

**Wright State University
RECORDS RETENTION SCHEDULE**

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 RESEARCH AND
 SPONSORED PROGRAMS

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Instructions: This form establishes a schedule of retention and disposal for the listed records series according with Section 149.333 of the Ohio Revised Code. No record series shall be retained, destroyed, or transferred in violation of this schedule. This schedule shall become effective on the last date approved. Obtain approvals and return to the University Records Manager, Special Collections and Archives, Dunbar Library, R-401-402. For assistance, contact the University Records Manager at ext. 2017 or write to bessie.schina@wright.edu.

Originating Office/Department Code: Office of Research and Sponsored Programs **ORSP**

Division: Vice President for Research/Dean of Graduate Studies

Dean/Director/Head: Joseph F. Thomas, Ph.D., Vice Pres. Res. **Date:**
9/14/04

Department Chairperson/Manager: William K. Sellers, Ph.D., Director, ORSP 9/24/04

University Records Manager: Bessie Schina 9/29/04

Head, Special Collections & Archives: Daurie Dewey 9-30-04

¹Medium code: P=Paper, M=Microfilm/Fiche, E=Machine Readable
²Value code: C=Confidential, R=Restricted, H= Historical, V=Vital
³Description: 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
ORSP-98-01	P/E		Activity Reports Reports with financial and statistical information generated by the office of Research and Sponsored Programs. May include reports to Board of Trustees summarizing status of grant funded projects. <i>Note: Financial information held by the Accounting Office (FAS system).</i>	ACC1000	Retain for four years, and then purge information in both paper and electronic formats.
ORSP-04-02	P	V	Agreements-Teaming Originals of contracts and agreements of Departments' affiliations with organizations such as hospitals, etc. <i>Note: Originals of contracts and agreements of WSU and School of Medicine with area hospitals are held in the office the Associate Dean for Fiscal Affairs, School of Medicine.</i>	LEG2000	Retain while active plus five years, then review for continuing administrative or historical value.*
ORSP-98-03	P		Agency files Includes documentation on rules, regulations, and application requirements by sponsoring public and private agencies.	ADM9900	Retain until obsolete or superseded, 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).