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 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: Emergency Medicine, Department of  

EMMD  

Division: Boonshoft School of Medicine  

Date:

Dean/Director/Head: Approvals

Department Chairperson/Manager:  

University Records Manager:  

Head, Special Collections & Archives:  

1Medium code: P=Paper, M=Microfilm/Fiche, E=Machine Readable  

2Value code: C=Confidential, H=Historical, R=Restricted, V=Vital  

3Description: 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>EMMD13-01</td>
<td>E</td>
<td>H</td>
<td>Activity Reports-Faculty</td>
<td>PER3000</td>
<td>Retain in active electronic files as long as faculty employed; once employment is terminated, move to archive electronic file.</td>
</tr>
</tbody>
</table>
|                           |             |            | Records for the academic year and each term listing teaching and advisory assignments, research, administrative duties and public service. Copies of activity report and supporting documentation.  
|                           |             |            | **Note:** Official copy held by the office of Dean, Boonshoft School of Medicine. |            |                 |
| EMMD13-02                 | E           | H          | Annual Report                        | ADM9910    | Retain in active electronic files for three years, and then move to archive electronic file. Transfer one (1) copy of each report to the University Archives. |
|                           |             |            | Annual report containing cumulative information on all offices under the department of Emergency Medicine and submitted to the Dean of the School of Medicine. |            |                 |

*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).
**Wright State University**  
**RECORDS RETENTION SCHEDULE (RRS)**  
(continuation sheet)

<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>
</table>
| GS13– GS24, GS49         | P/E         |            | **Budget Files**  
Include information on funds allocated to the department of Emergency Medicine by:  
a) WSU School of Medicine  
b) Wright State Physicians (WSP) and  
c) Associated hospital department |            | For retention requirements on duplicate WSU School of Medicine records and other WSU business records: refer to the General Retention Schedule series GS01, 05, 14, 28, 29, 30, 33, 35 and 36. |
| EMMD13-03                | E           | H          | **Committee Files-Department**  
Files of departmental committees such as Departmental faculty minutes. | ADM9910     | Retain in active electronic files. After three years transfer one (1) copy of minutes to the University Archives. |
| EMMD13-04                | E           | C          | **Personnel Files-Department* (copies)**  
These include copies of faculty and WSU staff personnel files, such as: curriculum vitae, performance evaluations, letters of recommendations, correspondence, resumes, copies of contracts, vacation and sick leave information, and evaluation by students.  
*Note: Human Resources Department retains permanent personnel records. | PER3000     | Retain in active electronic files as long as employed; once terminated move to archive electronic file. |
| EMMD13-05                | E           | C          | **Personnel Files-Employee Search-Department**  
Vitae, letters, records of individuals who have applied for positions in the department of Emergency Medicine. | PER2000     | Retain for three years, then destroy. |

*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).
WSU Records Series Number | Medium Code | Value Code | Records Series Title and Description | IUC Number | Retention Period  
--- | --- | --- | --- | --- | ---  
EMMD13-06 | P/E | C | Personnel Files- Student/Resident Evaluation Forms  
Copies of Student/Resident evaluations of professors and their courses  
*Note: Originals held by the hospital’s Medical Education Office.* | PER3010 | Retain for the length of the accreditation process and then destroy.  
EMMD13-07 | P/E | C | Medical Resident Educational Files  
1) residency application, ECFMG certificate, Information release form, employment contract, medical school diploma, residency certificate, final reviews, record of procedures performed throughout training  
2) Copies of certifications, miscellaneous correspondence, academic or disciplinary action documents (if no legal allegations exist), credentialing documents, rotation evaluations, Test scores, medical school transcripts, vacation requests, visa information, student loan information/deferments, state medical license copy, expense information | PER3010 EDU1010 | 1) Retain permanently in electronic files.  
2) Retain for the length of accreditation process and then destroy.  
EMMD13-08 | E | H | Policies and Procedures- Department  
Procedural records documenting department of Emergency Medicine-approved methods or processes for performing department-related activities to ensure uniformity and | ADM3000 | Retain current policy and procedure manuals in electronic format until superseded. Once superseded transfer one (1) copy of each manual to the University Archives.  

*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).
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).

12/11/13
Wright State University
RECORDS RETENTION SCHEDULE (RRS)
(continuation sheet)

New
Revision X
Addition
Page 4 of 4

<table>
<thead>
<tr>
<th>WSU Records Series Number</th>
<th>Medium Code¹</th>
<th>Value Code²</th>
<th>Records Series Title and Description³</th>
<th>IUC Number</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMMD13-09</td>
<td>P/E</td>
<td>H</td>
<td>Publications-Department Publications such as brochures and other material produced by the department describing its programs and special events. This series includes Resident recruitment materials and the departmental newsletter, E.D. Update.</td>
<td>PUB3000</td>
<td>Retain current publications in electronic format until superseded. Once superseded transfer one (1) copy of each publication to the University Archives.</td>
</tr>
<tr>
<td>EMMD13-10</td>
<td>P/E</td>
<td>C</td>
<td>Student Files- Medical Student Emergency Medicine Clerkship Files-Non-Permanent Includes records of fourth-year medical students who serve on one-month rotation service in the department of Emergency Medicine. The records include Clerkship grade forms and exams. The final grades are transferred to the School of Medicine Student Affairs office for permanent retention.</td>
<td>EDU1010</td>
<td>Retain electronically for seven years after graduation or separation and then destroy. Note: Destruction of records should be performed in a manner that maintains confidentiality as per FERPA.</td>
</tr>
<tr>
<td>EMMD13-11</td>
<td>E</td>
<td>H</td>
<td>Subject Files- Chairperson’s Includes correspondence, reports, minutes, memoranda, policy and informational files as well as historical information on the development of the department.</td>
<td>ADM9910</td>
<td>Retain electronically for three years, then review for continuing administrative or historical value. *</td>
</tr>
<tr>
<td>EMMD13-12</td>
<td>E</td>
<td>H</td>
<td>Web Page-Department Includes description of academic programs and its activities/events in the department of Emergency Medicine. Note: The departmental web page was established in 2000.</td>
<td>ADM9900</td>
<td>Retain on the web until obsolete or superseded. Retain indefinitely copies of all inactive documents or website pages containing information of long term or historical value not available elsewhere.</td>
</tr>
</tbody>
</table>

Note: For retention of duplicate WSU records, such as duplicate records of affiliation agreements and records produced during a grant-funded project, see General Retention Schedule.

*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).