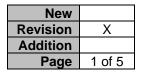
Wright State University RECORDS RETENTION SCHEDULE (RRS)



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 <u>Certificate of Records Disposal (CRD)</u> to the University Records Manager prior to the disposal of records listed on their retention schedule, as per <u>Wright State Policy 12220</u>. 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 <u>chris.wydman@wright.edu</u>.

Originating Office/Department Code: <u>Budget Planning and Resource Analysis</u>

BDGT

Division:

Division of Executive Vice President/ Chief Operating Officer

¹Medium code: ²Value code: ³Description:

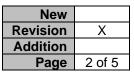
C=Confidential, H=Historical, R=Restricted, V=Vital

P=Paper, M=Microfilm/Fiche, E=Machine Readable

ion: 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 Description⁵	Retention Rule/ IUC Code	Retention Period		
	Budget ad Budget Control						
BDGT18-01	Ρ	Н	Budget-Operating-Institutional Bound volumes of annual operating budget for WSU. This includes current funds and personnel data.	FIN2000 IUC-FIN-00- 04	Retain for three years and then review for continuing administrative value. Transfer one copy of the final approved budget to the University Archives annually		
BDGT18-02	P/E		Budget -Operating-Institutional- Planning documents Budget requests, including program plans for coming year, usually by cost center.	FIN2000 IUC-FIN-00- 05	Retain for five years and then review for continuing administrative value.		

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WSU Records Series	Medium Code ¹	Value Code ²	Records Series Title and Description⁵	Retention Rule/ IUC	Retention Period			
Number	Number Code Code							
BDGT18-03	E		Budget and Budget ControlBanner FinanceBanner Finance is a fully integrated, internet- based finance system that went live July 2005.It replaced the previously used ResourceAllocation and Planning System (RAPS).Banner Finance encompasses AccountsPayable, Purchasing, Fixed Assets, Budgeting, General Ledger, Finance Operations, and Research/Grant & Contract Accounting.In Banner Finance, financial activity is recorded in four ledgers: the general ledger, operating ledger, encumbrance ledger and grant ledger. The general ledger contains all balance sheet accounts. These are assets, liabilities, fund balance and revenue, expenditure and transfer control accounts. The required FOAPAL elements for financial transactions recorded in the general ledger contains all revenue, expenditure and transfer accounts. Budget, actual and encumbrance activity is recorded in the operating ledger (encumbrance ledger). The operating ledger is linked to the general ledger. A similar linkage exists for expenditure and transfer accounts. The required FOAPAL elements for financial transactions recorded in the operating ledger are fund, organization, account and program. The encumbrance ledger. 	FIN7000 IUC-FIN- 00-01	Maintain continually updated.			

Wright State University RECORDS RETENTION SCHEDULE (RRS) (continuation sheet)

New	
Revision	х
Addition	
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 ¹Medium code:
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 ³Description:
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WSU Records	Medium	Value	Records Series Title	Retention	Retention		
Series Number	Code ¹	Code ²	and Description ³	Rule/ IUC Code	Period		
	Resource Analysis						
BDGT10-04	P/E	H	<u>Reports-Annual</u> Reports requested by governmental and accrediting agencies such as AAUP, IPEDS (i.e., fall enrollment, completions, graduation rate, institutional characteristics, libraries, CUPA).	FIN7010 IUC-FIN- 00-02	Retain in the office for five years and then transfer hard copy to the University Archives.		
BDGT10-05	Ρ	V/H	Reports compiled by the Budget Office Academic Data Series This series includes statistical data on class size and utilization, student-faculty ratio, course inventories, and the Student Fact Book (previously issued by the office of Institutional Research).	FIN3010 IUC-FIN- 00-03	Retain indefinitely. * Retain in the office for three years and then review for continuing administrative value. Transfer one hard copy to the University Archives once a year.		
BDGT10-06	E	V/H	Report to the Ohio Board of Regents (OBR)Faculty Service and Faculty InventoryReports submitted to OBR for subsidy purposesand resource analysis bi-annually. Theyprovide information on course and sectionnumbers, number of students attending course,and credit hours earned per course (someinformation is entered in the Academic DataSeries).Note: Starting in summer 1998 this report isentirely web-based. Soon to be submittedquarterly. It is part of the HEI system. It can bedownloaded into a Microsoft Excel spreadsheet.It does not exist in paper format and there is no"final" report printed.	FIN3010 IUC-FIN- 00-03	Retain indefinitely. *		

Wright State University RECORDS RETENTION SCHEDULE (RRS) (continuation sheet)

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¹Medium code:Parameter²Value code:Call³Description:A

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WSU Records Series Number	Medium Code ¹	Value Code ²	Records Series Title and Description ³	Retention Rule/ IUC Code	Retention Period		
	Resource Analysis (continued)						
BDGT10-07		V/H	 <u>Reports to the Ohio Board of Regents (OBR)</u> Fifty to sixty reports compiled by the Budget Planning and Resource Analysis office for submittal to OBR. These are sent electronically once a quarter to the Higher Education Information System (HEI). Some examples are: 1. Undergraduate and graduate admissions analysis 2. 14-day reports (quarterly statistical data) 3. Master course inventory (for subsidy and allocation purposes) 4. Room and Building inventories (for capital and subsidization purposes) 5. One-time reports (statistical and analytical studies) 	FIN3010 IUC-FIN- 00-03	Retain indefinitely. *		
BDGT10-08	P/E		Reports from the Ohio Board of Regents (OBR) Reports generated by OBR showing aggregate statistics from all public educational institutions in the state of Ohio.	ADM9910 IUC-ADM- 00-01	Retain in the office for five years and then transfer hard copy to the University Archives.		
BDGT10-09	P/E		Reports-Subsidy data and analysis Spreadsheets used internally for forecasting subsidy.	FIN2000 IUC-FIN- 00-05	Retain indefinitely. * Retain in the office for three years and then review for continuing administrative value.		
BDGT10-10	P/E		Reports-Faculty Surveys General reports and surveys requested by departments. Example: CUPA faculty salary survey by rank and discipline submitted to various organizations annually.	ADM9910 IUC-ADM- 00-01	Retain in the office for five years and then transfer hard copy to the University Archives.		

Wright State University RECORDS RETENTION SCHEDULE (RRS)

(continuation sheet)

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	Administrative Records						
BDGT18-11	P/E	С	Personnel Files-Department 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 Office.	PER3000 IUC-HR-40- 21	Retain while active plus six years, then destroy. If subject to pending legal action, retain until final disposition.		
BDGT18-12	P/E	С	Personnel Files-Employee Selection Includes vitae, letters, records of individuals who have applied for staff positions in Budget Planning and Resource Analysis.	PER2000 IUC-HR-40- 04	Retain for three years, then destroy.		
BDGT18-13	P/E		Subject Files- Director of Fiscal Services May include correspondence, reports, committee files, memoranda, and related informational files relating to university fiscal services.	ADM9910 IUC-ADM- 00-01	Retain in the office for three years then review for continuing administrative or long term value. *		