

# Wright State University RECORDS RETENTION SCHEDULE (RRS)

<b>New</b>	
<b>Revision</b>	X
<b>Addition</b>	
<b>Page</b>	1 of 1

**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:** **Assistive Technologies Research Center** **ITRI**  
(Formerly the Information Technology Research Institute)

**Division:** **College of Engineering and Computer Science**

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

**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
ITRI07-01	P		<b><u>Committee Files-IT Alliance</u></b>	ADM9910	Retain in the office for three years. Then, review for continuing administrative value.
ITRI07-02	P		<b><u>Program Files</u></b> Includes educational materials for ATRC programs, lectures, workshops and graduate seminars.	ADM9910	Retain in the office for three years. Then, review for continuing administrative value.
ITRI07-03	P/E	H	<b><u>Publicity Files</u></b> Includes ATRC publications such as brochures and event announcements as well as media coverage of ATRC activities.	PUB3000	Retain in office for three years, then transfer one copy of each printed document to the University Archives.
ITRI07-04	P/E	H	<b><u>Subject Files- Director's</u></b> Includes correspondence, information on students sponsored, copies of contracts (originals in School of Graduate Studies), references and recommendations for individuals as well as historical files on development of the institute.	ADM9910	Retain in the office for three years. Then, 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).