

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, 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 Way Policy 2501](#). 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: Enrollment Services (formerly RaiderConnect) RDCN

Division: Enrollment Management

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
RDCN16-01	P/E		<u>Residency Petition Records</u> Residency petitions and related documentation for students attempting to establish in-state residency status. Related documentation may include items such as property tax bills, lease copies, pay stubs, income tax bills, and other records which may be used to establish residency.	EDU1010 IUC-EDU-10-01	Retain petition records for 7 years then destroy. Includes accepted and denied petitions.
RDCN16-02	P/E	C	<u>Student Transcript Requests</u> Copies of WSU academic transcripts requested by current and former students and held by Enrollment Services for pick-up.	EDU1030 IUC-EDU-00-11	Hold for 30 days in Raider Connect, then return unclaimed transcript copies to Registrar's Office

***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).

* Destruction of records should be performed in a manner that maintains confidentiality as per FERPA.