

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: College of Graduate Programs and Honors Studies

GSDA

Division: Graduate Programs

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
DEAN'S OFFICE					
GSDA16-01	P/E	H	<u>Committee Files-School level</u> Includes meeting minutes and reports of school-level committees such as the Graduate Council and its committees.	ADM9910	Retain in the office for three years. Then, transfer meeting minutes and/or reports to the University Archives.
GSDA16-02	P	C	<u>Personnel Files-Department</u> Staff personnel files. These include performance evaluations, letters of recommendations, correspondence, resumes, copies of contracts, vacation, sick, and professional leave information. <i>Note no. 1: Long-term information is held by Human Resources Office.</i>	PER3000	Destroy six years after termination. If subject to legal action, retain until final disposition.
GSDA16-03	P	C	<u>Personnel Files-Employee Selection-Department</u> Vitae, letters, records of individuals who have applied for staff positions in the office of the Dean.	PER2000	Retain for three years then destroy.
GSDA16-04	P/E	H	<u>Subject Files- Dean & Associate Dean, The Graduate School</u> Includes correspondence, reports, minutes, memoranda, policy and informational files as well as college program files (i.e., development of courses).	ADM9910	Retain in the office for three years. Then, review for continuing 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).

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ADMISSIONS AND RECORDS OFFICE					
GSDA16-06	P	C	<u>Personnel Files-Graduate Assistants-School level</u> These include performance evaluations, letters of recommendations, correspondence, resumes, copies of contracts, and vacation/sick information. <i>Note: Long-term information is held by Human Resources Office.</i>	PER3000	Destroy within two years of termination. If subject to legal action, retain until final disposition.
GSDA16-07	P/E		<u>Personnel Files- Graduate Assistants-Verification of Employment Forms</u>	PER3000	Retain in the Graduate School for one year from the date of completion, after that date they may be destroyed.
GSDA16-08	E	H	<u>Policies, By-Laws, and Procedures-School level</u> These include: ➤ The Graduate School Policies and Procedures ➤ Graduate Council ➤ Theses and Dissertations Handbook	ADM3000	Retain while active plus five years. Transfer one hard copy of each version to the University Archives.
GSDA16-09	P/E	H	<u>Publications-Newsletters/Brochures</u> Includes newsletters, brochures, and other publicity-related material covering activities and events of the Graduate School.	PUB6000	Retain in the office until of no further administrative value. Transfer one copy of each issue to the University Archives once a year.
GSDA16-10	P/E	H	<u>Reports-Statistical-School Level</u> Includes surveys, assessments, and various statistical reports on educational offerings of the Graduate School.	ADM9910	Retain in the office until of no further administrative value. Transfer one hard copy of each issue to the University Archives once a year.

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GSDA16-13	P/E	C	<p>Graduate Student Records Includes applications, transcripts¹, recommendation letters, autobiographical statements, resumes, sample work, GRE scores (can be used up to three years), programs of study, probation/academic issues, petitions (academic/admissions issues), and course transfers.</p> <p>¹ Note: The academic transcripts from foreign institutions are given back to the students if requested. The academic transcripts from U.S. institutions become property of WSU.</p>	EDU1010	<p>A1) If the admission has not been granted, retain for two years after application and then destroy.</p> <p>A2) Files of admitted students are to be retained while active + 2 years. Retain incomplete applications for three years then destroy.</p> <p>A3) If the student hasn't registered for four academic quarters or has not received a graduate degree, transfer files to inactive records for seven years and then destroy.</p> <p>B) If student (U.S. or foreign) obtained Master's or Doctorate degree, retain academic records such as applications, transcripts, programs of study, test scores etc. for 15 years and then destroy.</p> <p>Note: Destruction of records should be performed in a manner that maintains confidentiality as per FERPA.</p>

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