

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: Computing & Telecommunications Services- Client Services

CTHD

Division: Office of the CIO

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
Client Services					
CTHD10-02	P/E		<u>Policies and Procedures- Client Services</u> Department policy and procedure manuals/documents	ADM9900 IUC-ADM-00-05	Retain while current and then destroy.
CTHD10-06	P/E		<u>Reports</u> This series includes 1. Monthly activity reports to director of CaTS 2. Statistical reports (phone, tracking system, e-mail contacts) resulting from surveys such as monthly telephone surveys and daily card surveys.	ADM9910 IUC-ADM-00-01	Retain for three years and then review for historical value.*
CTHD19-07	P/E		<u>Service Now/ Site Support Files</u> Record of support services provided for specific data processing equipment, including site visit reports, service reports, service histories, and correspondence. <i>Examples:</i> Technical support requests (PC maintenance, troubleshooting, new s/w installation) via telephone, e-mail, and walk-in are tracked. Monthly reports are produced that document problem areas by type of problem, group of service providers, etc.	ACC2030 IUC-IT-30-05	Retain while current plus six years, then destroy.

Retention dates based on calendar year

***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).

05/02/23

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CTHD10-08	P/E	C	<u>Student Employment Authorization Paperwork</u> Includes student employment authorizations, student employment contracts, resumes, background checks, records of student hire/termination dates, and signed copy of CaTS Code of Responsibility for Security and Confidentiality	PER3000 IUC-HR-40-21	Retain while active plus five years, then destroy
CTHD10-09	P/E		<u>Training Course Information</u> Memoranda, flyers, registration forms, etc. relating to training courses offered by date processing user support unit.	ADM9900 IUC-ADM-00-05	Retain until obsolete and then destroy.
Classroom Technology Support					
CTHD19-10	E	V	<u>Database Equipment inventory</u> Contains information on all equipment in equipment pool and equipment installed in classrooms.	ACC2000 IUC-ACC-20-01	Retain data on current inventory plus two years, then as long as there is a continued need.
CTHD11-11	P/E		<u>Manuals-Operational/Equipment</u> Contains instructional manuals for all equipment on Client Services inventory.	ADM3000 IUC-IT-10-01	Retain while information is current then discard.

Retention dates based on calendar year

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Instructional Technology Services (ITS)					
CT-ITS 22-01	E		<u>Pilot- Course Content</u> Materials residing on Pilot regarding course offerings and course contents. Includes syllabi, course descriptions, course outlines and summaries, assignment materials, reading lists, bibliographies, etc.	EDU1000 IUC- EDU-35- 30	To be retained on Pilot for 6 years, after which content will be removed. NOTE: This retention policy has been put on hold; no inactive courses on Pilot will be deleted for the time being.
CT-ITS 22-02	E	C	<u>Pilot- Media Management Tools- Panapto</u> Video lecture recordings created with Panapto communications software by instructors for asynchronous, remote class instruction and e-learning.	EDU3000 IUC- EDU-30- 01	To be retained on Pilot for 6 years, after which content will be removed. Video that has not been accessed in the last 13 months will be moved to an archived state. Video that has been accessed in the last 13 months will remain in an active state.
CT-ITS 22-03	E	C	<u>Pilot- Video Conferencing Tools – Webex</u> Video conferencing recordings created with the Webex video conferencing tool by instructors for synchronous, remote class instruction and e-learning. NOTE1: The six-year retention date was initiated on March 20, 2023 to align with Pilot and Panapto’s six-year retention period. Please be aware that WebEx will automatically delete content as it reaches the six-year mark. NOTE2: CaTS recommends periodically checking the dates on any videos you currently have stored in WebEx; if you believe your content is getting close to the six-year mark, please download any content that you would like to save.	EDU3000 IUC- EDU-30- 01	To be retained for 6 years, after which content will automatically be removed.

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