

# Wright State University

## RECORDS RETENTION SCHEDULE (RRS)

|          |        |
|----------|--------|
| New      |        |
| Revision | X      |
| Addition | X      |
| Page     | 1 of 4 |

**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:** Career and Academic Advising

CRSV

**Division:** Division of Student Success

<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<br>Records<br>Series<br>Number | Medium<br>Code <sup>1</sup> | Value<br>Code <sup>2</sup> | Records Series Title<br>and Description <sup>3</sup>  | IUC<br>Number            | Retention<br>Period   |
|------------------------------------|-----------------------------|----------------------------|---|--------------------------|---|
| <b>CAREER SERVICES</b>             |                             |                            |   |                          |   |
| CRSV12-1                           | E                           | H                          | <b><u>Program Data Reports</u></b>  | ADM9910<br>IUC-ADM-00-05 | Publish annually online. Retain two years then review for ongoing administrative or reference value.  |
| CRSV12-2                           | P/E                         | H                          | <b><u>Contracts/Agreements-Off-Campus</u></b><br>Annually renewable contracts the CRSV office signs with area non-profits and schools who employ WSU students (payroll and admin. work performed by WSU). Files contain job postings and time sheets.                                 | LEG2000<br>IUC-LEG-00-01 | Retain while active then destroy.   |
| CRSV09-3                           | E                           |                            | <b><u>Database-The Wright Search</u></b><br>Web-based database.<br><br>1. Employer information<br>2. Students/alumni (registration screen, full resume)<br>3. Faculty/staff<br><br><i>Note: Students complete forms on-line.<br/>Database maintained offsite by Handshake vendor.</i> | ADM9910<br>IUC-ADM-00-05 | Retain continually updated.<br><br><b>Note:</b> Destruction of records should be performed in a manner that maintains confidentiality as per FERPA. |

**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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|------------------------------------|-----------------------------|----------------------------|--|------------------------------|--|
| CRSV11-4                           | P/E                         |                            | <b><u>Employment Postings— On-Campus and Off-Campus</u></b><br>On-campus and off-campus employment opportunities.<br><br><i>All postings done electronically through Handshake.</i>  | MAR1000<br><br>IUC-PUB-00-02 | Retain while current then destroy/delete.  |
| CRSV11-5                           | P/E                         |                            | <b><u>Event Files</u></b><br>Includes publicity and employer registration.<br><br><i>All events/marketing/publicity done electronically via the Career Center Website and through Handshake.</i>   | PUB3000<br><br>IUC-PUB-00-04 | Retain while active.   |
| CRSV09-6                           | P/E                         | C                          | <b><u>Personnel Files-Department*</u></b><br>Staff personnel files. Files can contain position descriptions, applications, letters of appointment or change, personnel data, notice of salary rate, annual contracts, performance evaluations, PERS forms, previous state service forms, reclassification notices, letters of commendation or reprimand, publications, evidence of continuing education, transfers, leave of absence requests, payroll forms, vacation and sick leave reports, resignations, termination notices.<br>Review for continuing administrative value.<br><br>Note: Long-term information is held by Human Resources | PER3000<br><br>IUC-HR-40-21  | Retain while active plus six years, then destroy. If subject to pending legal action, retain until final disposition |
| CRSV09-7                           | P/E                         | C                          | <b><u>Personnel Files-Employee Searches</u></b><br>Vitae, letters, records of individuals who have applied for positions in Career Center office.  | PER2000<br><br>IUC-HR-40-04  | Retain for three years then destroy.   |
| CRSV12-08                          | P/E                         |                            | <b><u>Release Forms- Marketing</u></b><br>Release forms signed by students/staff/alumni granting permission to use their likeness (i.e. photographs), testimonials or similar items in official publications, websites or other marketing pieces produced by Career Center.  | PUB3000<br><br>IUC-PUB-00-04 | Retain for 5 years and/or until publicity piece is superseded or discontinued.                                       |

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| <b>Page</b>     | 3 of 4   |

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| CRSV11-09                          | P                           | C                          | <b><u>Student Files-Co-operative Education Program</u></b><br>Individual files on undergraduate and graduate students (active, inactive, and graduated); includes resume and summary of assignments.         | ADM9910<br><br>IUC-ADM-00-05 | Retain for one year after graduation or withdrawal then destroy.<br><b>Note:</b><br><i>Destruction of records should be performed in a manner that maintains confidentiality as per FERPA.</i> |
| CRSV09-11                          | E                           | H                          | <b><u>Subject Files- Director's</u></b><br>Examples include correspondence, reports, minutes, and informational files on the activities of the Career Center office.   | ADM9910<br><br>IUC-ADM-00-05 | Retain in the office for three years. Review for continuing administrative or historical value.  |
| <b>ACADEMIC ADVISING</b>           |                             |                            |  |                              |  |
| CRSV23-13                          | P/E                         |                            | <b><u>Academic Advising Guidelines and Policies</u></b><br>Guidelines and policies for academic advising services used by students.  | ADM3000<br><br>IUC-ADM-10-01 | Retain until superseded + 10 additional years  |
| CRSV23-14                          | P/E                         |                            | <b><u>Academic Advisors Records</u></b><br>Includes notes about student, possible courses the student would take, advisor worksheets, and correspondence with student  | EDU1010<br><br>IUC-EDU-35-30 | Retain while student is enrolled at university + 5 additional years  |
| CRSV23-15                          | P/E                         |                            | <b><u>Academic Advising Reports</u></b><br>Aggregate reports listing individual students, student performance, student progress towards degree, or other related information                                 | EDU3000<br><br>IUC-EDU-30-01 | Retain for duration of advising assignment or until superseded.  |
| CRSV23-16                          | P/E                         |                            | <b><u>Student Records</u></b><br>Record of academic work pursued, entrance exams, petitions, transcripts from transfer institutions, and related records regarding a student's academic history and success. | EDU1010<br><br>IUC-EDU-35-30 | Retain while student is enrolled at university + 5 additional years  |

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