

Wright State University RECORDS RETENTION SCHEDULE (RRS)

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Addition	
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Instructions: This form establishes a schedule of retention and disposal for the listed records series according with 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, contact the University Records Manager at ext. 2017 or write to chris.wydman@wright.edu.

Originating Office/Department Code: Campus Recreation CREC

Division: Student Affairs

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

²**Value code:** C=Confidential, H=Historical R=Restricted, V=Vital

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
CREC23-01	P/E		<u>Program Files</u> Administrative files (application files, reports, memoranda, correspondence, etc.) of Campus Recreation programs, including: <ul style="list-style-type: none"> ➤ Intramural Sports ➤ Sports Clubs ➤ Adapted Recreation ➤ Rec Fit ➤ Outdoor Recreation 	ADM9910 IUC-ADM-00-05	Retain for three years and then destroy.
CREC23-02	P/E	C	<u>Medical Forms</u> Detailed health information forms of participants in Outdoor Recreation trips and related activities	PER4010 IUC-HR-30-01	Retain while active plus six years, then destroy.
CREC23-03	P/E	C	<u>Liability Release Forms</u> Individual liability release statements required for participation in various programs offered by Campus Recreation	ADM9900 IUC-ADM-00-02	Retain while active plus six years, then destroy
CREC23-04	P	H	<u>Publications- Department</u> Publications such as brochures, newsletters and other material produced by Campus Recreation describing its programs and special events.	PUB3000 IUC-PUB-00-04	Retain in the office for three years and then transfer to the University Archives.
CREC23-05	P/E	H	<u>Reports- Annual- Departmental</u> Any required reporting on Campus Recreation goals, activities and programs	ADM9910 IUC-ADM-00-02	Retain in the office for three years and then transfer to the University Archives.

***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).

Wright State University
RECORDS RETENTION SCHEDULE (RRS)
 (continuation sheet)

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CREC23-06	P/E	H	<u>Policies and Procedures-Department</u> Established policies and procedures for participation and/or administration of Campus Recreation programs	ADM9910 IUC-ADM-00-05	Retain while active plus ten years. Transfer one copy of each version to the University Archives.
CREC23-07	P/E		<u>Equipment Inventory</u> Annual inventory of Campus Recreation equipment	ACC3000 IUC-ACC-30-02	Retain for two years after superseded, then destroy
CREC23-08	P/E		<u>Equipment Check-Out Sheets</u>	ACC3000 IUC-ACC-30-02	Retain while active plus 2 years, then destroy.
CREC23-09	P/E		<u>Locker Rental/Key Log</u>	ADM9900 IUC-ADM-00-0200	Retain current year plus one year, then destroy.
CREC23-10	P/E	H	<u>Special Event Files</u> Informational files on special events organized and/or sponsored by Campus Recreation	ADM9900 IUC-ADM-00-0200	Retain while active plus three years, then review for continuing administrative or historical value.
CREC23-11	P/E	H	<u>Subject Files-Director- Campus Recreation</u> Includes correspondence, reports, minutes, memoranda, policy and informational files as well as historical information on the development of the department.	ADM9910 IUC-ADM-00-05	Retain in the office for three years. Then, review for continuing administrative or historical value.

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