

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 Way Policy 2501](#). 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.

ULAD

Originating Office/Department Code: Administrative Office

Division: University Libraries

¹Medium code: P=Paper, M=Microfilm/Fiche, E=Machine Readable

²Value code: C=Confidential, H=Historical, R=Restricted, V=Vital

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WSU Records Series Number	Medium Code ¹	Value Code ²	Records Series Title and Description ⁵	IUC Number	Retention Period
Administrative Office					
ULAD22-01	P	V	Agreements/Contracts Originals of contracts and agreements related to obligations under contracts, leases, and other agreements between the University Libraries and outside parties, such as Andrews University and hospital libraries.	LEG2000 IUC-LEG-00-01	Retain while active plus five years, then review for continuing administrative or historical value.
ULAD22-02	P/E	H	Committee Files- Management Advisory Committee (MAC) Original meeting minutes or summary reports of the Management Advisory Council	ADM9910 IUC-ADM-00-05	Retain permanently. Transfer one dated copy of minutes for each MAC meeting to the Archives annually.
ULAD22-03	P/E	H	Committee Files- Organization Level Original meeting minutes or summary reports of University Library sub-committees, including: <ul style="list-style-type: none"> • Assessment • Budget Priorities • Disaster/Emergency Preparedness • Inclusive Excellence • Marketing • Professional Development • Social Committee • STaR Awards 	ADM9910 IUC-ADM-00-05	Retain three years then review for continuing administrative or historical 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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WSU Records Series Number	Medium Code ¹	Value Code ²	Records Series Title and Description ³	IUC Number	Retention Period
ULAD22-04	P/E	H	<p><u>Grant Project Files-Awarded Administrative & Financial records</u> Individual files on federal and non-federal grant funded-projects include:</p> <ol style="list-style-type: none"> Administrative (proposal, letter of transmittal of funds, correspondence with funding agency, protocol written by principal investigators, reports, personnel records, etc.) Financial (budget sheets, requisitions, purchase orders, accounting worksheets, etc.) <p><i>Note: Retention and access requirements—as well as exceptions-- for federal grants outlined in Office of Management and Budget's Circular No A-110, sec.53.</i></p>	LEG2000 IUC-EDU-50-10	Retain while active plus five years from the date of submission of the final expenditure report. Then review for records with historical value and send to University Archives, (e.g., summary reports.)
ULAD22-05	P/E		<p><u>Grant files-Unawarded</u> Applications and proposals for grants that were not funded.</p>	ADM9900 IUC-EDU-50-11	Retain for one year after notification. Review for any ongoing reference value.
ULAD22-06	P/E	C	<p><u>Personnel Files</u> 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.</p> <p><i>Note no. 1: Long-term information is held by Human Resources Office.</i> <i>Note no. 2: Annual reports by individual staff members are held in the UL Admin Office.</i></p>	PER3000 IUC-HR-40-21	Destroy two years after termination. If subject to legal action, retain until final disposition.
ULAD22-07	P/E	C	<p><u>Personnel Files-Search Files</u> Records of individuals who applied or interviewed for positions for which a committee was formed. Files include search committee minutes and reports, interview questions, screening chart, applicant credentials, committee/applicant correspondence, authorization to hire forms, request to interview/offer position, and status of offer form.</p>	PER2000 IUC-HR-40-04	Retain for three years then destroy.
ULAD22-08	P/E	H	<p><u>Policies and Procedures-University Libraries</u> Procedural records documenting University Libraries-approved methods or processes for performing library-related activities to ensure uniformity and compliance with institution and legal requirements.</p>	ADM9910 IUC-ADM-00-05	Retain while active plus ten years. Transfer one copy of each version to the University Archives.

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ULAD22-09	P/E	H	Reports-Annual Includes periodic strategic plan reports for the University Libraries.	ADM9910 IUC-ADM-00-05	Retain in the admin office for three years then transfer to the University Archives for permanent retention.
ULAD22-10	E		Reports- Friends of the Libraries Circulation Lists Lists of current Friends of Libraries provided to Circulation for input into library borrowing system. Includes name, address, membership level, and membership expiration dates.	ADM9900 IUC-ADM-00-02	Retain while active plus one additional year then destroy/delete.
ULAD22-11	P/E	H	Subject/Correspondence Files-University Librarian Correspondence, reports, minutes, memoranda, and information files documenting the activities of this office. <i>Note: This series includes historical files on Friends of the Libraries' activities and events and historical information on the development of the University Libraries.</i>	ADM9910 IUC-ADM-00-01	Retain for three years then review for continuing administrative or historical value. *
ULAD22-12	P/E		Subject/Correspondence Files -Associate University Librarians Includes correspondence, reports, minutes, memoranda, and informational files.	ADM9910 IUC-ADM-00-01	Retain in the office for three years. Review for continuing administrative or historical value.*
Business Office					
ULAD22-13	P/E		Accounts Receivable Invoices	ACC1000 IUC-ACC-10-01	Retain for four years then destroy.
ULAD22-14	P/E		Accounts Receivable Deposits	ACC1000 IUC-ACC-10-01	Retain for four years then destroy.
ULAD22-15	P/E		Cash Records Records documenting cash received or disbursed by the University Libraries. Includes cash receipt slips, petty cash balance sheets, cash register reports, etc.	ACC1000 IUC-ACC-10-03	Retain for four years then destroy.

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Business Office					
ULAD22-16	P		Foundation Deposits Deposits made to Foundation accounts.	ACC1000 IUC-ACC-30-08	Retain for four years then destroy.
ULAD22-17	P/E		Foundation Reports Monthly Foundation account reports.	ACC1000 IUC-ACC-30-03	Retain for five years then destroy/delete.
ULAD22-18	P		Procurement Cards (for materials and services) Monthly procurement card statements and all documentation including invoices, receivers, etc. supporting each transaction on the statements.	FIN1000 IUC-FIN-10-03	Retain four years, excluding charges made to grant funds, which are to be retained six years. www.wright.edu/wrightway/5901.html
ULAD22-19	E		Reports-Financial-Annual-External Annual financial reports to Academic Libraries and IPEDS transmitted on-line.	FIN7010 IUC-FIN-00-02	Retain for four years, then review for continuing administrative or historical value.*
ULAD22-20	P/E		Reports-Financial-Annual-Internal Capital Inventory Report submitted to the University Controller's office.	FIN3010 IUC-FIN-00-03	Retain for two years, then review for continuing administrative value.
ULAD22-21	P/E		Procedures Manual-Business Office Includes procedures pertaining to database data entry and accounting operations at the University Libraries (original maintained in this office).	ADM9910 IUC-ADM-00-05	Retain until obsolete or superseded.
Publications and Public Relations					
ULAD22-22	P	H	Publications Includes University Libraries' : 1. Newsletters 2. Brochures, guides, manuals, and handouts 3. Event announcements	PUB3000 IUC-PUB-00-06	Transfer one copy of each publication to the University Archives annually. Destroy extra copies when of no further administrative value.
ULAD22-23	E	H	University Libraries News Blog	PUB3000 IUC-PUB-00-06	Retain posts on the news blog for two years, then save individual posts as PDFs and transfer to archives for ingest on e-archive.

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Originating Office/Department Code: Collection Development ULCD

Division: University Libraries

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ULCD07-01	P/E		<u>Correspondence-Selection of Library Materials</u> Correspondence between the collection development office and faculty, students, and publishers received in paper or electronic format.	ADM9910 IUC-ADM-00-01	Retain until selection process is complete then, review for continuing administrative value.
ULCD07-02	P/E		<u>Policy-Departmental-Collection of Library Materials</u> Procedural records documenting departmental methods or processes for performing collection development for the University Libraries.	ADM9910 IUC-ADM-00-05	Retain paper records while current plus ten years. Review for continuing administrative or historical value.*
ULCD07-03	P/E	V	<u>Reports-Annual Budget</u> Report generated from the III Database and used from collection development trend analysis (i.e., on types of selected material, expenditures by collecting area).	FIN7010 IUC-FIN-00-02	Retain electronic version for current fiscal year. Retain year-end report in paper format for six years, then review for continuing administrative value.*
ULCD07-04	P/E		<u>Subject Files- Collection Development</u> Reports, memoranda, minutes, and informational files documenting collection development activities.	ADM9910 IUC-ADM-00-01	Retain for three years, then review for continuing administrative or historical value. *

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Originating Office/Department Code: Content Acquisition and Management CAM/ULTS

Division: University Libraries

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Acquisitions					
ULTS07-01a	E	V	<p><u>Database-On-line-Acquisitions (III or Triple I)</u> This is composed of a module for acquisition of library materials including serials. The database contains all records of each phase of the transaction (purchase orders, invoices, payments a) processed through Account Payable or b) paid with procurement card by University Libraries). <i>Note: This series includes acquisition of monographs, serials and audiovisual materials as well as payment for binding of serials.</i></p>	ACC1000 IUC-ACC-10-01	Retain for two years on line and archive the previous two years on compact discs. Erase four years after the date of the transaction's completion.
ULTS07-01b	P	V	<p><u>Database-On-line-Acquisitions (III or Triple I)</u> Triple I database-related hard-copy records such as ledgers and original or duplicate invoices. <i>Note: For procurement card retention refer to General Schedule GS-37 (four years).</i></p>	ACC1000 IUC-ACC-10-01	Retain for four years and then destroy.
ULTS07-02	P/E	V	<p><u>Reports-Annual Budget</u> Report generated from the III Database.</p>	ADM9910 IUC-ADM-00-05	Retain electronic version for current fiscal year. Retain original report in paper format for six years, then review for continuing value.

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Cataloguing					
ULTS07-03	E		<p>Cataloguing Records Records created in the III Database after library materials are paid for and returned from OCLC with catalog number.</p> <p><i>Note: This series includes bibliographic records and shipping lists of government documents selected on-line from the Government Publications Office (GPO) since the early 1990s.</i></p>	ADM9900 IUC-ADM-00-01	Retain government documents for five years until superseded and shipping lists for the current financial year plus one. Then destroy shipping lists.
ULTS07-04	P		<p>Report-Statistical-Monthly This series include monthly statistical reports on cataloguing activity compiled by CAM and later summarized in annual report submitted to the University Librarian by the department head.</p>	ADM9910 IUC-ADM-00-05	Retain for three years, then review for continuing administrative value.
Administration					
ULTS07-05	P/E		<p>Procedures-Department Procedural records documenting department-approved methods or processes for performing acquisition and cataloguing activities to ensure uniformity and compliance with institution and legal requirements.</p>	ADM9910 IUC-ADM-00-05	Retain paper records while current plus ten years. Review for continuing administrative or historical value.*
ULTS07-06	P/E		<p>Subject Files-Department Head Correspondence, reports, minutes, memoranda, and information files documenting the activities of this office.</p>	ADM9910 IUC-ADM-00-01	Retain for three years, then review for continuing administrative or historical value. *

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Originating Office/Department Code: Instruction and Research Services

IRS/ULRF

Division: University Libraries

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ULRF22-01	P/E		Reports-Statistical-Instructional Activity Statistical information on instructional services provided by reference librarians. <i>Note: Summary statistics are included in departmental monthly and annual reports.</i>	EDU3000 IUC-EDU-30-01	Retain for three years then review for continuing administrative value.
ULRF22-02	P/E		Reports-Statistical-Reference Activity Statistical information on reference services provided daily by reference librarians. <i>Notes: 1. Summarized information is included in departmental monthly and annual reports.</i>	EDU3000 IUC-EDU-30-01	Retain for three years then review for continuing administrative value.
ULRF22-03	P/E		Instructional Program Files Instructional materials such as handouts, electronic presentations and related documents created by instruction staff. May include preparation files, informational files on instructors and offerings, and evaluation forms.	ADM9900 IUC-EDU-30-01	Retain while active plus three years. Review for continuing instructional or administrative value.

Note: For retention of departmental monthly and annual reports, see retention schedule for the University Libraries' Administrative office, series ULAD22-09.

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ULRF22-06	P/E		<u>Reference and Instruction Publicity Files</u> Materials used to publicize instructional offerings, such as flyers, electronic communications, Website postings etc. May include titles, dates, times, locations, course descriptions, general information and registration forms.	ADM9900 IUC-PUB- 00-06	Retain while active plus one year. Collect samples of current year's publicity materials and send to University Archives annually.
ULRF22-07	E		<u>Reference and Instruction Videos</u> Videos created by the University Libraries that are intended for broad audiences in the university community. This includes tutorials, instructional content, and promotional/marketing videos <i>NOTE1: Transfer in .mov or .mp4 formats.</i>	ADM9900 IUC-EDU- 30-01	Review annually for continuing instructional or marketing value; submit list of videos selected for removal to university archivist for final review.

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Originating Office/Department Code: Library Technology Services LTS/LCS

Division: University Libraries

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Administrative Records					
ULTS22-01	P	V	Agreements/Contracts-Maintenance Original hardware and software maintenance contracts.	LEG2000 IUC-LEG-00-01	Retain while active, plus five years. Review for continuing administrative value.
ULTS22-02	E	V/C	Bibliographic Records Database (III) Database listing bibliographic records in all media, patron records (personal information), circulation activity and borrowing policies. <i>Note: The database server is maintained and backed up regularly by Computing and Telecommunications Services (CaTS)</i>	ADM9910 IUC-ADM-00-01	Maintain continually updated.
ULTS22-03	P/E	C	Project Files- LTS (Routine and Special) These include: system implementations, system upgrades, service implementations, system migrations.	ADM9920 IUC-IT-10-03	a) Retain completed project files until no longer needed for system administration (superseded, obsolete, or replaced) and all legal requirements satisfied. Then review for historical value. b) Dispose of abandoned project files when of no further use for future development.

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ULTS22-04	P/E	H	Annual Reports Annual reports of LTS and Web Advisory Team activities and initiatives	ADM9910 IUC-ADM-00-05	Retain for 2 years, then transfer PDF copy to archives for ingest on e-archive
ULTS22-05	E	H	Minutes- LTS/ Web Team Minutes and supporting documents of department or team meetings.	ADM9910	Retain for 2 years, then transfer PDF copy of each set of minutes to the University Archives
ULTS22-06	P/E	C	Project Files- LTS/ Web Team Project documentation regarding system and website updates and migrations.	ADM 9910	Retain project files while current + 2 years, then review for ongoing administrative or historical value. Transfer inactive project files with historical value to SCA. Dispose of abandoned project files when of no further use for future development.
Library Technology Services					
ULTS22-07	P/E		Software and Hardware Conversion Plans Records relating to the replacement of equipment or computer operating systems.	ADM9920 IUC-IT-10-03	Retain one year after successful conversion, then destroy.
ULTS22-08	P/E	C	Data Documentation/Data Dictionary Records Records generally created during development or modification and necessary to access, retrieve, manipulate and interpret data in an automated system including data element dictionary, file layout, code book or table, and other records that explain the meaning, purpose, structure, logical relationships and origin of the data elements.	ADM9920 IUC-IT-10-02	Retain for three years after discontinuance of system or application and until system's or application's date is destroyed or transferred to a new structure or format, then destroy. If all data is not transferred, review for historical value.

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ULTS22-09	P/E		Data Processing Procurement Files Records used in the procurement of system hardware and software including request for proposals, proposals, quotations and bids, benchmark/acceptance testing information, correspondence, duplicate copies of contracts, purchase orders, technical reviews, and vendor information including references and literature on the firm or product line.	ACC2000 IUC-IT-20-01	Retain active plus six years, then destroy.
ULTS22-10	P/E		Data Systems Specifications Records necessary for using system, including user guides, system or sub-system definition, system flowcharts, program descriptions and documentation, job control or work flow records, system specifications, and input and output specifications.	ADM9920 IUC-IT-00-01	Retain three years after discontinuance of system and until all system data is destroyed or transferred to new operating environment, then destroy. If all data is not destroyed or transferred, review for historical value.
Web Advisory Team					
ULTS22-11	P/E		Usability Studies Studies conducted with students to solicit feedback on the usability of the UL Website. Reports are generated from recorded student sessions where responses are compiled and analyzed.	ADM3010/ IUC-ADM-10-01	Retain sample of recordings on Web-Team SharePoint site for two years. Retain reports for duration of current website design
ULTS22-12	E	H	Website- University Libraries Homepage and subpages of UL website. Includes description of programs and services; special events, activities and workshops; calendars; catalogs; lib guides; staff information; announcements and maintenance information on the University Libraries' website and intranet/SharePoint site.	ADM9900 IUC-PUB-00-06	Capture screenshots of the following pages annually. Retain image files on Web-Team SharePoint site. Send PDF of each to SCA for archival collection. 1) UL Homepage 2) UL subpage ("About" page) 3) SC&A homepage 4) Catalog 5) Catalog/bib sample 6) Lib-guide/random

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Originating Office/Department Code: Resource Delivery Services

RDS/ULID

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WSU Records Series Number	Medium Code ¹	Value Code ²	Records Series Title and Description ⁵	IUC Number	Retention Period
ULID19-01	P/E		Circulation Records- Billing Records documenting overdue amounts and billing notices regarding patrons and materials borrowed by them.	ACC1000 IUC-ACC-10-01	Retain until patron account becomes inactive plus two additional years. After two years of inactivity, waive all unpaid fines and replacement costs, then delete or destroy.
ULID22-02	E	V	Circulation Records- Database The automation system <i>Sierra</i> by <i>Innovative Interfaces</i> holds all circulation activities. At the end of each transaction the entry is deleted. Note: <i>This system has been used since 2011. Circulation data is maintained on a hosted server. Host provides daily, weekly, and monthly back-ups. Library Technology Services maintains responsibility for all information on the database.</i>	ADM9900 IUC-ADM-00-01	Update continuously. Delete individual entries after completion of each transaction.
ULID07-03	E		Inter-Library Loan Borrowing Requests Patron Requests to borrow items from an outside library. This series includes both filled and unfulfilled requests. Note: <i>The 3-year retention satisfies copyright law requirements.</i>	ADM9900 IUC-ADM-00-01	Maintain while request is active plus three years, then delete.
ULID07-04	P/E		Inter-Library Loan Lending Requests Requests from outside libraries to borrow materials. This series includes both filled and unfulfilled requests. Note: <i>If invoice is generated, a copy is retained in Admin Office of the University Libraries.</i>	ADM9900 IUC-ADM-00-01	Maintain while active plus three years, then delete or destroy.

***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).

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: Special Collections and Archives

ARCH

Division: University Libraries

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
ARCH18-01	P/E	H/V	<p>Accession Records List of archival collections accessioned by Special Collections and Archives.</p> <p><i>Accession information for each collection is entered into ArchivesSpace (see ARCH18-07) to:</i></p> <ul style="list-style-type: none"> • update processing status • verify data as populated in ArchivesSpace • to use for reporting <p>Note: 3 copies of each database log sheet + each accession record in ArchivesSpace ("view" mode) are created, with one copy each filed in accession binder, donor file, and collection box.</p>	ADM9900 IUC-ADM-00-01	<ol style="list-style-type: none"> 1. Maintain data in ArchivesSpace indefinitely 2. Retain paper copies permanently in donor files and accession binders 3. Binders may be transferred to University Archives once full 4. Paper copies in collection box may be discarded once processed
ARCH15-02	P/E		<p>Agreements-Media Orders- Correspondence and Invoice Requests Correspondence, invoice requests and related documentation for media duplication requests.</p>	LEG2000 IUC-LEG-00-01	Retain three years then destroy/delete
ARCH15-03	P/E	V	<p>Agreements-Media Orders- Use Agreements Original copies of use agreements for media duplication requests.</p>	LEG2000 IUC-LEG-00-01	Retain permanently

***Note:** Longer term storage may include, but not be 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).

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RECORDS RETENTION SCHEDULE (RRS)

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WSU Records Series Number	Medium Code ¹	Value Code ²	Records Series Title and Description ³	IUC Number	Retention Period
ARCH18-04	P/E	V	<p>Agreements and Contracts Documentation of any agreements or contracts between Special Collections & Archives and other parties pertaining to special projects. May include terms and conditions, provisions, amendments, and authorizing signatures.</p> <p><i>Note:</i> Does not include collection loan agreements, which are filed in Collection Files (see ARCH15-05)</p>	LEG2000 IUC-LEG-00-01	Retain for duration of contract plus 5 additional years. Review for continuing administrative or historical value.*
ARCH15-05	P/E	H/V	<p>Collection Files May include deed of gift, deposit/loan agreements, copy of accession log, finding aid, related documentation and correspondence.</p>	ADM9910 IUC-ADM-00-05	Retain permanently.* Retain paper copies in collection folders in Special Collections and Archives.
ARCH15-06	P/E	H	<p>Collection Files- Collection Development Working documentation on leads for development of archival collections.</p>	ADM9910 IUC-ADM-00-05	Retain while active plus three years, then review annually for continuing administrative value (by collections manager and head of Special Collections & Archives.
ARCH18-07	E	H/V	<p>Collections- Databases Includes electronic databases such as:</p> <ol style="list-style-type: none"> 1. Collections management (ArchivesSpace) 2. Aviation (MS Access) 3. Aviation Artists (MS Access) 4. CTL/WSU Photographs (MS Access) 5. Dayton Daily News (MS Access) 6. Films (MS Access) 7. Local Government Records (MS Access) 8. Newspaper Master Negatives (MS Access) 9. Oversize collections (MS Access) 10. Statistics (MS Access) 	ADM9900 IUC-ADM-00-01	Update continuously. Retain permanently in Special Collections and Archives.
ARCH18-07b	E	H	<p>Collections- Databases- Obsolete- Accession Log (MS Access) Former accessions database that is no longer used or updated. All information was migrated to ArchivesSpace.</p>	ADM9900 IUC-ADM-00-01	Retain indefinitely for back-up/legacy purposes. Review periodically for ongoing value.
ARCH18-08	E	H/V	<p>Collections- E-Archives Digitized files of analog formats as well as born digital files from manuscript collections and university archives.</p> <p><i>Note 1:</i> Files maintained on digital media may be disposed of once ingested into E-Archive and no longer needed</p> <p><i>Note 2:</i> The E-Archives is not responsible for preserving digital versions of resources reformatted by DIRS for SC&A, the bulk of which are still photographic or printed materials.</p>	ADM 9900 IUC-ADM-00-01	Retain Preservation Masters and access copies indefinitely on E-Archives servers. Overflow files and files of excessive size may be retained on external hard drives as needed.

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RECORDS RETENTION SCHEDULE (RRS)

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WSU Records Series Number	Medium Code ¹	Value Code ²	Records Series Title and Description ⁵	IUC Number	Retention Period
ARCH15-09	P/E	H/V	Collections- Finding Aids- Inventories Research aids and container lists for archival collections, including: 1. Manuscript Collections 2. Local Government Records 3. Newspapers and Films 4. University Archives	ADM9900 IUC-ADM-00-01	Retain permanently in Special Collections and Archives.
ARCH15-10	M	H	Collections- Micrographics Rolls of Film: Master Negatives 1. Churches 2. Family Histories 3. Federal Census Records 4. Funeral Homes 5. Local Government Records 6. Manuscript Collections 7. Newspapers 8. University Archives	ADM9900 IUC-ADM-00-01	Retain permanently in Special Collections and Archives.
ARCH15-11	P/E		Digital Project Files and Worksheets Project files and checklists used to monitor status and workflow of digital projects in production.	ADM9910 IUC-ADM-00-01	Retain project files for two years after completion of project, then transfer summary documents and project worksheets to donor file (MS collection) or University Archives (university collection) for permanent retention.
ARCH15-12	P	P	Digital Services Log Log of archival collections checked out and returned daily by Digital Services for digitization projects	ADM9910 IUC-ADM-00-01	Retain for current year plus one additional year then destroy
ARCH16-13	P/E	H	Grant Project Files- Awarded Administrative and Financial Records Administrative and financial files of grant funded projects. May include: 1. Administrative (proposal, letter of transmittal of funds, correspondence with funding agency, reports, etc.) 2. Financial (budget sheets, requisitions, purchase orders, accounting worksheets, etc.)	LEG2000 IUC-EDU-50-10	Retain while active plus three years from the date of submission of the final expenditure report, then review for any continuing administrative or historical value. <i>Retain final expenditure reports permanently.</i>

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WSU Records Series Number	Medium Code ¹	Value Code ²	Records Series Title and Description ³	IUC Number	Retention Period
ARCH16-14	P/E	C/H	<u>Grant Project Files- Awarded Research Records and Data</u> Files documenting the research activity associated with grant-funded projects. May include research data, working papers, research/activity reports, summary reports, and related documentation and correspondence. <i>Research records and data produced by grant funded projects are treated as intellectual property and provided all applicable protections.</i>	LEG2000 IUC-EDU-50-10	Retain while active plus three years from the date of submission of the final expenditure report, then review for any continuing administrative or historical value. <i>Retain permanently all final reports submitted to granting agency and other publicly released, published, or patented research</i>
ARCH16-15	P		<u>Patron/Usage Records</u> Forms used to document patrons' access to, and retrieval and use of, archival collections and manuscript collections. Includes research applications, camera use agreements, microforms logs, and research call slips. <i>See also ARCH15-29</i>	ADM9900 IUC-ADM-00-01	Collect monthly and compile in patron/usage database (MS Access). Retain original forms for current year plus one additional year
ARCH15-17	P/E	H	<u>Policies and Procedures-SC&A</u> Procedural records documenting SC&A approved methods or processes for performing archival projects. These records include mission statement, collection policy, procedures manual, processing manual, and records management program. Policies and procedures also detailed in Wright State Policy No. 12220 (see Wright State Policies Website).	ADM9910 IUC-ADM-00-05	Retain paper records while current plus ten years. Review for continuing administrative or historical value.* Retain information on the web until obsolete or superseded.
ARCH16-18	P	H	<u>Publications</u> Includes Special Collections and Archives' brochures, guides, manuals, and publications on special projects and events.	PUB3000 IUC-PUB-00-06	Retain three years in the office. Transfer one copy of each to the University Archives. Destroy extra copies when of no further value.
ARCH16-19	P/E	H	<u>Publicity/Outreach-Events</u> Final versions of print material created for events organized by SC&A.	PUB3000 IUC-PUB-00-06	One copy of each to be retained permanently in University Archives

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RECORDS RETENTION SCHEDULE (RRS)

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ARCH16-20	P/E	H	<u>Publicity/Outreach-Exhibit Files</u> May include scripts, labels, layout, checklist, digital copies, and exhibit press releases.	PUB3000 IUC-PUB-00-06	Retain 5 years then review for continuing value.
ARCH16-21	E	H	<u>Publicity/Outreach- Events- Photographs</u> Includes select photos taken by staff to document SC&A special events and other department activities.	PUB3000 IUC-PUB-00-06	Retain on K drive for one year then transfer to E-Archive. Review every five years for long term retention
ARCH16-22	E	H	<u>Publicity/Outreach- Events- Videos</u> Videos taken at SC&A special events. <i>NOTE1: Transfer by external drive or portable media in .mov, MP4, or avi formats</i>	PUB3000 IUC-PUB-00-06	Transfer to E-Archive, delete from portable media/ external drive once transferred. Review every five years for long term retention.
ARCH19-23	P/E	H	<u>Publicity/Outreach Files- External Publications</u> News clippings, magazine articles, and other external publications featuring Special Collections & Archives	PUB3000 IUC-PUB-00-06	Deposit one copy of each published item in the University Archives
ARCH15-24	P/E	H	<u>Publicity/Outreach-Presentations and Lectures</u> Noteworthy scholarly presentations as well as presentations on often requested topics, (e.g. genealogy research, SC&A collections, 1913 Dayton Flood, etc.) designed by SC&A staff	PUB3000 IUC-PUB-00-06	Retain indefinitely on K drive, review periodically for continuing value. Transfer to E-Archive as needed *.
ARCH16-25	E	H	<u>Publicity/Outreach- Social Media</u> Posts to social media outlets utilized by SC&A to promote collections, special events or special projects. Platforms include Facebook, Twitter, and WordPress blogs (DDN Archive and Out of the Box)	PUB3000 IUC-PUB-00-06	Retain posts in PDF format where possible or in platform downloadable formats where available. Retain on K drive for one year then transfer to E-Archive. Review every five years for long term retention.
ARCH15-26	P/E	H	<u>Reports-Annual-Departmental</u> Departmental reports submitted to the University Librarian.	ADM9910 IUC-ADM-00-05	Retain on the K drive for three years, then transfer to Subject Files- Head-Special Collections and Archives for permanent retention.
ARCH15-27	P/E	H	<u>Reports-Monthly/Annual-Individual</u> Reports submitted to the Head of Special Collections and Archives by staff members.	ADM9900 IUC-ADM-00-02	Retain on the K drive for three years, then purge/ destroy.

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WSU Records Series Number	Medium Code ¹	Value Code ²	Records Series Title and Description ⁵	IUC Number	Retention Period
ARCH15-28	P/E		Research Requests and Correspondence Includes research request forms (includes online and telephone requests), mail/email research requests and related correspondence. Arranged chronologically by month and year.	ADM9910 IUC-ADM-00-05	Collect monthly and compile into patron/usage database. Retain for three years then purge/destroy.
ARCH15-29	P/E	H	Research Subject Files Resource files for significant research topics.	ADM9910 IUC-ADM-00-05	Retain in the office for five years. Then review for continuing administrative or historical value.*
ARCH15-30	E		SC&A Reference Database Master database of all patron/usage data, collections activity, and reference activities performed by SC&A staff. Includes monthly compilation of number of reference requests, media requests, patron visits, phone calls, and collections used. Used for monthly/annual reports, compiled from patron/usage forms and research request forms/correspondence.	ADM9910 IUC-ADM-00-05	Retain continuously updated. Review every five years for long term retention.
ARCH15-31	P/E	H	Subject Files-Head, Special Collections and Archives Correspondence, reports, minutes, memoranda, and information files documenting dept. activities.	ADM9910 IUC-ADM-00-05	Retain for three years, then review for continuing administrative or historical value. *
ARCH16-32	P/E	H	Special Collections and Archives Web Page Includes description of the department of Special Collections and Archives, its collections and its services.	ADM9910 IUC-ADM-00-05	Retain online until obsolete or superseded. Capture screenshots of the following pages annually. Retain PDF of each image file for the SCA Departmental Collection: 1) SCA Homepage 2) Blogs (DDN, OOTB) 3) Online Exhibits 4) Research Homepage + subpage (1) 5) Services Homepage + subpage (1) 6) University History Homepage + subpage (1) 7) DDN Homepage 8) WB Homepage
ARCH16-33	P	C	Visitors Log Registry of patrons entering Reading Room.	ADM9910 IUC-ADM-00-05	Retain until statistical data has been collected into statistics database.

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Records Management Office					
ARCH15-34	P/E	H	<u>Records Management Advisory Committee (RMAC) Meeting Minutes</u>	ADM9910 IUC-ADM-00-05	Retain permanently*.
ARCH15-35	P/E	V	<u>Records Retention Schedules-All WSU offices</u> Records Retention Schedules held by each WSU office indicating retention period for records originating in the office.	ADM9910 IUC-ADM-00-05	Retain all approved versions permanently.*
ARCH16-36	P/E	V	<u>Records Retention Dept. Files-All WSU offices-Working Files</u> Working files related to the development of retention policies and related issues for WSU divisions, departments, or offices.	ADM3000 IUC-ADM-00-01	Retain for five years and then review for continuing administrative value.
ARCH15-37	P/E	V	<u>Certificate of Records Disposal-All WSU offices</u>	ADM3000 IUC-ADM-00-01	Retain permanently*.
ARCH15-38	P/E		<u>Records Management Training Material</u>	ADM9900 IUC-EDU-30-01	Retain for three years, then review for continuing administrative value.
DIGITAL INITIATIVES & REPOSITORY SERVICES					
ULDS13-01	E	V	<u>Digital Image Masters</u> Master image files of projects undertaken by Digital Services Department. Note1: Digital image masters are stored on a CaTS server and backed up daily. Redundant back ups on CD/DVD stored in Digital Services Department. Note2: For digital images that are to be maintained indefinitely and/or longer than 10 years, protective measures must be in place to ensure long term usability. These measures include: <ul style="list-style-type: none"> • Requirements for master image capture (scanning specifications, file formats, metadata); • System information and maintenance (system documentation and upgrades) • Sustainability strategy (schedule for the copying and refreshing media, periodic review of existing file formats for potential reformatting to emerging formats when appropriate. 	ADM9900 IUC-PUB-00-04	Images produced for Scanning and Printing requests: Review for ongoing value once project is completed. Images produced for CORE/CORE SCHOLAR Projects: Retain indefinitely or for as long as materials exist in digital repository.

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WSU Records Series Number	Medium Code ¹	Value Code ²	Records Series Title and Description ⁵	IUC Number	Retention Period
Records Management Office					
ULDS13-02	P	V	<u>Licenses/ Agreements- CORE Scholar</u> Originals of agreements pertaining to materials in CORE Scholar. Includes memorandums of understanding for journals as well as non-exclusive distribution licenses signed by the authors of copyrighted materials.	LEG2000 IUC-LEG-00-01	Retain for 5 years after expiration of agreement or copyright, or until materials removed from CORE Scholar.
ULDS13-03	P/E		<u>Project Management Records</u> Examples include project documentation, justifications, user requirements, status reports and related correspondence on individual digital projects.	ADM9900 IUC-ADM-00-01	Retain for three years after completion of project.
ULDS13-04	P/E		<u>Reports-Statistical-Monthly</u> Monthly reports highlighting current projects, major department activities, and statistics on scanning projects and CORE Scholar. <i>Notes: 1. Summarized information is included in departmental annual reports.</i>	ADM9900 IUC-ADM-00-01	Retain for one year and until integrated into dept. annual report, then review for continuing administrative value.
ULDS13-05	P/E		<u>Subject Files- Digital Services</u> Administrative files maintained by the Head of Digital Services on current initiatives. May include committee files, reports, current policies, licenses and agreements, strategic planning documents, and related correspondence.	ADM9900 IUC-ADM-00-01	Retain while active + five additional years then review for continuing administrative value.
ULDS13-06	P/E	V	<u>Systems Documentation</u> Includes application development files, source code, data systems specifications, data documentation, hardware documentation and conversion/migration plans	ADM9910 IUC-ADM-00-05	Retain 3 years after system migration or discontinuance.

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