

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: Library Technology Services LTS/LCS

Division: University Libraries

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
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	ADM9920 IUC-IT-10-03	a) Retain completed project files until no longer needed for system administration (superseded, obsolete, or replaced) and all legal requirements satisfied.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.

***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
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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WSU Records Series Number	Medium Code ¹	Value Code ²	Records Series Title and Description ³	IUC Number	Retention Period
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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