

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.

Originating Office/Department Code: **Development Office**, (Assoc. VP's Office, Annual Giving, Advancement Research & Prospect Management, Development Services, Donor Relations & Advancement Communications, and Foundation & Corporate Relations) _____ **UNDV**

Division: V.P., University Advancement _____ **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
UNDV10-01	P/E	V/H	Agreements-Scholarships Finalized agreements on scholarships funded by individuals or companies with funds held in University Foundation.	LEG2000	Retain while active, plus five years. Then, review for continuing administrative or historical value.*
UNDV10-02	P/E	C/H	Campaign Files 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	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).

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WSU Records Series Number	Medium Code ¹	Value Code ²	Records Series Title and Description ³	IUC Number	Retention Period
UNDV10-03	E	C/H/V	Donor Database-Information Services Electronic donor files utilized by all sections under University Development and Alumni Relations. <i>Note: Includes complete chronological gift/pledge history. Each donation is linked to a unique numerical identifier.</i>	ADM9910	Retain in the office indefinitely. Periodically review for continuing administrative or historical value. *
UNDV10-04	P/E	H	Donor Files 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	Retain in the office indefinitely. Then, review for continuing administrative or historical value. * Periodically transfer select records to the University Archives.
UNDV10-05	P/E	H	Events Files 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	Retain in the office for three years, and then transfer select records to the University Archives.
UNDV10-06	P/E	C	Personnel Files- Applications (non-hires)	PER2000	Retain three years. If available through PeopleAdmin, hard copies may be destroyed after one year.
UNDV10-07	P/E	C	Personnel Files-Department Personnel files of staff working in Development Office, including student employees. Files include performance evaluations, letters of recommendations, correspondence, applications/resumes, copies of contracts, vacation, sick, and professional leave information. <i>*Note: Long-term information is held by Human Resources Office.</i>	PER3000	Destroy within two years of termination. If subject to legal action, retain until final disposition.

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UNDV10-08	P/E	C	<u>Personnel Files-Employee Selection</u> Vitae, letters, and other records of individuals who have applied for staff positions but were not hired.	PER2000	Retain for three years, then destroy.
UNDV10-09	P/E	C	<u>Personnel Files- Recruitment Records</u> Job postings, interview questions, interview notes, status of position offer form, and other documentation required by Affirmative Action	PER2000	Retain for three years, then destroy.
UNDV10-10	P/E	C/H	<u>Proposals-Donors</u> 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	Retain in the office indefinitely.
UNDV10-11	P/E	H	<u>Reports-Annual</u> Annual reports by development officers in WSU departments or schools. <i>Note: VP's office holds a copy, AVP's office holds original reports.</i>	ADM9910	Retain in the office for three years. Then, review for continuing administrative or historical value.*
UNDV10-12	P/E	H	<u>Reports-Annual-WSU Foundation</u> Includes examples of activities pertaining to donor relations. <i>Note: Distribution: 8,000 copies</i>	ADM9910	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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UNDV99-10	P/E	H	Reports-Statistical-Internal Includes year-end reports and donor profiles. <i>Note: Majority of reports began in early 1999.</i>	ADM9910	Retain in the office for three years. Then, review for continuing administrative value. Transfer one copy annually to the University Archives.
UNDV99-11	P/E	H	Subject Files- Assistant Vice President's Includes correspondence, reports, minutes, memoranda, and policy and informational files. The subject files are cross-referenced with the chronological correspondence files. <i>Note: Some files are considered confidential.</i>	ADM9910	Retain in the office for three years. Then, review for continuing administrative or historical value.*

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