### 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: **Department of Neuroscience, Cell Biology, and Physiology**

**NPMD**

**Division:**

Boonshoft School of Medicine/College of Science and Mathematics

**Approvals**

Dean/Director/Head: ________________________________

Department Chairperson/Manager: ________________________________

University Records Manager: ________________________________

Head, Special Collections & Archives: ________________________________

**Medium code:** P=Paper, M=Microfilm/Fiche, E=Machine Readable  
**Value code:** C=Confidential, H=Historical, R=Restricted, V=Vital  
**Description:** A separate retention period is required for each medium in the same records series.

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<tr>
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</table>
| GS01, 05, 14, 28, 29, 30, 33, 35, 36 and 37 | P/E | H | **Budget Files**  
Include information on funds allocated to the department of Neuroscience, Cell Biology, and Physiology by the WSU School of Medicine. | ADM9910 | 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, 36, and 37. |
| NPMD13-01 | P/E | H | **Annual Reports**  
Annual report of department, including cumulative information on the activities of all offices under the department of Neuroscience, Cell Biology, and Physiology. | ADM9910 | Retain in the office for three years, and then send one dated copy to the Archives. |
| NPMD13-02 | P/E | H | **Committee Files-Department**  
Files of departmental committees | ADM9910 | Retain in the office for three years. Then, transfer minutes 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).
Wright State University
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(continuation sheet)

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<tr>
<td>NPMD13-03</td>
<td>P/E</td>
<td></td>
<td>Grant files-Awarded Administrative &amp; Financial records</td>
<td>LEG2000</td>
<td>Retain while active plus five years, from the date of submission of the final expenditure report. Then review for historical value.* Example: Annual reports submitted to the agency.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Individual files on federal and non-federal grant funded-projects include: 1. Administrative (proposal, letter of transmittal of funds, correspondence with funding agency, protocol written by principal investigators, reports, personnel records, etc.) 2. Financial (budget sheets, requisitions, purchase orders, accounting worksheets, etc.) Note: Retention and access requirements—as well as exceptions—for federal grants outlined in Office of Management and Budget’s Circular No A-110, section.53.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NPMD13-04</td>
<td>P</td>
<td>C/H</td>
<td>Grant files-Awarded Research records and data</td>
<td>LEG2000</td>
<td>Retain while active plus five years, from the date of submission of the final expenditure report. Then review for historical value.* Examples of records with historical value: Final report submitted to granting agency and other publicly released, published, or patented research results. (ORC par.149.43 (A) (1)(m), Intellectual Property Records)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Research records and data produced in the course of a grant-funded project (federal or non-federal) are treated as intellectual property and provided all applicable protections. Following the completion of the project and publication of the project’s findings, if the principal investigator or the Office for Research and Sponsored programs deem the project results to have continuing research and/or historical value, they may request select material to be preserved in the University Archives or other appropriate repositories, if consistent with records retention requirements as otherwise defined in the granting agency’s agreement with WSU. Note: Retention and access requirements—as well as exceptions—for federal grants outlined in Office of Management and Budget’s Circular No A-110, section.53.</td>
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The description of series NPMD07-03 and NPMD07-04 is identical to the one appearing on the records retention schedule for the office of WSU’s Research and Sponsored Programs (RSP). When disposing of grant-related administrative and financial records, check for duplication with the RSP office.

•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).
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<td>NPMD13-05</td>
<td>P/E</td>
<td></td>
<td>Personnel Files-Department*</td>
<td>PER3000</td>
<td>Destroy within two years of termination. If subject to legal action, retain until final disposition. Transfer material of historic interest such as biographies, curriculum vitae and newspaper clippings to the University Archives.</td>
</tr>
<tr>
<td>NPMD13-06</td>
<td>P/E</td>
<td>C</td>
<td>Personnel Files-Employee Search-Department</td>
<td>PER2000</td>
<td>Retain for three years, then destroy.</td>
</tr>
<tr>
<td>NPMD13-07</td>
<td>P/E</td>
<td>H</td>
<td>Personnel Files-Faculty Activity Reports (fully-affiliated)</td>
<td>PER3000</td>
<td>Retain while active, plus five years. Review for continuing administrative value.</td>
</tr>
<tr>
<td>NPMD13-08</td>
<td>P/E</td>
<td></td>
<td>Personnel Files_Leave Forms</td>
<td>PER3010</td>
<td>Retain 2 years then destroy.</td>
</tr>
</tbody>
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*Description: A separate retention period is required for each medium in the same records series.

*Note: Long-term information is held by Human Resources Office.

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| NPMD13-09                 | P           | C          | Personnel Files- Student Evaluation Forms  
Student evaluations of professors and their courses. | PER3010 | Retain forms or the transcribed comments and all quantitative reports received by the Department Chair in the department for at least 7 years. When removing student evaluation forms, transcribed comments, or quantitative reports, the college or department will send them to the full-time faculty member to whom they pertain. |
| NPMD13-10                 | P           | H          | Publications-Department  
Publications such as brochures, newsletters and other material produced by the department describing its programs and special events. | PUB3000 | Transfer one copy of each brochure (dated)/ newsletter to the Archives annually. |
| NPMD13-11                 | P/E         | C          | Student Files-Non-permanent  
May include official academic records (including grades, course evaluations, competency assessments, etc.), change of grade forms, credit by examination forms, faculty grade reports, and transcript requests (other than student requested).  
**Note:** Final grades and “Preceptor’s Evaluation of the Student” are submitted to the School of Medicine Student Affairs office. | EDU1010 | Retain five years after graduation and then destroy.  
**Note:** Destruction of records should be performed in a manner that maintains confidentiality as per FERPA. |
| NPMD13-12                 | P/E         |            | Equipment Inventory  
Master inventory lists of laboratory equipment and instruments | ADM4000 | Retain until superseded plus two additional years. |

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WSU Records Series Number | Medium Code¹ | Value Code² | Records Series Title and Description³ | IUC Number | Retention Period
--- | --- | --- | --- | --- | ---
NPMD13-13 | P/E | H | Subject Files- Chairperson’s Includes correspondence, reports, minutes, memoranda, policy and informational files as well as historical information on the development of the department. | ADM9910 | Retain in the office for three years. Then, review for continuing administrative or historical value. *
NPMD13-14 | E | H | Web Page-Department Includes description of academic programs and its activities/events in the department of Neuroscience, Cell Biology, and Physiology. | ADM9900 | 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.

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.

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