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.

Business Function/ Unit: **Audit, Risk, and Compliance** **OARC**

Division: **University Administration**

[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
OARC21-1	P/E	H	**Reports-Semi-annual** Semi-annual report prepared and submitted to the Audit Committee of the Board of Trustees.	ADM9910 IUC-ADM-00-01	Retain for seven years, then transfer one copy of each report to the University Archives.
OARC21-2	P/E		**Reports-Internal /Audit and Follow-up Working Files** Operational, financial, compliance and other internal audit reports (scheduled or requested) demonstrating compliance with WSU internal policies and procedures. This series includes remedial activities and workpapers.	ADM3010 IUC-FIN-00-03	Retain while active plus 3 additional years, then review for continuing administrative value.
OARC21-3	P/E	H	**Reports-Internal /Audit, Final** Original final reports of operational, financial, compliance and other internal audits (scheduled or requested) demonstrating compliance with WSU internal policies and procedures.	ADM3010 IUC-FIN-00-03	Retain in office for four years, then transfer one copy of each final report to the University Archives.
OARC21-4	P/E		**Training Program Material** Documentation of compliance training programs developed by the department for university staff	PER5000 IUC-HR-40-60	Retain while current plus two years then review for continuing 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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OARC21-5	P/E		**Audit, Risk, and Compliance Program-Administration Files** Records documenting the legal and regulatory compliance efforts of the university	LEG5000	Retain 10 years
OARC23-6	P/E		**Audit, Risk, and Compliance Program-Affirmative Action- Title IX Compliant Records** Title IX violation/complaint documents, investigation materials, determinations, disciplinary sanctions, resolutions, reports, and training materials.	LEG4000 IUC-HR-10-04	Retain while active + 7 years
OARC21-6	P/E		**Audit, Risk, and Compliance Program-Policies and Procedures** The formal policies and procedures established by the university's audit, risk, and compliance program	ADM3030 IUC-ADM-00-05	Retain until superseded. Send 1 copy of superseded policies/ procedures to Archives
OARC21-7	P/E		**Audit, Risk, and Compliance Program-Director/Officer Subject Files** May include correspondence, reports, committee files, memoranda, policy and informational files as program files of audit, risk, and compliance officers.	ADM9910 IUC-ADM-00-01	Retain for three years then review for continuing administrative or historical value.
OARC21-8	P/E	V	**Business Continuity Plans** Business continuity guidelines, procedures, and operational plans to mitigate disruption of university services due to systems failure, disaster or other circumstances	ADM9900 IUC-ADM-00-02	Retain until superseded. Send 1 copy of each to Archives.
OARC21-9	E		**Certificates of Insurance (COI's)** Summary/verification documents of insurance coverage.	LEG3000	Retain while active + 5 years
OARC21-10	P/E		**Committee Files** Meeting materials, minutes, and reports of departmental committees	ADM9910 IUC-ADM-00-01	Retain in office for three years, then transfer meeting minutes and/or reports to archives.

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OARC21-13	P/E		**IUC-IC Committee Files** Minutes, guidelines, reports and other materials produced for member universities by the Inter-University Council of Ohio Insurance Consortium Underwriting Committee	ADM9910 IUC-ADM-00-05	Retain in office for three years, then review for ongoing administrative value.
OARC21-11	P/E	C	**Driver Application Forms**	LEG3000	Retain while active + 2 years
OARC21-12	P/E	C	**Insurance Claims**	LEG3000	7 years after settlement
OARC21-14	P/E		**Property & Casualty Policy Records-Correspondence/Information** Includes correspondence and general information	LEG2000	Retain while active plus five years, then review for ongoing administrative or reference value.

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