## Wright State University
**RECORDS RETENTION SCHEDULE (RRS)**

### 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 Way Policy 2501. 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:
- **Bolinga Black Cultural Resources Center**
- **BLCN**

### Division:
- **Student Affairs**

### Dean/Director/Head: [Name]

### Department Chairperson/Manager: [Name]

### University Records Manager: [Name]

### Head, Special Collections and Archives: [Name]

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.

<table>
<thead>
<tr>
<th>WSU Records Series Number</th>
<th>Medium Code</th>
<th>Value Code</th>
<th>Records Series Title and Description</th>
<th>IUC Number</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLCN03-01</td>
<td>P</td>
<td></td>
<td><strong>Event Files</strong> Files pertaining to the organization of monthly and annual events of the center.</td>
<td>ADM9910</td>
<td>Retain in office for three years and then review for continuing administrative value. For material to be transferred to the University Archives, refer to the <strong>Publications</strong> records series.</td>
</tr>
<tr>
<td>BLCN03-02</td>
<td>P</td>
<td>C</td>
<td><strong>Personnel Files</strong> Staff personnel files. These include performance evaluations, letters of recommendations, correspondence, resumes, copies of contracts, vacation and sick leave information. <em>Note: Long-term information is held by Human Resources Office.</em></td>
<td>PER3010</td>
<td>Destroy two years after termination. If subject to legal action, retain until final disposition.</td>
</tr>
</tbody>
</table>

**Note:** Longer term storage may include, but not be restricted to, archives, an institutional records storage center, and conversion to microfilm or other acceptable mass storage media (per Sec. 9.01 of the Ohio Revised Code).

3/2/16
Wright State University
RECORDS RETENTION SCHEDULE (RRS)
(continuation sheet)

<table>
<thead>
<tr>
<th>WSU Records Series Number</th>
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<th>Records Series Title and Description</th>
<th>IUC Number</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLCN03-03</td>
<td>P</td>
<td>C</td>
<td>Personnel Files-Search</td>
<td>PER2010</td>
<td>Retain for three years, then destroy.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Includes vitae, letters, records of individuals who have applied for staff positions in the center.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BLCN03-04</td>
<td>P</td>
<td>H</td>
<td>Publications</td>
<td>PUB3010</td>
<td>Retain in the office for three years and then transfer one dated copy of each issue to the University Archives.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Publications such as brochures, newsletters and other material produced by the center describing its programs and special events various lecture series and vision mentoring sessions.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BLCN03-05</td>
<td>P/E</td>
<td></td>
<td>Subject Files- Director's</td>
<td>ADM9910</td>
<td>Retain in the office for three years. Then, review for continuing administrative or historical value.*</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Includes correspondence, reports, minutes, memoranda, policy and informational files as well as historical information on the development of the center.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BLCN03-06</td>
<td>E</td>
<td>H</td>
<td>Web home page-Center</td>
<td>ADM9910</td>
<td>Retain electronic format on the web until obsolete or superseded. **Retain a paper copy of a) each version and b) each version's source code permanently in the University Archives, if information exists in electronic format only.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Includes description of departmental programs, activities and events.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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