

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.wydmann@wright.edu.

Originating Office/Department Code: Budget Planning and Resource Analysis BDGT

Division: Division of Executive Vice President/
Chief Operating 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	Retention Rule/ IUC Code	Retention Period
Budget and Budget Control					
BDGT18-01	P/E	H	<u>Budget-Operating-Institutional</u> Annual operating budget for WSU. This includes current funds and personnel data.	FIN2000 IUC-FIN-00-04	Retain at division level and on Budget website for at least three years then review for continuing administrative value. Transfer one copy of each year's approved budget to the University Archives annually for permanent retention.
BDGT18-02	P/E		<u>Budget -Operating-Institutional-Planning documents</u> 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.

*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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Budget and Budget Control					
BDGT18-03	E		<p>Banner Finance Banner Finance is a fully integrated, internet-based finance system that went live July 2005. It replaced the previously used Resource Allocation and Planning System (RAPS). Banner Finance encompasses Accounts Payable, Purchasing, Fixed Assets, Budgeting, General Ledger, Finance Operations, and Research/Grant & Contract Accounting.</p> <p>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 are fund and account. The operating ledger contains all revenue, expenditure and transfer accounts. Budget, actual and encumbrance activity is recorded in the operating ledger (encumbrance activity is also recorded in the 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 contains all encumbrance activity detail. The required FOAPAL elements for financial transactions recorded in the encumbrance ledger are fund, organization, account and program. The grant ledger contains all revenue, expenditure and transfer activity for grants and projects maintained on a grant inception to date basis. The benefit of the grants ledger is that financial activity can be accumulated for periods other than fiscal years as is done in the operating ledger. The required FOAPAL elements for financial transactions recorded in the grant ledger are fund, organization, account and program.</p>	FIN7000 IUC-FIN-00-01	Maintain continually updated.

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Resource Analysis					
BDGT10-04	P/E	H	Reports-Annual 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	P	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 Inventory Reports submitted to OBR for subsidy purposes and resource analysis bi-annually. They provide information on course and section numbers, number of students attending course, and credit hours earned per course (some information is entered in the Academic Data Series). <i>Note: Starting in summer 1998 this report is entirely web-based. Soon to be submitted quarterly. It is part of the HEI system. It can be downloaded into a Microsoft Excel spreadsheet. It does not exist in paper format and there is no "final" report printed.</i>	FIN3010 IUC-FIN-00-03	Retain indefinitely. *

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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		<u>Reports from the Ohio Board of Regents (OBR)</u> 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		<u>Reports-Subsidy data and analysis</u> 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		<u>Reports-Faculty Surveys</u> 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.

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Administrative Records					
BDGT18-11	P/E	C	<p><u>Personnel Files-Department</u> 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.</p> <p><i>Note: Long-term information is held by Human Resources Office.</i></p>	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	C	<p><u>Personnel Files-Employee Selection</u> Includes vitae, letters, records of individuals who have applied for staff positions in Budget Planning and Resource Analysis.</p>	PER2000 IUC-HR-40-04	Retain for three years, then destroy.
BDGT18-13	P/E		<p><u>Subject Files- Director of Fiscal Services</u> May include correspondence, reports, committee files, memoranda, and related informational files relating to university fiscal services.</p>	ADM9910 IUC-ADM-00-01	Retain in the office for three years then review for continuing administrative or long term value. *

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