**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.

<table>
<thead>
<tr>
<th>Originating Office/Department Code:</th>
<th>Population &amp; Public Health Sciences, Department of MDCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division:</td>
<td>Boonshoft School of Medicine</td>
</tr>
<tr>
<td>Approvals</td>
<td>Date:</td>
</tr>
<tr>
<td>Dean/Director/Head:</td>
<td></td>
</tr>
<tr>
<td>Department Chairperson/Manager:</td>
<td></td>
</tr>
<tr>
<td>University Records Manager:</td>
<td></td>
</tr>
<tr>
<td>Head, Special Collections &amp; Archives:</td>
<td></td>
</tr>
</tbody>
</table>

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 1</th>
<th>Value Code 2</th>
<th>Records Series Title and Description 3</th>
<th>IUC Number</th>
<th>Retention Period</th>
</tr>
</thead>
</table>
| GS01, 05, 14, 28, 29, 30, 33, 35 and 36. | P/E | Budget Files Include information on funds allocated to the department of Community Health Medicine by:  
a) WSU School of Medicine,  
b) Wright State Physicians (WSP) | | |  
| 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. |

**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**
---|---|---|---|---|---
MDCH01-02 | P/E |  | **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 documenting the activities of the project directors; guidelines, forms and standard operating procedures for this position; protocol written by principal investigators, reports, and personnel records) 2. Financial (budget sheets, requisitions, purchase orders, budgeting and accounting information on grants (i.e., received by the National Institute of Drug Abuse, NIDA) | LEG2000 | Retain while active plus five years, from the date of sub-mission of the final expenditure report. Then review for historical value.* Example: Annual reports submitted to the agency.  

*Notes: a) Intervention Treatment Services account is separate from WSU Foundation one. DPOs, original invoices, payment records, and general budget in Accounts Payable office.  
b) 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.

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

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<th>Records Series Title and Description</th>
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</tr>
</thead>
<tbody>
<tr>
<td>MDCH01-03</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>
</tbody>
</table>

Note: This series includes records produced in the course of short-term studies conducted within the framework of projects' NIDA-funded grants (Dates of grants: 1989-1991; 1991-1996; 1995-2000) and other federal and state agencies*. Includes forms and questionnaires answered by participants. These records are maintained for research purposes.

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.

Note: The description of series MDCH01-02 and MDCH01–03 mirrors the retention guidelines of the Office of 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).
**WSU Records Series Number** | **Medium Code** | **Value Code** | **Records Series Title and Description** | **IUC Number** | **Retention Period** |
--- | --- | --- | --- | --- | --- |
MDCH01-04 | P | C | **Human Subject Files** Administrative records on medical and non-medical human subjects for research studies. These include petition form, approval and continuing review documents, amendments, surveys, protocols written by principal investigators and related correspondence, as well as meeting minutes and program. Responsibilities of the RSP office described in [http://www.wright.edu/rsp/projects/EH_proj.html](http://www.wright.edu/rsp/projects/EH_proj.html) | LEG2000 | Retain while active plus five years after completion of research, then destroy unless otherwise stipulated by granting agency or researcher. |
MDCH09-05 | P | C | **Human Subject Files Consent forms** "Informed Consent" forms signed by human subjects (project participants) and maintained by principal investigators.  
MDCH01-06 | 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.  
Personnel files from W.S.P. funded projects are maintained by W.S.P., Inc. | 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. |

*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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| MDCH01-07                 | P           | C          | Personnel Files-Employee Search-Department  
Vitae, letters, records of individuals who have applied for positions in the department of Population & Public Health Sciences. | PER2000 | Retain for three years, then destroy. |
| MDCH01-08                 | P           | C          | Personnel Files- Student, Resident  
Evaluation Forms  
Student/Resident evaluations of professors and their courses. | PER3010 | Retain forms until faculty member has left WSU. |
| MDCH01-09                 | P           | H          | Policies and Procedures-Department  
Procedural records documenting department of Population & Public Health Sciences-approved methods or processes for performing department-related activities to ensure uniformity and compliance with institution and legal requirements. | ADM3000 | Retain paper records in the office for three years, then transfer each version of policy and procedures document to the University Archives. |
| MDCH01-10                 | P           | H          | Publications-Department  
Publications such as brochures, newsletters and other material produced by the department describing its programs and special events as well publications and journal articles produced from results of grant research. | PUB3000 | Transfer one copy of each brochure (dated)/Newsletter/article to the Archives annually. |
| MDCH09-11                 | P/E         | H          | Reports-Activity-Faculty  
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 in the Population & Public Health Sciences main office along with any supporting documentation. | PER3000 | Retain while active, plus six years. Review for continuing administrative value. |
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<tr>
<td>MDCH01-12 P/E H</td>
<td>Report-Annual Annual report containing cumulative information on all offices under the department of Population &amp; Public Health Sciences and submitted to the Dean of the School of Medicine.</td>
<td>ADM9910</td>
<td>Retain in the office for three years, and then send one dated copy to the Archives.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MDCH01-13 P/E C</td>
<td>Student Files-Non-permanent Includes records of students who take courses in the department of Population &amp; Public Health Sciences.</td>
<td>EDU1010</td>
<td>Retain records of School of Medicine students for six years after graduation and then review for continuing administrative value. <strong>Note:</strong> Destruction of records should be performed in a manner that maintains confidentiality as per FERPA.</td>
<td></td>
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</table>
| MDCH17-18 P/E C (student records only) | Programs- Division of Health Systems and Policy
- Certificate in Health Care Management
- Certificate in Public Health Emergency Preparedness
- Certificate in Public Health Leadership
- Health Care Management Concentration
- Medical Humanities
- Reach Out Montgomery County | EDU3000 EDU1010 | Retain student files for 6 years after student separates from program. Retain administrative files while current + 6 years, then review for continuing administrative or historical value. Transfer materials of historical value to University Archives. |
| MDCH17-19 P/E H | Programs- Division of International and Environmental Health
- Center for Global Health | EDU3000 LEG2000 | Retain administrative program files while current + 6 years, then review for continuing administrative or historical value. Transfer materials of historical value to University Archives. |

**New**

**Revision** X

**Addition**

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| MDCH17-20                 | P/E         | H          | Programs-Division of Social and Behavioral Determinants of Health  
- CITAR  
- SARDI                  | EDU3000     | Retain administrative program files while current + 6 years, then review for continuing administrative or historical value. Transfer materials of historical value to University Archives. |
|                           |             |            | Reports-Activity-Faculty  
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 in the Population & Public Health Sciences main office along with any supporting documentation. | PER3000     | Retain while active, plus six years. Review for continuing administrative value. |
| MDCH01-12                 | P/E         | H          | Report-Annual  
Annual report containing cumulative information on all offices under the department of Population & Public Health Sciences and submitted to the Dean of the School of Medicine. | ADM9910     | Retain in the office for three years, and then send one dated copy to the Archives. |
|                           |             |            | Student Files-Non-permanent  
Includes records of students who take courses in the department of Population & Public Health Sciences. | EDU1010     | Retain records of School of Medicine students for six years after graduation and then review for continuing administrative value.  
**Note:** Destruction of records should be performed in a manner that maintains confidentiality as per FERPA. |

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<tbody>
<tr>
<td>MDCH07-14</td>
<td>P/E</td>
<td>H</td>
<td>Subject Files-Chairperson’s Division Heads Includes correspondence, reports, minutes, memoranda, policy and informational files as well as historical information on the development of the department and its divisions.</td>
<td>ADM9910</td>
<td>Retain in the office for three years. Then, review for continuing administrative or historical value.*</td>
</tr>
<tr>
<td>MDCH01-15</td>
<td>E</td>
<td>H</td>
<td>Web Page-Department Includes description of academic programs, newsletters (Ethics in the News - December 1999, Prevention in the News - January 2001), and its activities/events in the department of Population &amp; Public Health Sciences. Note: The departmental web page was established in September 1996.</td>
<td>ADM9900</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>
</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.

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