

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 according with 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, contact the University Records Manager at ext. 2017 or write to chris.wydman@wright.edu.

Originating Office/Department Code: Student Union & Event Services STUN

Division: Division of Executive Vice President/
Chief Operation Officer

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
STUDENT UNION & EVENT SERVICES					
STUN22-01	P		<u>Accounting Files- WSU Ticket Office</u> Includes detailed and summary accounting reports as well as ticket stubs from WSU events	ACC1000 IUC-ACC-00-03	Retain accounting records for four years and then destroy. Retain ticket stubs one year after compilation of accounting reports and then destroy.
STUN22-02	P	H	<u>Committee Files-Department</u> Files of departmental advisory committees such as Campus Recreation, Facility Council, Event Planning or task forces such as the Smoking Task Force.	ADM9910 IUC-ADM-00-05	Retain in the office for three years and then review for continuing administrative or historical value*
STUN22-03	P	V	<u>Events-Agreement Files-External</u> Original agreements between the Student Union & Event Services and external organizations for rental and use of WSU facilities. <i>Note: Agreements filed with correspondent event.</i>	LEG2000 IUC-LEG-00-01	Retain while active, plus five years. Review for continuing administrative or historical value.*
STUN22-04	P/E	H	<u>Events-WSU Internal</u> Includes correspondence, working papers, and general information on organization of WSU events organized by Student Union & Event Services. Also includes newspaper clippings and related brochures, posters, and event advertisements. <i>Note: Newspaper clippings, brochures, posters, and event advertisements should be transferred to the University Archives at the same time with the correspondent event files. Accounting files should be weeded before transferring to the University Archives</i>	ADM9900 IUC-ADM-00-02	Retain in the office for five years, then transfer to the University Archives.

***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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STUN22-05	E	H	Events-Audiovisual Material Audio and videotapes with event coverage arranged in chronological order.	PUB3000 IUC-PUB-00-04	Transfer to the University Archives when of no longer administrative value or when transferring correspondent event files.
STUN22-06	E		Event-Database-Daily Agenda Database tracking events taking place in the Student Union daily. <i>Note: The database is maintained and backed up by the Computer and Telecommunications Services department (CaTS)</i>	ADM9900 IUC-ADM-00-02	Retain continually updated.
STUN22-07	E		Event-Database-Madrigal Dinner Database tracking current year sales and mailing lists for the Madrigal Dinner	ADM9900 IUC-ADM-00-02	Retain continually updated.
STUN22-08	P	H	Publicity-Department Publications such as brochures, newsletters, photographs, news releases and other material produced by Student Union & Event Services describing its programs and special events.	PUB3000 IUC-PUB-00-04	Retain in the office for three years and then transfer one copy of each issue to the University Archives.
STUN22-09	P		Personnel Files Active and inactive personnel files of classified, unclassified and student employees. These include performance evaluations, letters of recommendations, correspondence, resumes, copies of contracts, vacation and sick leave information. <i>Note: Long-term information is held by Human Resources Office.</i>	PER3000 IUC-HR-40-21	Destroy within two years of termination. If subject to legal action, retain until final disposition.
STUN22-10	P	C	Personnel Files-Employee Selection Includes vitae, letters, and other records of individuals who have applied for positions at the Student Union.	PER2000 IUC-HR-40-04	Retain for three years then destroy.
STUN22-11	P/E	H	Subject Files-Director- Student Union & Event Services Correspondence, reports, minutes, memoranda, and information files documenting the activities of this office.	ADM9910 IUC-ADM-00-05	Retain for three years then review for continuing administrative or historical value. *

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CAMPUS RECREATION					
STUN22-12	P/E		Program Files Administrative files (application files, reports, memoranda, correspondence, etc.) of Campus Recreation programs, including: <ul style="list-style-type: none"> ➤ Intramural Sports ➤ Sports Clubs ➤ Adapted Recreation ➤ Rec Fit ➤ Outdoor Recreation 	ADM9910 IUC-ADM-00-05	Retain for three years and then destroy.
STUN22-13	P/E	C	Medical Forms Detailed health information forms of participants in Outdoor Recreation trips and related activities	PER4010 IUC-HR-30-01	Retain while active plus six years, then destroy.
STUN22-14	P/E	C	Liability Release Forms Individual liability release statements required for participation in various programs offered by Campus Recreation	ADM9900 IUC-ADM-00-02	Retain while active plus six years, then destroy
STUN22-15	P	H	Publications- Department Publications such as brochures, newsletters and other material produced by Campus Recreation describing its programs and special events.	PUB3000 IUC-PUB-00-04	Retain in the office for three years and then transfer to the University Archives.
STUN22-16	P/E	H	Reports- Annual- Departmental Any required reporting on Campus Recreation goals, activities and programs	ADM9910 IUC-ADM-00-02	Retain in the office for three years and then transfer to the University Archives.

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CAMPUS RECREATION					
STUN22-17	P/E	H	<u>Policies and Procedures-Department</u> Established policies and procedures for participation and/or administration of Campus Recreation programs	ADM9910 IUC-ADM-00-05	Retain while active plus ten years. Transfer one paper copy of each version to the University Archives.
STUN22-18	P/E		<u>Equipment Inventory</u> Annual inventory of Campus Recreation equipment	ACC3000 IUC-ACC-30-02	Retain for two years after superseded, then destroy
STUN22-19	P/E		<u>Equipment Check-Out Sheets</u>	ACC3000 IUC-ACC-30-02	Retain while active plus 2 years, then destroy
STUN22-20	P/E		<u>Locker Rental/Key Log</u>	ADM9900 IUC-ADM-00-0200	Retain current year plus one year, then destroy
STUN22-21	P/E	H	<u>Special Event Files</u> Informational files on special events organized and/or sponsored by Campus Recreation	ADM9900 IUC-ADM-00-0200	Retain while active plus three years, then review for continuing administrative or historical value.
STUN22-22	P/E	H	<u>Subject Files-Director- Campus Recreation</u> Includes correspondence, reports, minutes, memoranda, policy and informational files as well as historical information on the development of the department.	ADM9910 IUC-ADM-00-05	Retain in the office for three years. Then, review for continuing administrative or historical value.

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