

Wright State University

RECORDS RETENTION SCHEDULE (RRS)

New	
Revision	X
Addition	
Page	1 of 2

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- Marketing and Communications

LCDN

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
MARKETING AND COMMUNICATIONS					
LCPR24-01	P/E	H	Biographical Files Biographical information on Lake Campus faculty and staff maintained for public relations purposes.	PUB3000/ IUC-PUB- 00-05	Retain in the office for one year after the employee leaves WSU, then transfer to the University Archives.
LCPR24-02	P/E	H	Events-WSU Internal Includes correspondence, working papers, and general information on the planning and coordination of Lake Campus events and planned activities.	ADM9900/ IUC-ADM- 00-02	Retain in the office for five years, then review for materials to send to the University Archives.
LCPR24-03	E	H	Media- Audio/ Video Produced by WSU covering WSU events or newsworthy items relating to WSU programs, faculty, staff, and student activities.	ADM9900 IUC-PUB- 00-06	Retain until of no further value to the Marketing Office, then transfer to the University Archives.
LCPR24-04	P	H	Newspaper Clippings News clippings regarding Lake Campus that have been collected and retained for historical purposes <i>Note: Clippings should be arranged chronologically in binders or folders before transferring to the University Archives.</i>	PUB3000/ IUC-PUB- 00-05	Retain in the office for three years then transfer to the University Archives.
LCPR24-05	P/E	H	Publications Includes Lake Campus publications such as the Lake Campus News, newsletters, course catalogs, campus maps, and brochures	PUB3000/ IUC-PUB- 00-05	Retain at least three years then review for any continuing value. Transfer two copies of each publication to the University Archives. Destroy extra copies when of no further use.

***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)

New	
Revision	x
Addition	
Page	2 of 2

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
MARKETING AND COMMUNICATIONS					
LCPR24-06	P/E		<u>Project Information/ Project Files</u> Working files and reference documentation for news releases, public service announcements, media advisories and publications as well as original manuscripts for printed jobs (i.e., maps, brochures, course catalogs).	ADM9900/ IUC-ADM-00-02	Retain while active + one year then destroy.
LCPR24-07	P/E	H	<u>Public Service Announcements/Media Advisories</u> Copies of news releases concerning Lake Campus issued to the news media.	PUB3000/ IUC-PUB-00-05	Retain for three years then transfer to the University Archives.
LCPR24-08	P/E	H	<u>Recruitment Material</u> Includes videos, pamphlets, posters, advertisements and other materials used for student recruitment purposes.	PUB3000/ IUC-PUB-00-05	Retain while current + three years. Transfer one copy of each recruitment item to the University Archives. Destroy extra copies when of no further use.
LCPR24-09	P/E	V	<u>Donor Files- Accounting Records-Cash Receipts</u> Daily gift reports, copies of checks, donor and miscellaneous revenue documentation and deposit slip.	ACC1000/ IUC-ACC-00-02	Retain for five years then destroy.
LCPR24-10	P/E	V	<u>Donor Files- Accounting Records-Journal entries</u> Hand entries to accounting system with supporting documentation on internal (non-gift) revenues and expenses and transfer.	ACC1010/ IUC-ACC-30-04	Retain for six years then destroy.
LCPR24-11	P/E	V	<u>Fund files</u> Account folders with setup sheet and any documentation directing use of funds, (i.e. gift agreements, gift in kind forms etc.).	ACC3000/ IUC-ACC30-01	Retain while active + five years then review for any ongoing administrative value.
LCPR24-12	P/E	V/H	<u>Financial Records- Audited financial reports-Annual</u>	FIN7010/ IUC-FIN-00-03	Retain in the office for three years. Transfer one copy of each annual report to the University Archives for permanent retention.

***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).