

University Libraries

RECORDS RETENTION SCHEDULE (RRS)

General Administrative Schedule- All Offices

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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.

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
ULAD23-01	P/E	V	<u>Agreements/Contracts</u> Originals of contracts and agreements related to obligations under contracts, leases, and other agreements between the University Libraries and outside parties, such as Andrews University and hospital libraries.	LEG2000 IUC-LEG-00-01	Retain while active plus five years, then review for continuing administrative or historical value.
ULAD23-02	P/E		<u>Committee Files- Organization Level</u> Original meeting minutes of library sub-committees, ad-hoc/ task force committees, or other informal committees, including: <ul style="list-style-type: none"> • Administrative Council • Assessment • Budget Priorities • Disaster/Emergency Preparedness • Inclusive Excellence • Marketing • Professional Development • Social Committee • STaR Awards 	ADM9910 IUC-ADM-00-05	Retain three years then review for continuing administrative or historical value. NOTE: for committees who do not keep minutes, meeting agendas or summary reports may suffice for record-keeping/ evidential purposes.
ULAD22-03	P		<u>Foundation Deposits</u> Deposits made to Foundation accounts.	ACC1000 IUC-ACC-30-08	Retain for four years then destroy.
ULAD22-04	P/E		<u>Foundation Reports</u> Monthly Foundation account reports.	ACC1000 IUC-ACC-30-03	Retain for five years then destroy/delete.
ULAD23-05	P/E	H	<u>Meeting Minutes- Management Advisory Committee/ Friends of the Library</u> Original meeting minutes or summary reports for MAC and FOL	ADM9910 IUC-ADM-00-05	Retain permanently. Transfer one dated copy of minutes for each MAC meeting to the Archives annually.
ULAD23-06	P/E	H	<u>Meeting Minutes- Departmental</u>	ADM9910 IUC-ADM-00-05	Retain permanently. Transfer one dated copy of minutes for each meeting to the Archives annually
ULAD23-07	P/E	H	<u>Organizational Charts</u>	ADM3300 IUC-ADM-00-04	Retain while active plus ten years. Transfer one dated copy of each version to the University Archives annually.

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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ULAD22-08	P/E	H	<u>Policies and Procedures-University Libraries</u> Procedural records documenting University Libraries-approved methods or processes for performing library-related activities to ensure uniformity and compliance with institution and legal requirements.	ADM9910 IUC-ADM-00-05	Retain while active plus ten years. Transfer one copy of each version to the University Archives.
ULAD23-09	P/E		<u>Policies and Procedures- Collection Development</u> Procedural records documenting departmental methods or processes for performing collection development for the University Libraries.	ADM9910 IUC-ADM-00-05	Retain paper records while current plus ten years. Review for continuing administrative or historical value.
ULAD23-10	P/E	H	<u>Reports- Annual</u> Annual reports created by departments or by Library Administration. Includes annual plans and strategic reports.	ADM9910 IUC-ADM-00-05	Retain in the admin office for three years then transfer to the University Archives for permanent retention.
ULCD07-11	P/E	V	<u>Reports- Collection Development</u> Report generated from the III Database and used for collection development trend analysis (i.e., on types of selected material, expenditures by collecting area).	FIN7010 IUC-FIN-00-02	Retain electronic version for current fiscal year. Retain year-end report in paper format for six years, then review for continuing administrative value.
ULAD23-12	E		<u>Reports- Friends of the Libraries Circulation Lists</u> Lists of current Friends of Libraries provided to Circulation for input into library borrowing system. Includes name, address, membership level, and membership expiration dates.	ADM9900 IUC-ADM-00-02	Retain while active plus one additional year then destroy/delete.
ULAD22-13	E		<u>Reports-Financial-Annual-External</u> Annual financial reports to Academic Libraries and IPEDS transmitted on-line.	FIN7010 IUC-FIN-00-02	Retain for four years, then review for continuing administrative or historical value.
ULAD22-14	E/P		<u>Reports-Financial-Annual-Internal</u> Capital Inventory Report submitted to the University Controller's office.	FIN3010 IUC-FIN-00-03	Retain for two years, then review for continuing administrative value.
ULAD23-15	P/E		<u>Statistics- Departmental</u> Various statistics compiled by library units on a daily/weekly/monthly basis. May include gate counts, reference stats, circulation and cataloguing data, ILL requests, etc.	ADM9900 IUC-ADM-00-01	Retain for current year and until recorded in monthly or annual reports. Review raw data for any ongoing reference value.

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ULAD22-16	P/E	C	<p>Personnel Files Personnel files of classified, unclassified and student employees. These include performance evaluations, letters of recommendations, correspondence, resumes, copies of contracts, vacation and sick leave information.</p> <p><i>Note no. 1: Long-term information is held by Human Resources Office.</i> <i>Note no. 2: Annual reports by individual staff members are held in the UL Admin Office.</i></p>	PER3000 IUC-HR-40-21	Destroy six years after termination. If subject to legal action, retain until final disposition.
ULAD22-17	P/E	C	<p>Personnel Files-Search Files Records of individuals who applied or interviewed for positions for which a committee was formed. Files include search committee minutes and reports, interview questions, screening chart, applicant credentials, committee/applicant correspondence, authorization to hire forms, request to interview/offer position, and status of offer form.</p>	PER2000 IUC-HR-40-04	Retain for three years then destroy.
ULAD23-18	P	H	<p>Publicity and Outreach- Printed Materials Library brochures, event programs, handouts, guides, and other printed items created for library patrons.</p>	PUB3000 IUC-PUB-00-04	Send one copy of each publicity item to University Archives
ULAD23-19	E	H	<p>Publicity and Outreach- Events- Photographs/ Videos</p> <p><i>*Note: Please see photograph and video guidelines on SharePoint.</i></p>	PUB3000 IUC-PUB-00-04	Retain on the M drive for two years then review for long term value*
ULAD23-20	E	H	<p>Publicity and Outreach- Social Media Posts on the University Libraries News Blog promoting library/university events, services, and activities</p>	PUB3000 IUC-PUB-00-04	At end of each year, create PDF version of current year's blog posts for ingest into e-archive.
ULAD23-21	P/E	H	<p>Subject/Correspondence Files-University Librarian/ Associate Librarian Correspondence and informational files pertaining to formulation, planning, implementation, or modification, of programs, services, or projects of the university libraries and the policies, procedures and administration of the organizational unit. Also includes mission/vision/values statements for the University Libraries.</p> <p><i>Note: This series includes historical files on Friends of the Libraries' activities and events and historical information on the development of the University Libraries.</i></p>	ADM9910 IUC-ADM-00-01	Retain for three years then review for continuing administrative or historical value. *

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Content and Acquisition Management					
ULAD23-22	E		Cataloguing Records Records created in the system once order or acquired.	ADM9900 IUC-ADM-00-01	Delete general cataloging records as soon as items are removed from the system.
ULAD23-23	E	V	Database-On-line-Acquisitions This is composed of a module for acquisition of library materials including serials. The database contains all records of each phase of the transaction (purchase orders, invoices, payments a) processed through Account Payable or b) paid with procurement card by University Libraries). <i>Note: This series includes acquisition of monographs, serials and audiovisual materials as well as payment for binding of serials.</i>	ACC1000 IUC-ACC-10-01	Retain online for two years. Archive acquisitions report and bibliographic data on SharePoint for 4 years from the transaction completion date, then erase.
ULAD23-24	P	V	Database-On-line-Acquisitions-Hard-Copy Files Database-related hard-copy records, including printed acquisition reports extracted from the system.	ACC1000 IUC-ACC-10-01	Retain for four years and then destroy.
Instruction and Research Services					
ULAD23-25	P/E		Instructional Program Files Instructional materials such as handouts, electronic presentations and related documents created by instruction staff. May include preparation files, informational files on instructors and offerings, and evaluation forms.	ADM9900 IUC-EDU-30-01	Retain while active plus three years. Review for continuing instructional or administrative value.
ULAD23-26	E		Instructional Videos Videos created by IRS that are intended for broad audience of users in the university community. Includes tutorials, instructional content, and promotional/marketing videos Note: Transfer in .mov or .mp4 formats.	ADM9900 IUC-EDU-30-01	Review annually for continuing instructional or marketing value; submit list of videos selected for removal to university archivist for final review.
Resource Delivery Services					
ULAD23-27	P/E		Circulation Records- Billing Records documenting overdue amounts and billing notices regarding patrons and materials borrowed by them.	ACC1000 IUC-ACC-10-01	Retain until patron account becomes inactive plus two additional years. After two years of inactivity, waive all unpaid fines and replacement costs, then delete or destroy.

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Resource Delivery Services, cont'd					
ULAD23-28	E		<p><u>Circulation Records- Database</u> All circulation activities managed under the integrated library system (Sierra since 2011). At the end of each transaction the entry is deleted.</p> <p>Note: Circulation data is maintained on a hosted server. Host provides daily, weekly, and monthly back-ups. Library Technology Services maintains responsibility for all information on the database.</p>	ADM9900 IUC-ADM-00-01	Update continuously. Delete individual entries after completion of each transaction.
ULAD23-29	P/E		<p><u>Course Reserves Records</u> Listings of course reserves requested for each semester, including courses, course departments, and reading lists.</p>	ADM9900 IUC-ADM-00-01	Maintain for the current academic year + 1 additional year
ULAD23-30	E		<p><u>Inter-Library Loan Borrowing Requests</u> Patron Requests to borrow items from an outside library. This series includes both filled and unfulfilled requests.</p>	ADM9900 IUC-ADM-00-01	Maintain while request is active plus three years, then delete.
ULAD23-31	P/E		<p><u>Inter-Library Loan Lending Requests</u> Requests from outside libraries to borrow materials. This series includes both filled and unfulfilled requests. Note: If invoice is generated, a copy is retained in Admin Office of the University Libraries.</p>	ADM9900 IUC-ADM-00-01	Maintain while active plus three years, then delete or destroy.

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