

Wright State University RECORDS RETENTION SCHEDULE (RRS)

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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: Biological Sciences-
Medical Laboratory Science Program

BMLS

Division: College of Science and Mathematics

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
BMLS24-01	P/E	C	<u>Student Records, Non-permanent</u> Records of students in the BMLS program and working in biology laboratories. Includes background checks, health forms, proof of insurance, professional liability insurance, confidentiality agreements, and supporting documentation. Also includes documentation regarding practicum rotations, proficiency reports, and progress towards degree.	EDU1010 IUC-EDU-10-01	Retain until student graduates or leaves the program plus three years, then destroy. For work-study students, retain for six years.
BMLS24-02	P/E		<u>Safety Training Records/Certificates</u> Documentation of completion of safety training for students working in labs.	PER5000 IUC-HR-40-62	Retain until student graduates or leaves the program then destroy.
BMLS24-03	P/E		<u>Policies and Procedures</u> Documented policies and procedures for lab operations and clinical work in laboratories	ADM3030 IUC-ADM-00-05	Retain while current plus five years
BMLS24-04	P/E		<u>Instrument Maintenance Records</u>	LEG5030 IUC-POM-20-02	Retain for life of equipment then destroy
BMLS24-05	P/E	V	<u>Quality Control/ Inspection Records</u> Laboratory quality systems assessment records	LEG5030 IUC-POM-20-02	Retain for two years.

***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)
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WSU Records Series Number	Medium Code¹	Value Code²	Records Series Title and Description³	IUC Number	Retention Period
BMLS24-06	P/E		<u>Individual Quality Control Plans</u> Includes risk assessments, supporting data, and approval of control plan.	ADM9900 IUC-ADM- 00-02	Retain for two years after discontinuation of IQCP.
BMLS24-07	P/E	V	<u>Histology Slides and Reports</u>	ENV1000 IUC-ENV- 00-01	Retain ten years, then review for continuing clinical value.
BMLS24-08	P/E		<u>Chain of Custody Records</u> Specimen requisition, receipt, accession, and handling records.	ADM9910 IUC-ADM- 00-05	Retain at least two years then review for continuing value.
BMLS24-09	P/E		<u>Test Reports</u>	LEG5030 IUC-POM- 20-02	Retain copy of original report at least three years from date of report.

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