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: Obstetrics/Gynecology
Department of
(Reproductive Endocrinology/Gynecology-Oncology/General Obstetrics/Gynecology)

Division: Approvals
Boonshoft School of Medicine

Dean/Director/Head:

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 Code¹</th>
<th>Value Code²</th>
<th>Records Series Title and Description³</th>
<th>IUC Number</th>
<th>Retention Period</th>
</tr>
</thead>
</table>
| GS01, 05, 14, 28, 29, 30, 33, 35, 36 and 37. | P/E          |             | **Budget Files**
Include information on funds allocated to the department of Obstetrics and Gynecology Medicine by:
a) WSU School of Medicine
b) W.S.P. Faculty Departmental Funds (Receipts and Expenses) |            | 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. |

•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).

06/15/06
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<tr>
<td>OGMD06-01</td>
<td>P/E</td>
<td>H</td>
<td>Accreditation Files</td>
<td>ADM9910</td>
<td>Retain for the office for four years and then review for continuing administrative value. For original documentation refer to the Dean’s office records retention schedule.</td>
</tr>
</tbody>
</table>
|                           |              |             | Files contain original records on accreditation by Accreditation Council for Graduate Medical Education (ACGME) (two to four-year review).  
Note: *Last accreditation was awarded in June, 2005. Original records are held in the Dean’s office.* |
| OGMD02-02                 | P/E          | H           | Committee Files-Department            | ADM9910    | Retain in the office for three years. Then, transfer minutes to the University Archives. |
|                           |              |             | Files of departmental committees such as  
♦ Residents Evaluation  
♦ Residents Education  
♦ Residents Research  
♦ Students Education/Clerkship  
♦ CME Committee  
♦ Faculty Departmental Meetings |
| OGMD06-03                 | P/E          | H           | Grant files-Awarded Administrative & Financial records  
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.) *Maintained by physicians directing projects.*  
2. Financial (budget sheets, requisitions, purchase orders, accounting worksheets, etc.) *Maintained by Business Operation Dept.*  
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. |
|                           |              |             | LEG2000                                |            | 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.* |

When disposing of grant-related administrative and financial records, check for duplication with the WSU Office of Research and Sponsored Programs.

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| OGMD06-04                 | P           | C/H        | Grant files-Awarded Research records and data  
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. **Maintained by physicians directing projects.**  

*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.* | LEG2000 | Retain while active plus three 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) |
| OGMD02-05                 | P           | C          | Personnel Files-Department*  
Chair, faculty and WSU staff personnel files. These include curriculum vitae, performance evaluations, letters of recommendations, correspondence, resumes, copies of contracts, vacation and sick leave information, evaluation by students, and occasional newspaper clippings.  

*Note: Long-term information is held by Human Resources Office.* | PER3000 | Retain while active plus six years. If subject to legal action, retain until final disposition. **Transfer material of historic interest such as biographies and newspaper clippings to the University Archives.** |

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| OGMD02-06                | P/E         | H          | **Personnel Records-Faculty Activity Reports (fully-affiliated)**  
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, School of Medicine. Reporting documentation is returned to department. | PER3000 | Retain while active, plus six years. Review for continuing administrative value. |
| OGMD02-07                | P           | C          | **Personnel Files-Student, Resident Evaluation Forms**  
Student/Resident evaluations of professors and their courses.  
**Note:** The residents evaluations are managed by the Residency Program Director and/or department chair while the student evaluations by the clerkship director. The forms are summarized and arranged by year and by specialty. | PER3010 | Retain forms until faculty member has left WSU. |
| OGMD02-08                | P           | C          | **Personnel Files-Residents**  
Monthly or bi-monthly evaluation of residents by their supervisors. The files contain: ERAS Application (Civilians), Curriculum Vitae (Civilian & Military), Ohio State Medical License, CREOG Exams, Junior Fellowship, OB-GYN Rotation Evaluations, Advisory Sessions, ABOG Written Exam Applications (Chiefs), Patient Care and Recommendation Letters, etc. | PER3000 | Retain permanently.* |
| OGMD02-09                | P           | C          | **Personnel Files-Employee Search-Department**  
Vitae, letters, records of individuals who have applied for positions in the department of Obstetrics and Gynecology. | PER2000 | Retain for three years, then destroy. |

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<td>OGMD02-10</td>
<td>P</td>
<td>H</td>
<td>Publications-Department</td>
<td>PUB3000</td>
<td>Transfer one copy of each brochure (dated)/newsletter to the Archives annually.</td>
</tr>
<tr>
<td>OGMD06-11</td>
<td>P/E</td>
<td>H</td>
<td>Report-Annual (obsolete)</td>
<td>ADM9910</td>
<td>Send dated copies of old annual reports to the Archives for historical/research purposes.</td>
</tr>
<tr>
<td>OGMD06-12</td>
<td>P/E</td>
<td>H</td>
<td>Reports-Statistical-Residents</td>
<td>ADM9910</td>
<td>Retain for the entirety of the accreditation review cycle (4 years) and then review for continuing administrative value.</td>
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