

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 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.

Originating Office/Department Code: Office of Technology Transfer OTT

Division: Research and Innovation

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

²**Value code:** C=Confidential, R=Restricted, H= Historical , 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
OTT15-01	P/E	C/V	<u>Invention Disclosures</u> Disclosure forms and other documentation submitted for review to Office of Technology Transfer showing description of invention and potential commercial applications.	LEG7000 IUC-LEG-10-01	Permanent.
OTT15-02	P/E	C	<u>Evaluations of Disclosures</u> Patentability and Market Research for the purpose of evaluating various disclosures received by the Office of Technology Transfer.	ADM9900 IUC-ADM-00-02	Five years after case closed, then discard.
OTT15-03	P/E	V	<u>Relinquishment of Rights</u> Documentation showing a disclosure or a piece of intellectual property is relinquished to the government or the inventor/creator of the disclosure/intellectual property.	LEG7000 IUC-LEG-10-01	Permanent.

***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).