

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: Financial Operations- University Bursar and Treasury Services BURS

Division: Division of Executive Vice President/ Chief Operating Officer

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WSU Records Series Number	Medium Code ¹	Value Code ²	Records Series Title and Description ⁵	Retention Rule/ IUC Code	Retention Period
University Bursar and Director of Treasury Services					
BURS21-01	E	V	<u>Accounts Receivable-Summary Reports-Banner</u> Includes: Cashier Detail Report, (TGRCSHR), Cashier Session Close, (TGRCLOS), Application of Payments, (TGRAPPL), Account Feed Process (to General Ledger), (TGRFEED), Accounts Receivable Reconciliation Report, (TGRRCON)	ACC1000 IUC-ACC-10-01	Data may be deleted after four years, provided all auditing requirements have been met.
BURS21-02	E/P	V/C	<u>Accounts Receivable-Student Installment Payment Plan SIPP form</u> <i>Note: All delinquent accounts are transferred to Student Loan Collection office.</i>	ACC1000 IUC-ACC-10-01	Retain until paid in full plus four years then destroy/ delete, provided all auditing requirements have been met.
BURS21-03	E/P	V/C	<u>Accounts Receivable-Short-term loan promissory notes</u> <i>Note: All delinquent accounts are transferred to Student Loan Collection office.</i>	ACC1000 IUC-ACC-10-01	Retain until paid in full plus four years then destroy/ delete, provided all auditing requirements have been met.

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).

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University Bursar and Director of Treasury Services					
BURS21-04	P/E	H	Policies and Procedures Records documenting department-approved methods or processes for performing activities to ensure uniformity and compliance with institution and legal requirements; includes office and job practices, administrative handbooks, and procedure manuals. These include: 1. Bursar Policy Manual 2. Banner Procedures 3. Tax Policy and Procedures 4. Wright Way Plan.	ADM9910 IUC-ADM-00-05	Retain while active plus ten years, then review for continuing administrative value. Transfer one copy of each version to the University Archives once superseded.
BURS21-05	E/P	H	Subject Files- Bursar's Office Includes correspondence, reports, minutes, memoranda, policy and informational files.	ADM9910 IUC-ADM-00-01	Retain in the office for three years. Then, review for continuing administrative or historical value. Transfer records of historical value to University Archives.
Fee Payment & Deposit/Petty Cash Office					
BURS21-06	E/P	V	Athletic Meal Money Forms containing name, UID#, and signature of students who have their meals paid by an athletic grant.	ACC1000 IUC-ACC-10-01	Retain for four years then destroy/ delete, provided all auditing requirements have been met.
BURS21-07	P	V	Cash Remittance Vouchers Information from paper forms is entered in Banner A/R system, which feeds into General Ledger screen. After entered, information cannot be retrieved electronically.	ACC1000 IUC-ACC-10-01	Retain for four years then destroy/ delete.
BURS21-08	P	V	Check Requests-Student Organizations-Old receipts This series includes check request forms, bank statements and cash receipts. Transactions currently handled by Student Activities.	ACC1000 IUC-ACC-10-01	Retain for four years then destroy/ delete.

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Fee Payment & Deposit/Petty Cash Office					
BURS21-10	E	V	<u>Daily Balance Sheets-Cashier's Session Controls (Main and Lake Campuses)</u> Daily balance sheets entered in Banner A/R system	FIN1000 IUC-ACC-40-01	Maintain continuously updated.
BURS21-11	E/P		<u>Daily Balance Sheets</u> Maintained for reference purposes (Records and reports related to managing and determining accuracy of accounting information). Includes printout of the Banner/Touchnet screen (cashier session).	ACC3000 IUC-ACC-30-01	Retain for four years then destroy/ delete.
BURS07-12	E/P	V	<u>Credit Card Documentation</u> Documentation of receipts from student payments; Reconciling documentation (i.e., daily total statements from banks, WSU-generated reports)	ACC1000 <i>PCI Data Security Standard</i>	Retain for 18 months then destroy, provided all auditing requirements are met. <i>Retention policy meets PCI/ DSS requirements.</i>
BURS21-12	E/P	V	<u>Accounts Receivable-Invoices-Student</u> Pertains to third-party-"sponsor"- billing (i.e., institutions or businesses paying for the employees' tuition). <i>Example: Contracts with military and non-military organizations to pay tuition fee for their employees.</i>	ACC1000 IUC-ACC-10-01	Retain until paid in full plus four years, then destroy/ delete, provided all auditing requirements have been met.
BURS21-13	E/P	V	<u>Accounts Receivable-Invoices-WSU Departments</u> Records required for payment or deferral of fees by WSU departments. Examples include misc. waivers and financial aid exceptions.	ACC1000 IUC-ACC-10-01	Retain until paid in full plus four years, then destroy/ delete, provided all auditing requirements have been met.

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Fee Payment & Deposit/Petty Cash Office					
BURS21-14	E/P	V	<u>Accounts Receivable-Invoices-Third Party</u> Invoices for services and materials received by outside third parties. Example: Laboratory Animal Resources (LAR) invoices to third parties.	ACC1000 IUC-ACC-10-01	Retain until paid in full plus four years, then destroy/ delete, provided all auditing requirements have been met.
BURS21-15	E/P		<u>Accounts Payable/Receivable-Reconciliations</u> Includes all supporting information used to reconcile internal accounts as well as year-end reports.	ACC1000 IUC-ACC-10-01	Retain for four years, then destroy/ delete, provided all auditing requirements have been met.

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Student Loan Collections					
BURS21-16	E/P	V	<u>Accounts Receivable-Returned Checks</u> All student payments (check) returned to WSU for insufficient funds.	ACC1000 IUC-ACC-10-01	Retain until paid in full plus four years, then destroy/ delete.
BURS21-17	E/P	V	<u>Accounts Receivable-Write-off Files</u> All SAR accounts, campus-based loans, and library accounts which were written off because they could not be collected.	ACC1000 IUC-ACC-10-01	Retain until paid in full plus four years, then destroy/ delete.
BURS21-18	E/P	V	<u>Banner Reports-Accounts Receivable</u>	ACC1000 IUC-ACC-10-01	Retain until paid in full plus four years, then destroy/ delete.
BURS21-19	E	V/C	<u>Loans-Accounts Receivable-Database</u> Electronic Database holding approximately 86,000 files with current, past due, and paid-in-full accounts. Use began in 1992. Information is sorted by UID or SSN of student receiving loan. Notes: 1. The paper records (inactive and active files) are destroyed within two days to one month after images are scanned. 2. The database is backed up nightly by CaTS on its own server.	ACC1000 IUC-ACC-10-01	Retain until paid in full plus four years, then destroy. Note: Destruction of records should be performed in a manner that maintains confidentiality as per FERPA.
BURS21-20	E/P	V/C	<u>Loans-Federal-Stafford</u> Includes all related records from FAFSA to disbursement and entrance/exit interview information that are part of the electronic student financial aid data file.	EDU2000 CFR 668.24	Retain indefinitely

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Student Loan Collections					
BURS21-21	E/P	V/C	<p><u>Loans- Institutional</u> Includes Perkins and all other campus-based loan programs.</p> <p>Includes a) original paper promissory note and b) supporting documentation (rights and responsibilities, borrower's certification form, interview form).</p> <p><i>Note: The promissory notes (only) are filed in fireproof cabinets and arranged by last name. Rights and responsibilities form, borrower's certification form, and interview form are scanned.</i></p>	EDU2000 IUC-EDU-20-01	<p>Retain promissory note until paid in full. Retain digital copy for seven years then delete. After promissory note is paid in full, mail paper record to borrower.</p> <p><i>Note: Destruction of records should be performed in a manner that maintains confidentiality as per FERPA.</i></p>
BURS21-22	E/P	V	<p><u>Promissory Notes-Delinquent/Short-Term</u></p>	EDU2000 IUC-EDU-20-01	<p>Retain until paid in full plus six years, then destroy.</p> <p><i>Note: Destruction of records should be performed in a manner that maintains confidentiality as per FERPA.</i></p>
BURS21-23	E/P	V	<p><u>Student Installment Payment Plan Applications-Delinquent</u></p>	EDU2000 IUC-EDU-20-01	<p>Retain until paid in full plus six years, then destroy.</p> <p><i>Note: Destruction of records should be performed in a manner that maintains confidentiality as per FERPA.</i></p>
BURS21-24	E/P		<p><u>Reports-External Audit</u> Final report of state or independent auditor</p>	FIN7010 IUC-FIN-00-02	<p>Retain for ten years in the office and then transfer to the University Archives.</p>
BURS21-25	E/P		<p><u>Accounts Receivable- Reconciliations- Student Loan Files</u> Record of monthly activity for payments/cancellations from students for federal and institutional loans.</p>	ACC3000 IUC-ACC-30-01	<p>Retain until paid in full plus 10 years</p>

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Tax Records and Treasury Services					
BURS21-26	E/P	V	<u>Accounts Receivable-Agreements/Contracts</u> Original agreements and amendments between WSU and other institutions and businesses, including banks. Records related to obligations under contracts, leases, and other agreements.	LEG2000 IUC-LEG-00-01	Retain while active plus five years, then review for continuing administrative or historical value.*
BURS21-27	E/P	V	<u>Accounts Payable/Receivable- Bank Reconciliations</u> Includes all supporting information used to reconcile bank accounts, year-end reports, and direct deposit request forms.	ACC1000 IUC-ACC-10-01	Retain for four years, then destroy/ delete, provided all auditing requirements have been met.
BURS21-28	P	V	<u>Form 990-T-Unrelated Business Income Tax Returns</u> Records include copy of filed return, extensive electronic spreadsheet used to prepare return, and other supporting documentation. Reviewed by external auditing firms.	LEG5010	Retain for ten years then destroy, or determined by the inclusive years of Net Operating Loss carryover, whichever is longer.
BURS21-29	P	V/H	<u>Form 1098-T-Hope and Lifetime Learning Tax credits</u>	LEG5000 IUC-HR-50-03	Retain for six years, then destroy.
BURS21-30	P	V/H	<u>Form 1042-5 Foreign Person U.S. Source Income and Withholding</u>	LEG5000 IUC-HR-50-03	Retain for six years, then destroy.
BURS21-31	E/P	V/H	<u>IRS Audit Reports</u> Include workpapers and electronic spreadsheets. Contain information on faculty, staff, and students (i.e., student wages, non-resident alien work hours and fees).	FIN7010 IUC-FIN-00-02	Retain for ten years, then review for further administrative value.

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Tax Records and Treasury Services					
BURS21-32	E/P	V/H	<u>Reports-Investments</u> External 1) Monthly statement (paper) 2) Periodic presentations to administration Internal 1) Copies of paperwork supporting purchases and maturities (paper) 2) Bid sheets (paper) 3) Account statements (paper) 4) Monthly investments reports (electronic)	FIN3000 IUC-FIN-30-02	Retain external and internal paper documentation while current plus six years. Retain electronically produced reports for ten years, then review for continuing historical value.*
BURS21-33	P/E	V	<u>Sales Tax Returns</u> Monthly records that include copy of filed return and related reports, including electronic spreadsheet with supporting computations	ACC1000 IUC-ACC-10-01	Retain for four years, then destroy as prescribed by the Commissioner of Taxation, State of Ohio.

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Vending Operations and One Card					
BURS21-34	E/P		Accounts Payable-Cash Remittance Includes a) bank deposit slips and coin counter receipts (backup documentation for cash remittance vouchers) and b) monthly reconciliation reports (PL Sequel reports and cash remittance vouchers).	ACC1000 IUC-ACC-10-01	Retain for four years, then destroy/ delete, provided all auditing requirements have been met.
BURS21-35	E/P		Accounts Payable-Reports-Vending Daily Daily Cash Receipt Analysis, Daily Report Exception Information, Warehouse Transaction Weekly Daily Cash Receipt, Employee Accountability, Employee Sort, Machine Sort, Total Cash Receipt Analysis, Total Product Use Monthly Employee Sort Report, Location Sort Report, Location Product Use Report, Machine Sort Report, Total Product Use, Close-out OCS and Damage Warehouse, Location Accountability, Location Cash Receipt, Total Cash Receipt Analysis Annual Reports running from July 1 to June 30 (fiscal year)	ACC1000 IUC-ACC-10-01	Retain for four years, then destroy/ delete, provided all auditing requirements have been met.
BURS21-36	E/P		Accounting Reports-The Wright One Card PL Sequel reports for back up purposes. System electronically backed up since 1992.	ACC1000 IUC-ACC-10-01	Retain for four years, then destroy/ delete, provided all auditing requirements have been met.
BURS21-37	E/P		Accounting Database-The Wright One Card Database Includes name, UID or SSN, and account information (debits/credits). Three types of accounts available: 1) Dining Dollars (campus resident meal monies) 2) Bonus Dining Dollars (voluntary Dining Services incentive account) 3) Flex Dollars (voluntary campus wide account)	ACC1000 IUC-ACC-10-01	Retain for four years, then destroy/ delete, provided all auditing requirements have been met.
BURS99-38	P/E		ID Center-Authorization Forms This is the only campus copy of form issued by the department of Human Resources authorizing employees to have ID card issued.	ADM9900 IUC-ADM-00-02	Retain for two years after ID card issued and then destroy.

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