

# Wright State University RECORDS RETENTION SCHEDULE (RRS)

<b>New</b>	X
<b>Revision</b>	
<b>Addition</b>	
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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:** WSU Retiree's Association WSURA

**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>5</sup>	Retention Period
<b>Administrative and Legal Records</b>				
WSURA99-01	P	H	<u>By-Laws-Chapter</u>	Permanent. Send copy of each revision/version to the University Archives for permanent retention.
WSURA99-02	P	H	<u>Constitution</u>	Permanent
WSURA99-03	P	H	<u>Foundation Charter</u>	Permanent
WSURA99-04	P	H	<u>Incorporation-Chapter</u>	Permanent
WSURA99-05	P	H	<u>Minutes</u> 1. Board Meetings 2. Membership Meetings	Permanent Secretary retains for current plus one year. Transfer copies of minutes to the University Archives annually.
WSURA99-06	P		<u>Correspondence Files</u>	Retain in office for three years. Then, select historical material and 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)

<b>New</b>	X
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<b>Administrative and Legal Records (continued)</b>				
WSURA99-07	P	H	<u>Directory-membership</u>	Chairman retains until information is superseded. One copy of each directory is to be transferred to the University Archives.
WSURA99-08	P	H	<u>WSURA Procedures Manual</u>	Chairman retains until information is superseded. One copy of each manual is to be transferred to the University Archives.
<b>Financial Records</b>				
WSURA99-09	P		<u>Bank Statements</u>	Treasurer retains current year plus one additional year.
WSURA99-10	P		<u>Scholarship Applications</u>	Scholarship Committee Chairman retains applications for current year plus one.
WSURA99-11	P		<u>Treasurer's Report</u> Includes annual financial statement.	Treasurer retains for current year plus six years, then transfer to University Archives.
<b>Publicity Records</b>				
WSURA99-12	P	H	<u>Audiovisual material</u> Includes photographs and photographic albums as well as scrapbooks with historical information.	Permanent
WSURA99-13	P	H	<u>Brochures</u>	Retain while current. Send one copy of each brochure to the University Archives.
WSURA99-14	P	H	<u>Newsletter</u> (1994-present)	Permanent Send one copy of each newsletter to the University Archives.
WSURA99-15	P	H	<u>Awards</u>	Retain for current plus one year and then transfer to University Archives.

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