

# Wright State University RECORDS RETENTION SCHEDULE (RRS)

New	
Revision	X
Addition	X
Page	1 of 6

**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](mailto:chris.wydman@wright.edu).

**Originating Office/Department Code:** Special Collections and Archives ARCH

**Division:** Approvals University Libraries Date:

**Dean/Director/Head:** \_\_\_\_\_

**Department Chairperson/Manager:** \_\_\_\_\_

**University Records Manager:** \_\_\_\_\_

**Head, Special Collections & Archives** \_\_\_\_\_

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

<sup>2</sup>**Value code:** C=Confidential, H=Historical R=Restricted, V=Vital

<sup>3</sup>**Description:** A separate retention period is required for each medium in the same records series.

WSU Records Series Number	Medium Code <sup>1</sup>	Value Code <sup>2</sup>	Records Series Title and Description <sup>5</sup>	IUC Number	Retention Period
ARCH18-01	P/E	H/V	<p><b>Accession Records</b> 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"> <li>• update processing status</li> <li>• verify data as populated in ArchivesSpace</li> <li>• to use for reporting</li> </ul> <p><b>Note:</b> 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-00-02	<p>1. Maintain data in ArchivesSpace indefinitely</p> <p>2. Retain paper copies permanently in donor files and accession binders</p> <p>3. Binders may be transferred to University Archives once full</p> <p>4. Paper copies in collection box may be discarded once processed</p>
ARCH15-02	P/E		<p><b>Agreements-Media Orders- Correspondence and Invoice Requests</b> 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><b>Agreements-Media Orders- Use Agreements</b> 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).

03/07/2023

# RECORDS RETENTION SCHEDULE (RRS)

(continuation sheet)

<b>New</b>	
<b>Revision</b>	X
<b>Addition</b>	X
<b>Page</b>	2 of 6

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

<sup>2</sup>**Value code:** C=Confidential, H=Historical R=Restricted, V=Vital

<sup>3</sup>**Description:** A separate retention period is required for each medium in the same records series.

WSU Records Series Number	Medium Code <sup>1</sup>	Value Code <sup>2</sup>	Records Series Title and Description <sup>3</sup>	IUC Number	Retention Period
ARCH23-05	P/E	H/V	<b>Collection Files</b> May include deed of gift, deposit/loan agreements, copy of accession log, finding aid, related documentation and correspondence.	ADM9900  IUC-ADM-00-02	Retain permanently. Retain paper copies in collection folders in Special Collections and Archives; retain electronic copies on SC&A N drive.
ARCH15-06	P/E	H	<b>Collection Files- Collection Development</b> Working documentation on leads for development of archival collections.	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	<b>Collections- Databases</b> Includes electronic databases such as: 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) 11.	ADM9900  IUC-ADM-00-02	Update continuously. Retain permanently in Special Collections and Archives.
ARCH18-07b	E	H	<b>Collections- Databases- Obsolete- Accession Log (MS Access)</b> Former accessions database that is no longer used or updated. All information was migrated to ArchivesSpace.	ADM9900  IUC-ADM-00-02	Retain indefinitely for back-up/legacy purposes. Review periodically for ongoing value.

**\*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).

03/07/2023

# RECORDS RETENTION SCHEDULE (RRS)

(continuation sheet)

New	
Revision	X
Addition	X
Page	3 of 6

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

<sup>2</sup>Value code: C=Confidential, H=Historical R=Restricted, V=Vital

<sup>3</sup>Description: A separate retention period is required for each medium in the same records series.

WSU Records Series Number	Medium Code <sup>1</sup>	Value Code <sup>2</sup>	Records Series Title and Description <sup>3</sup>	IUC Number	Retention Period
ARCH23-08a	E	H/V	<p><b><u>Digital Master Files - CORE Scholar and/or Preservation Projects</u></b>                      Digitized master files created or captured for the primary purpose of upload to online digital repository (CORE Scholar), reformatting, and/or long-term preservation.</p> <p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>1. May include data captured from analog formats, such as still photographs, slides, analog audiovisual media, etc., or from obsolete media, such as DVDs or DV tapes.</li> <li>2. May include digital files created by SCA staff or by external vendors.</li> <li>3. May also include access copies generated from digital master files.</li> <li>4. Digital image masters are stored on a CaTS server and backed up daily. Overflow files and files of excessive size may be retained on external hard drives as needed.</li> <li>5. Files maintained on external digital media may be disposed of once ingested into E-Archive and no longer needed.</li> <li>6. For files 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"> <li>• Technical requirements for digitization capture (e.g., scanning/digitization specifications, file formats, metadata);</li> <li>• System information and maintenance (system documentation and upgrades); and</li> <li>• Sustainability strategy (schedule for the copying and refreshing media, periodic review of existing file formats for potential reformatting to emerging formats when appropriate).</li> </ul> </li> </ol>	ADM 9900 IUC-ADM-00-02	Retain indefinitely, or for as long as materials exist in digital repository and/or manuscript collections, on E-Archives server (P drive).
ARCH23-08b	E		<p><b><u>Digital Master Files – Scanning/Printing Requests (Media Orders)</u></b>                      Digitized master files created or captured for the primary purpose of fulfilling a reproduction request originating from a researcher or for an internal project (such as an exhibit).</p>	ADM9910 IUC-ADM-00-05	Retain for 3 years on Digiserv (L: drive), then review for ongoing value.
ARCH23-08c	E		<p><b><u>Digital (Non-)Master Files – Reference Scans</u></b>                      Reference quality scans, of non-master resolution quality and/or lossy file format (e.g., PDF or JPG), created for the primary purpose of fulfilling a researcher request.</p>	ADM9910 IUC-ADM-00-05	Retain for 3 years on Digiserv (L: drive), then review for ongoing value.

\*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).

03/07/2023

# RECORDS RETENTION SCHEDULE (RRS)

(continuation sheet)

New	
Revision	X
Addition	X
Page	4 of 6

<sup>1</sup>Medium P=Paper, M=Microfilm/Fiche, E=Machine Readable

<sup>2</sup>Value code: C=Confidential, H=Historical R=Restricted, V=Vital

<sup>3</sup>Description: A separate retention period is required for each medium in the same records series.

WSU Records Series Number	Medium Code <sup>1</sup>	Value Code <sup>2</sup>	Records Series Title and Description <sup>5</sup>	IUC Number	Retention Period
ARCH23-09	P/E	H/V	<b><u>Collections- Finding Aids- Inventories</u></b> 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-00-02	Permanent. Retain paper copies in collections files in Special Collections and Archives. Retain electronic copies on SC&A N drive.
ARCH15-10	M	H	<b><u>Collections- Micrographics</u></b> 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-00-02	Retain permanently in Special Collections and Archives.
ARCH23-11	P/E		<b><u>Digital Projects- Project Management Records</u></b> Examples include project documentation, justifications, user requirements, status reports, checklists, and related correspondence on individual digital projects.	ADM9910  IUC-ADM-00-05	Retain for three years after completion of project.  For projects relating to SCA manuscript collections or University Archives, after 3 years, transfer summary documents collection files for permanent retention.
ARCH15-12	P		<b><u>Digital Projects Log</u></b> Log of archival collections checked out and returned daily by DIRS for digitization projects	ADM9910  IUC-ADM-00-05	Retain for current year plus one additional year then destroy
ARCH23-13	P		<b><u>Patron/Usage Records</u></b> 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 ARCH15-18</i>	ADM9910  IUC-ADM-00-05	Retain original forms for three years. Compile patron/usage stats monthly in LibInsight.

\*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).

03/07/2023

# RECORDS RETENTION SCHEDULE (RRS)

(continuation sheet)

<b>New</b>	
<b>Revision</b>	X
<b>Addition</b>	X
<b>Page</b>	5 of 6

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

<sup>2</sup>**Value code:** C=Confidential, H=Historical R=Restricted, V=Vital

<sup>3</sup>**Description:** A separate retention period is required for each medium in the same records series.

WSU Records Series Number	Medium Code <sup>1</sup>	Value Code <sup>2</sup>	Records Series Title and Description <sup>3</sup>	IUC Number	Retention Period
ARCH16-14	P/E	H	<b><u>Publicity/Outreach-Exhibit Files</u></b> May include scripts, labels, mounted items, layout, checklist, digital copies, and exhibit press releases.	PUB3000 IUC-PUB-00-04	Retain 5 years then review for continuing value.
ARCH16-15	E	H	<b><u>Publicity/Outreach- Social Media</u></b> Posts to social media outlets utilized by SC&A to promote collections, special events or special projects. Platforms include Facebook, Twitter, and Out of the Box blog (WordPress).	PUB3000 IUC-PUB-00-04	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.
ARCH23-16	P/E		<b><u>Research Requests and Correspondence</u></b> 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/compile monthly using LibInsight. Retain correspondence files for 3 years then purge/ destroy.
ARCH15-17	P/E	H	<b><u>Research Subject Files</u></b> 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.*
ARCH15-18	E		<b><u>Reference and Outreach Database- LibInsight</u></b> Database of all patron/reference/outreach interactions 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.
ARCH15-19	P/E	H	<b><u>Subject Files-Head, Special Collections and Archives</u></b> 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.*
ARCH16-20	P	C	<b><u>Visitors Log</u></b> Registry of patrons entering Reading Room.	ADM9910 IUC-ADM-00-05	Retain until statistical data has been collected into statistics database.

\***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).

03/07/2023

# RECORDS RETENTION SCHEDULE (RRS)

(continuation sheet)

<b>New</b>	
<b>Revision</b>	X
<b>Addition</b>	X
<b>Page</b>	6 of 6

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

<sup>2</sup>**Value code:** C=Confidential, H=Historical R=Restricted, V=Vital

<sup>3</sup>**Description:** A separate retention period is required for each medium in the same records series.

Records Management					
ARCH15-21	P/E	H	<b><u>Records Management Advisory Committee (RMAC) Meeting Minutes</u></b>	ADM9900 IUC-ADM-00-02	Retain permanently*.
ARCH15-22	P/E	V	<b><u>Records Retention Schedules-All WSU offices</u></b> Records Retention Schedules held by each WSU office indicating retention period for records originating in the office.	ADM9900 IUC-ADM-00-02	Retain all approved versions permanently.*
ARCH16-23	P/E	V	<b><u>Records Retention Dept. Files-All WSU offices-Working Files</u></b> Working files related to the development of retention policies and related issues for WSU divisions, departments, or offices.	ADM9910 IUC-ADM-00-05	Retain for five years and then review for continuing administrative value.
ARCH15-24	P/E	V	<b><u>Certificate of Records Disposal-All WSU offices</u></b>	ADM9900 IUC-ADM-00-02	Retain permanently*.
ARCH15-25	P/E		<b><u>Records Management Training Material</u></b>	PER5000	Retain for three years, then review for continuing administrative value.
Digital Initiatives and Repository Services					
ARCH13-26	P	V	<b><u>Licenses/ Agreements- CORE Scholar</u></b> 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.
ARCH13-27	P/E	V	<b><u>Systems Documentation</u></b> 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.

\***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).

03/07/2023