

# 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 State Policy 12220](#). 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:** University Advancement and  
WSU Foundation

**VPUA/UAFN  
UNDV/ALRL**

**Division:** University Advancement

<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>3</sup>	IUC Number	Retention Period
<b>ADVANCEMENT OFFICE</b>					
VPUA22-01	P/E	H	<u><b>Organizational Charts</b></u>	ADM3300  IUC-ADM-00-04	Retain in the office for three years and then transfer one of each version to the University Archives.
VPUA22-02	P/E	C	<u><b>Personnel Files-Department*</b></u> Staff personnel files. Files can contain position descriptions, applications, letters of appointment or change, personnel data, notice of salary rate, annual contracts, performance evaluations, PERS forms, previous state service forms, reclassification notices, letters of commendation or reprimand, publications, evidence of continuing education, transfers, leave of absence requests, payroll forms, vacation and sick leave reports, resignations, termination notices. Review for continuing administrative value.  Note: Long-term information is held by Human Resources	PER3000  IUC-HR-40-21	Destroy six years after termination/separation from the university. 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 digital formats and/or microfilm or other acceptable mass storage media (per Sec. 9.01 of the Ohio Revised Code)

# Wright State University

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VPUA22-04	P/E	C	<b><u>Personnel Files-Employee Selection</u></b> Vitae, letters, and other records of individuals who have applied for staff positions but were not hired by the Division of University Advancement.	PER2000  IUC-HR-40-04	Retain for three years, then destroy.
VPUA22-05	P/E	H	<b><u>Policies and Procedures</u></b> Records documenting division approved methods or processes for performing activities to ensure uniformity and compliance with institution and legal requirements. It includes office and job practices, administrative handbooks, and procedure manuals.	ADM9910  IUC-ADM-00-05	Retain while active plus ten years, then review for continuing administrative value. Transfer one dated copy of each version to the University Archives every three years.
VPUA22-06	P/E	H	<b><u>Subject Files- Vice President's</u></b> Includes correspondence, reports, minutes, memoranda, and policy and informational files. The subject files are cross-referenced with the chronological correspondence files.	ADM9910  IUC-ADM-00-01	Retain in the office for three years. Then, review for continuing administrative or historical value*
<b>ADVANCEMENT SERVICES and WSU FOUNDATION</b>					
UAFN10-01	P/E	V	<b><u>Accounting Records-Cash Receipts</u></b> Daily gift reports, copies of checks, donor and miscellaneous revenue documentation and deposit slip.	ACC1000  IUC-ACC-00-02	Retain for four years then destroy/delete receipts for recorded gifts.
UAFN10-02	P/E	V	<b><u>Accounting Records-Cash disbursements</u></b> Check request, invoice and check copy, representing checks covering Foundation's internal expenses (non-WSU).	ACC1000  IUC-ACC-10-01	Retain for four years then destroy/delete.

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UAFN10-03	P/E	V	<b><u>Accounting Records-Journal entries</u></b> Entries into accounting system with supporting documentation on internal (non-gift) revenues and expenses and transfer.	ACC1010 IUC-ACC-30-04	Retain for six years then destroy/delete once any required audits are completed.
UAFN24-04	P		<b><u>Donor Pledge Agreement forms</u></b>	ADM9910 IUC-ADM-00-05	Retain for 7 years after the pledge is paid in full.
UAFN10-05	P/E	V	<b><u>Fund files</u></b> Account folders with setup sheet and any documentation directing use of funds, (i.e. gift agreements, gift in kind forms etc.).	ACC3000 IUC30-01	Retain while active plus five years. Then, review for continuing administrative value. Then, destroy.
UAFN10-06	P/E	V/H	<b><u>Financial Records- Audited financial reports-Annual</u></b>	ADM3010 IUC-FIN-00-03	Retain for three years then review for continuing administrative value. Transfer one copy to the University Archives annually for permanent retention.
UAFN10-07	P/E	V	<b><u>Financial Records-Bank statements</u></b> Monthly bank statements, investment account reports, stock accounts along with all transaction documentation. (i.e.: cancelled checks, check registers, transfer letters and reconciliations.)	FIN1000 IUC-FIN-10-03	Retain for four years then destroy
UAFN10-08	P/E	V	<b><u>Financial Records-Interim financial statements</u></b> Internal monthly and quarterly financial statements used for historical reporting.	FIN 7000 IUC-FIN-00-01	Retain for ten years then destroy

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<b>ADVANCEMENT SERVICES and WSU FOUNDATION, continued</b>					
UAFN10-09	P/E	V	<b>Financial Records-Tax returns</b> All federal and state returns with supporting documentation. (i.e.: form 990 and 1099 misc.)	LEG5010  26 CFR 1.1461-1	Retain in office for ten years and then destroy.
UAFN21-10	P/E	V/H	<b>WSU Foundation Board Files</b> Foundation Board and committee meeting minutes and correspondence. This series includes donor files, prospect management committee files and information on investments by WSU.	ADM9910  IUC-ADM-00-05	Retain in the office for three years, then transfer to the University Archives.
UAFN21-11	P/E	H	<b>Reports-Annual-WSU Foundation</b>	ADM9910  IUC-ADM-00-05	Retain in the office for three years then review for continuing administrative value. Transfer one copy of each report to the University Archives.
<b>CENTRAL DEVELOPMENT</b>					
UNDV22-01	P/E	V/H	<b>Agreements-Scholarships</b> Finalized agreements on scholarships funded by individuals or companies with funds held in University Foundation.	LEG2000  IUC-HR-20-01	Retain while active, plus five years. Then, review for continuing administrative or historical value*
UNDV22-02	P/E	C/H	<b>Campaign Files</b> Files pertaining to fund-raising campaigns handled by the offices of Corporate and Foundation Relations and Annual Giving such as: 1. Campus Scholarship 2. Corporate Appeal 3. Capital 4. Other	ADM9910  IUC-ADM-00-05	Retain in the office for three years, then, review for continuing administrative or historical value*
UNDV22-03	E	C/H/V	<b>Donor Database-Information Services</b> Electronic donor files utilized by all sections under Central Development and Alumni Relations. Note: Includes complete chronological gift/pledge history. Each donation is linked to a unique numerical identifier.	ADM9910  IUC-ADM-00-05	Retain in the office indefinitely. Periodically review for continuing administrative or historical value*

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<b>CENTRAL DEVELOPMENT, continued</b>					
UNDV22-04	P/E	H	<b><u>Donor Files</u></b> Includes information on major donors (gifts over \$5,000), donor giving history, copies of checks and correspondence with the office of AVP for Advancement.	ADM9910  IUC-ADM-00-05	Retain in the office indefinitely. Then, review for continuing administrative or historical value. * Periodically transfer select records to the University Archives.
UNDV22-05	P/E	H	<b><u>Events Files</u></b> Files pertaining to fund-raising events handled by Foundation and Corporate Relations office, the Annual Giving office and the Stewardship Coordinator. Information includes guest lists, press releases, speeches, correspondence, etc.	ADM9900  IUC-ADM-00-02	Retain in the office for three years, and then transfer select records to the University Archives.
UNDV22-06	P/E	C/H	<b><u>Proposals-Donors</u></b> It includes a) proposals on corporate donors, foundations, and individuals and b) fund-raising proposals compiled by the University Development officers for the University Development office.	ADM9910  IUC-ADM-00-05	Retain in the office indefinitely.
UNDV22-07	P/E	H	<b><u>Reports-Annual</u></b> Annual reports by development officers in WSU departments or schools. <b>Note:</b> VP's office holds a copy, AVP's office holds original reports.	ADM9910  IUC-ADM-00-05	Retain in the office for three years. Then, review for continuing administrative or historical value*
UNDV22-08	P/E	H	<b><u>Reports-Statistical-Internal</u></b> Includes year-end reports and donor profiles. <b>Note:</b> Majority of reports began in early 1999.	ADM9910  IUC-ADM-00-05	Retain in the office for three years. Then, review for continuing administrative value. Transfer one copy annually to the University Archives.

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<b>ALUMNI RELATIONS</b>					
ALRL22-01	P/E	H	<b><u>Publications and Publicity Files</u></b> This series includes publications and other publicity materials of the Office of Alumni Relations, including: a) <i>Wright State University Magazine</i> b) Publications c) WSU Newsroom articles d) Press clippings e) Brochures	PUB3000  IUC-PUB-00-04	Retain three years in the office. Transfer one copy of each to the Archives once a year. Destroy extra copies when of no further administrative value.
ALRL22-02	P/E	H	<b><u>Event Files</u></b> Includes event listings, event correspondence, event programs, flyers, posters, advertisements, photographs, working papers, and general information on events organized by the Office of Alumni Relations.	ADM9900  IUC-ADM-00-02	Retain in the office for three years, and then transfer select records to the University Archives.
ALRL22-03	P/E	H	<b><u>Subject Files-Director's</u></b> Correspondence, reports, memoranda, and information files documenting the activities of the Office of Alumni Relations.	ADM9910  IUC-ADM-00-05	Retain for three years then review for continuing administrative or historical value. *

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