

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.wydzman@wright.edu.

Originating Office/Department Code: Office of the CIO CTDR

Division: Computing and Telecommunications Services (CaTS)

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 ³	IUC Number	Retention Period
Telecommunications Office					
CTDR00-01	P/E	H	<u>Meeting minutes-Departmental</u>	ADM9910 IUC-ADM-00-05	Retain in the office for three years and then transfer to the University Archives.
CTDR00-02	P/E	H	<u>Organizational Charts-Departmental</u>	ADM3300 IUC-ADM-00-04	Retain in the office until superseded. Transfer <i>one dated copy</i> of each chart to the University Archives every three years.
CTDR00-03	P/E	C	<u>Personnel Files-Department*</u> Staff personnel files, including student workers files. These include performance evaluations, letters of recommendations, correspondence, resumes, copies of contracts, vacation, sick, and professional leave information. <i>*Note: Long-term information is held by Human Resources Office.</i>	PER3000 IUC-HR-40-21	Destroy six years after termination. If subject to legal action, retain until final disposition.

***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).

4/26/23

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

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WSU Records Series Number	Medium Code ¹	Value Code ²	Records Series Title and Description ³	IUC Number	Retention Period
CTDR00-04	P/E	C	Personnel Files-Employee Selection Vitae, letters, and records of individuals who have applied for staff positions in the Office of the CIO.	PER2000 IUC-HR-40-04	Retain for three years, then destroy.
CTDR18-05	P/E	H	Policies and Procedures-Departmental Records documenting division approved methods or processes for performing activities to ensure uniformity and compliance with institution and legal requirements. Examples include documentation on telecommunications, systems, and data processing operations.	ADM9910 IUC-ADM-00-05	Retain while active plus ten years in the office. Transfer one dated copy of each version to the University archives every three years.
CTDR18-06	P/E	H	Publications/Publicity Includes departmental newsletters, brochures and other publications describing programs, services, or other activities of CaTS and/or the Office of the CIO. This series also includes articles written by CaTS staff.	PUB6000 IUC-PUB-00-05	Retain permanently. Send one copy of each publication to the University Archives annually.
CTDR00-07	P/E	H	Reports-Annual Annual reports outlining the activities of the Computing and Telecommunications department.	ADM9910 IUC-ADM-00-05	Retain in the office for three years and then transfer to University Archives
CTDR00-08	P/E	H	Subject Files-Director's Includes correspondence, reports, minutes, memoranda, policy and information files. This series includes historical information on development of the department, important initiatives, projects, etc.	ADM9910 IUC-ADM-00-05	Retain in the office for three years. Then, review for continuing administrative or historical value.*
CTDR18-09	P/E	V	Agreements/Contracts Agreements, leases and other records related to contractual obligations between WSU and other institutions or businesses. May include original documents regarding agreements administered directly by CaTS or the CIO's Office; or reference copies of contracts/agreements administered by the Purchasing Office on behalf of the CIO's Office.	LEG2000 IUC-LEG-00-01	Retain original contracts/ agreements while active plus five additional years. <i>*For contracts/ agreements administered by Purchasing, the CIO's Office may retain reference copies as needed and/or until of no further administrative value.</i>

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