

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

**Originating Office/Department Code:** Student Involvement and Leadership Center

**STAC**

**Division:** Student Affairs

<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
STAC16-01	P/E	H	<b><u>Committees- SIL</u></b> Committee files of SIL professional staff	ADM9910	Retain in the office for three years, then review for continued administrative or historical value. <i>Transfer copies of committee minutes and related materials to the University Archives annually.</i>
STAC16-03	P/E	C	<b><u>Personnel Files-Employee Search</u></b> Vitae, letters, and records of individuals who have applied for SIL professional staff positions.	PER2000	Retain for three years then destroy.
STAC16-04	P/E	H	<b><u>Policies and Procedures</u></b> Official SIL policies and procedures regarding the formation of new student organizations and the continuation of existing student organizations.	ADM3000	Retain while active plus ten years. Transfer one copy of each version to the University Archives for each updated version.

**\*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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STAC16-05	P/E	H	<b><u>Publications-Departmental</u></b> Publications such as brochures, newsletters and other material produced by the Student Involvement and Leadership Center describing its mission, programs and events.	PUB3000	Retain in the office for three years. Then, transfer one dated copy of each item to the Univ. Archives. For items published online, retain on the Web until obsolete or superseded. <b>If information exists in electronic format only, retain a paper copy of each version and transfer to Archives.</b>
STAC16-06	P/E	H	<b><u>Reports-Annual</u></b> Annual reports submitted by SILC director to the Division of Student Affairs.	ADM9910	Retain in the office for three years. Then, transfer one copy to the University Archives.
STAC16-07	P/E	H/V	<b><u>Student Organizations Files</u></b> Includes administrative (registration, organization profile, by-laws, constitution, etc.) and financial information, (e.g., club/org accounts, agency accounts, SGA budget), of WSU's student organizations and student government association. Includes both subsidized and non-subsidized student organizations, numbering over 100 organizations. A complete list of current organizations can be on the Student Activities website. .	ADM9910 ACC1000	Retain accounting records for five years and then destroy. Retain administrative records in the office for five years. Then, review for continuing administrative value. Transfer historical records such as organizations' profiles, constitution and by-laws to the University Archives.

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STAC16-08	E	H/V	<b>Student Organizations Database- OrgSync</b> Database (created w OrgSync Student Organization Management Software) containing information about WSU student organizations. <i>Note: Backed up daily by CaTS</i>	EDU1010	Maintain continuously updated.
STAC16-09	P/E	H	<b>Subject Files-Director's</b> Includes correspondence, reports, memoranda, and informational files. <i>Note: Historical information may include historical data on student organizations and activities as well as development and initiatives of the SILC.</i>	ADM9910	Retain in the office for three years. Review for continuing administrative or historical value.
<b>GREEK AFFAIRS</b>					
STAC16-10	P/E	H	<b>Greek Life- Publications and Publicity</b> Includes handbooks, brochures and other publications created by Greek organizations. Also includes publicity materials created by fraternities and sororities.	PUB3000	Retain in the SIL office for three years. Review and transfer select historical materials documenting Greek life at WSU to the University Archives.
STAC16-11	P/E	H	<b>Greek Life- Student Organizations- Administrative Files</b> Includes registration records, organizations' profiles, by-laws, constitutions, and related materials.	ADM9910	Retain administrative files in the SIL office for five years, then review for continuing administrative value. Transfer historical materials, such as organizational profiles, constitution, and by-laws to the University Archives.
STAC16-12	E	V	<b>Greek Life- Membership</b> Database containing information about fraternities and sororities on WSU campus. Includes membership directory and advisors lists.	EDU1010	Maintain continuously updated.

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