

# Wright State University RECORDS RETENTION SCHEDULE (RRS)

<b>New</b>	
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<b>Addition</b>	
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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:** Board of Trustees BOTR

**Division:** Administration

Approvals

**Director/ Department Head/ Dean/  
Appointed Liaison:** \_\_\_\_\_

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

<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>	Retention Rule/ IUC Code	Retention Period
BOTR21-01  Previous # 99-01	P/E	H	<b><u>Trustee Appointment Files</u></b> Past and present individual trustee files. May include biographical information, photographs, new clippings, and other materials supporting their selection and appointment to the board.	ADM9910	Retain permanently. Send appointment files to University Archives once trustee's term is completed.
BOTR21-02  Previous # 99-02	P/E	H/V	<b><u>Board and Committee Minutes</u></b> Official minutes of meetings of Board of Trustees and Board Committees, documenting the official actions of the governing board of Wright State University. Also includes meeting agendas and meeting notices.	ADM9910  IUC-ADM-00-05	Send one copy of officially approved minutes for each meeting to the University Archives to ensure permanent retention. Retain copies on university website at the discretion of board for as long as deemed appropriate.

**\*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**  
**RECORDS RETENTION SCHEDULE (RRS)**  
 (continuation sheet)

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BOTR21-03  Previous # 99-04	P/E	H	<b>Meeting Packets</b> Supporting documents and exhibits for monthly Board of Trustees meetings. These are the official record copies.	ADM9910 IUC-ADM- 00-05	Retain in office for 3 years, then review for continuing administrative value. Transfer 1 dated copy of each meeting packet to the University Archives for permanent retention.
BOTR99-05  Previous # 99-05	P/E	H	<b>Policy Handbook- Administrative</b> WSU Governing Documents include Code of Regulations, Statement of Purpose, and Board of Trustees statutes and by-laws.	ADM9910 IUC-ADM- 00-05	Retain while active plus 10 years, then review for continuing administrative value. Transfer 1 dated copy of each version to the University Archives for permanent retention.
BOTR21-06	E	V	<b>Recordings- Public Meetings</b> Audio-visual recordings of public meetings of the Board of Trustees. Includes recordings on virtual platforms such as WebEx and Zoom.	ADM9900	Delete/dispose of recordings within 1 year of meeting date. Review for any ongoing administrative or historical value prior to disposal.

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