

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 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.

Originating Office/Department Code: Lake Campus- Academics/Programs

LCAC

Division: Provost- Administrative Divisions and Regional Campus

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 ³	IUC Number	Retention Period
ACADEMICS/PROGRAMS					
LCAC24-01	P/E	H	<u>Academic Program Administrative Records</u> Records regarding the daily administration of academic programs. Includes registration reports, enrollment summaries, drop/add reports, graduation summaries, majors by class level, and other related reports and documentation.	EDU3000/ IUC-EDU-30-01	Retain 6 years then review for continuing administrative or historical value. Transfer records with historical value to the University Archives.
LCAC24-02	E	H	<u>Committee Files- Programs</u> Files of program committees such as by-laws, curriculum, scholarship, meeting minutes and other ad hoc committees on academic programs.	ADM9910/ IUC-ADM-00-05	Retain in the office for at least three years. Transfer one copy of all meeting minutes to the University Archives.
LCAC24-03	E		<u>Course Materials</u> Records regarding course offerings and course contents. Includes syllabi, course descriptions, course outlines and summaries, handouts, reading lists, bibliographies, etc.	EDU3000/ IUC-EDU-30-01	Retain 6 years or until superseded.
LCAC24-04	E		<u>Procedures/Reports- Programs</u>	ADM9910/ IUC-ADM-00-05	Retain while active plus five years.
LCAC24-05	E		<u>Program Development and Review Records</u> Planning and review documents regarding existing programs. Includes final reports, working papers, agendas, status reports, internal/external reviews, etc.	EDU3000/ IUC-EDU-30-01	Retain 6 years then review for4 ongoing administrative or historical value.

***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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ACADEMICS/PROGRAMS					
LCAC24-06	P/E	H	<u>Publications- Programs</u> Publications such as brochures, newsletters and other material produced by/for academic programs/departments.	PUB3000/ IUC-PUB-00-06	Retain in the office for three years. Transfer one copy of each publication to the University Archives.
LCAC24-07	P/E	C	<u>Student Records-Non-Permanent-Department</u> Includes letters of recommendation, documents regarding progress toward degree, and transfer credit evaluations. Note: Destruction of records should be performed in a manner that maintains confidentiality as per FERPA.	EDU1010/ IUC-EDU-35-3/	Retain while active, plus five years and then destroy.
LCAC24008	E	H	<u>Subject/Correspondence Files-Associate Dean</u> Includes correspondence, reports, minutes, memoranda, policy and informational files. May also include mission/vision/values statements for the division.	ADM9910 IUC-ADM-00-01	Retain in the office for three years, then review for continuing administrative or historical value.

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