance charges reported monthly.	ACC1000	Retain for six fiscal years and then erase electronic information.
CTTC11-08	P	H	<b><u>Voice Mail Services-Correspondence</u></b> This includes letters sent to students whose voice-mail accounts have exceeded the allowed usage limit. Original letter is sent to the student while the office retains a copy. The students' access pins are deactivated at this point.	ADM9900	Retain for one year and then destroy.
CTST11-09	E	R	<b><u>System Users Access Records- Surveillance Video</u></b> Surveillance tapes for all CaTS facilities, including computer labs. Tapes are on a 14 day rotation.  <b><u>Logs-Surveillance Videotapes</u></b> Logs of surveillance tapes for all CaTS facilities.	ADM9900	Recycle every 14 days.  Retain until obsolete then delete/destroy.

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