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.wydm@wright.edu.

Originating Office/Department Code: Academic Affairs
Division: Boonshoft School of Medicine

Dean/Director/Head: 
Department Chairperson/Manager: 
University Records Manager: 
Head, Special Collections and Archives: 

Date: 

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.

<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>SMAA10-01</td>
<td>P/E</td>
<td>H</td>
<td>Accreditation-External Reviews</td>
<td>ADM9910</td>
<td>Retain in the office for seven years and then review for continuing administrative value.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>includes working files documenting the accreditation review process (on college- and department- levels) by the Liaison Committee for Medical Education (LCME—American Medical Association (AMA) and American Association of Medical Colleges (AAMC)). Review cycle: Seven years.</td>
<td></td>
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<tr>
<td></td>
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<td>Note: Original final copies of reports maintained by the Dean’s office.</td>
<td></td>
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</tr>
<tr>
<td>SMAA10-02</td>
<td>P/E</td>
<td>H</td>
<td>Committee Files—School level</td>
<td>ADM9910</td>
<td>Retain in the office for three years. Then, transfer committee minutes and reports to the University Archives. Review other documentation for continuing administrative value.</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>Files of school-level committees such as:</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>1. Faculty Curriculum (includes policies and procedures)</td>
<td></td>
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</tr>
<tr>
<td></td>
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<td>2. Biennium Electives</td>
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<td>3. Biennium Course Directors</td>
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<td></td>
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<td>4. Assessment and Evaluations</td>
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</tr>
</tbody>
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**Note**: Longer term storage may include, but not 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)

1. **Medium code:** P=Paper, M=Microfilm/Fiche, E=Machine Readable
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</table>
| SMAA10-03                 | P/E         |            | **Course Evaluations-1st and 2nd year**  
Includes evaluation by 1st and 2nd year students of course content and lecturer. The comments are summarized and submitted to the Faculty Curriculum Committee for review.

**Note:** The summaries are maintained by the evaluation coordinator and filed by course. Copies are given to the course director. | ADM9900 | Retain the course evaluation and the lecturer evaluation for seven years (accreditation cycle) and then review for continuing administrative value. |
| SMAA10-04                 | P/E         |            | **Curriculum Management Files**  
Includes documentation on classes offered, coordination of classes, originals of exams and syllabi for the 1st and 2nd year of study. | ADM9900 | Retain the syllabi and one original exam for each course for seven years (accreditation cycle) and then review for continuing administrative value. |
| SMAA12-05                 | P/E         | C          | **Grade Files-Med Sys Database**  
Database tracking courses taken and grades achieved by 1st and 2nd-year medical students.

**Notes:**

*a* A hard-copy of the grades is transferred to the School of Medicine Student Affairs office where they are held permanently.

*b* SOM allows students to contest the grade within 60 days after grades are distributed. The SOM Policy handbook is located on the web. | ADM9000 | Retain for four years after the grade is issued and then delete.

**Note:** Destruction of records should be performed in a manner that maintains confidentiality as per FERPA.

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

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| SMAA10-06                 | P           | C          | Personnel Files-Associate Dean's Office  
Associate dean's and office staff's personnel files maintained by the office. These include performance evaluations, letters of recommendations, correspondence, resumes, copies of contracts, vacation, sick, and professional leave information. 
*Note: Long-term information is held by Human Resources Office.* | PER3000      | Destroy within two years of termination. If subject to legal action, retain until final disposition. |
| SMAA10-07                 | P           | C          | Personnel Files-Employee Search-Associate Dean's Office  
Vitae, letters, records of individuals who have applied for positions at the Associate Dean's office. | PER2000      | Retain for three years, then destroy. |
| SMAA10-08                 | P/E         | H          | Subject Files- Associate Dean's Office  
Includes correspondence, reports, minutes, memoranda, policy and informational files as well School of Medicine Program files (i.e., development of various programs) held in the Associate Dean's office. | ADM9910      | Retain in the office for three years. Then, review for continuing administrative or historical value.* |

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