

Wright State University RECORDS RETENTION SCHEDULE (RRS)

New	
Revision	X
Addition	
Page	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.

Originating Office/Department Code: Electronic Shop SMES

Division: College of Science and Mathematics 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
SMES99-01	E		Database-Accounting Custom-made database (FoxPro software) tracking purchases work orders and labor time. Information in the accounting module is deleted automatically when transaction is complete. Information in work order module is held for one year and then archived in the "history files".	ADM9910	Retain accounting information until transaction is complete. Retain work order information for three years and then review for continuing administrative value.
SMES99-02	E		Database-Reports Reports submitted to: a) Accounts Payable (uploaded to mainframe) and b) Client's administrator showing work progress (printed out)	ACC1000	Retain for four years, then destroy.
SMES99-03	P	R	Equipment Design Files Includes original blueprints, correspondence and research pertaining to original equipment built by the Electronic Shop staff.	MIS2000	Retain until equipment is obsolete and then destroy.
SMES99-04	P		Equipment Files Includes service manuals for equipment owned and operated by the College of Science and Mathematics.	ADM9900	Retain until equipment is obsolete or manual superseded.
SMES99-05	P	H	Report-Statistical-Annual Report required by the Dean showing usage of services provided by the Electronic Shop to various WSU departments.	ADM9910	Retain for four years and then transfer original reports to the University Archives.

***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).