

# Wright State University RECORDS RETENTION SCHEDULE (RRS)

New	
Revision	X
Addition	
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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:** Anatomical Gift Program AGP

**Division:** Boonshoft School of Medicine/  
Academic Affairs

Approvals

Date:

**Dean/Director/Head:** \_\_\_\_\_

**Department Chairperson/Manager:** \_\_\_\_\_

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

**Head, Special Collections and Archives:** \_\_\_\_\_

<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>3</sup>	IUC Number	Retention Period
AGP11-01	P	H	<b><u>Anatomical Gift Books</u></b> Record of gift and those interred. Includes name of donor, cause of death, date of death, and where interred. Two sets of books: One for all donors and one for those donors interred at Rockfield Cemetery at WSU. Books are updated annually.	ADM9910	Retain permanently.
AGP11-02	E	H	<b><u>Anatomical Gift Database-Filemaker Pro.</u></b> Includes all vital information on donors and related correspondence.  <b>Note:</b> Database is backed up daily by Computing and Telecommunications Services.	ADM9910	Maintain continually updated.

**\*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).

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

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AGP11-03	P/E/M	V	<b><u>Body Donor Registration Records</u></b> Records that document the permission of persons willing to donate their body for scientific study. May include registration record, correspondence, and other related records.	ADM9900	Retain permanently once body transferred to AGP. If the body is not transferred to AGP, the registration record is to be retained for three years after the burial/death of prospective donor.
AGP11-04	P/E/M	V	<b><u>Body Donor Files</u></b> Records that document the transferring and admission of a donated body to AGP. File may include death certificate, cremation documentation, correspondence, medical records, transit permit, intake sheet, registration records and other related documentation.	ADM9900	Retain permanently.
AGP11-05	P		<b><u>Donor Loan Protocols</u></b> Agreements between AGP and other institutions, (i.e. hospitals.)	LEG2000	Retain until transfer of loan back to AGP is completed and loan has been properly logged.
AGP11-06	P/E		<b><u>Donors- Withdrawn</u></b> Files regarding donation agreements that were withdrawn. Includes registration forms, correspondence, and related documentation.	ADM9900	Retain for three years, then destroy.

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