

# Wright State University RECORDS RETENTION SCHEDULE (RRS)

<b>New</b>	
<b>Revision</b>	
<b>Addition</b>	
<b>Page</b>	1 of 1

**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:** Faculty Senate

FASN

**Division:** Provost

<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>3</sup>	IUC Number	Retention Period
FASN00-01	E/P		<b><u>Due Process Hearings</u></b> Recordings and supporting documentation in paper and electronic formats. <i>Note: Due process and salary inequity appeal procedures in place only for faculty members not covered under the bargaining unit agreement.</i>	PER3000/ LEG4000  IUC-LEG-20-01	Retain for ten years and then review for continuing administrative value.
FASN09-02	P/E	H	<b><u>Committee Meeting Minutes of the Faculty Senate</u></b> Includes duplicate meeting minutes, reports, working documents, and correspondence.	ADM9910  IUC-ADM-00-05	Retain in the office for ten years and then review for transfer of meeting minutes and/or reports to the University Archives.
FASN00-03	P/E	H	<b><u>Committee Meeting Minutes of Standing and Ad Hoc committees</u></b> Includes meeting minutes, reports, working documents, and correspondence.	ADM9910  IUC-ADM-00-05	Retain in the office for ten years and then review for transfer of meeting minutes and/or reports to the University Archives.
FASN00-04	P/E	H	<b><u>Publications-Newsletters</u></b> <i>Faculty Line (first issue 10/12/2001).</i>	PUB3000  IUC-PUB-00-04	Retain in the office for three years. Then, transfer one copy of each issue 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).