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: Population & Public Health Sciences, Department of MDCH

<table>
<thead>
<tr>
<th>Division:</th>
<th>Approvals Boonshoft School of Medicine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean/Director/Head:</td>
<td></td>
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<tr>
<td>Department Chairperson/Manager:</td>
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<tr>
<td>University Records Manager:</td>
<td></td>
</tr>
<tr>
<td>Head, Special Collections &amp; Archives:</td>
<td></td>
</tr>
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<tbody>
<tr>
<td>GS01, 05, 14, 28, 29, 30, 33, 35 and 36</td>
<td>P/E</td>
<td></td>
<td>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)</td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>MDCH01-01</td>
<td>P/E</td>
<td>H</td>
<td>Committee Files-Department Files of departmental committees such as the Appointments, Promotions, and Continuances Committee (APC).</td>
<td>ADM9910</td>
<td>Retain in the office for three years. Then, transfer minutes/reports to the University Archives.</td>
</tr>
</tbody>
</table>

The Department of Population & Public Health Sciences includes the following offices/divisions: Administration, Education Center, Research Center, Division of Aerospace Medicine, Division of Epidemiology and Biostatistics, Division of Health Systems and Policy, Division of International and Environmental health, and the Division of Social and Behavioral Determinants of Health.
Wright State University
RECORDS RETENTION SCHEDULE (RRS)
(continuation sheet)

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<th>Value Code(^2)</th>
<th>Records Series Title and Description(^3)</th>
<th>IUC Number</th>
<th>Retention Period</th>
</tr>
</thead>
</table>
| 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)  

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

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</table>
| MDCH01-03                | 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.

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.

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.

LEG2000 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)
Wright State University
RECORDS RETENTION SCHEDULE (RRS)
(continuation sheet)

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<tbody>
<tr>
<td>MDCH01-04</td>
<td>P</td>
<td>C</td>
<td><strong>Human Subject Files</strong> 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 <a href="http://www.wright.edu/rsp/projects/EH_proj.html">http://www.wright.edu/rsp/projects/EH_proj.html</a></td>
<td>LEG2000</td>
<td>Retain while active plus five years after completion of research, then destroy unless otherwise stipulated by granting agency or researcher.</td>
</tr>
</tbody>
</table>
| MDCH09-05                 | P            | C          | **Human Subject Files Consent forms** "Informed Consent" forms signed by human subjects (project participants) and maintained by principal investigators.  

*Note: Guidelines on consent forms described in [http://wright.edu/rsp/IRB/Consent_Guide.doc](http://wright.edu/rsp/IRB/Consent_Guide.doc) | ADM9900 | Retain for five years after completion of research. |
| 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. |
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<tr>
<td>MDCH01-07</td>
<td>P</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></td>
<td></td>
<td></td>
<td>Vitae, letters, records of individuals who have applied for positions in the department of Population &amp; Public Health Sciences.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MDCH01-08</td>
<td>P</td>
<td>C</td>
<td>Personnel Files-Student, Resident Evaluation Forms</td>
<td>PER3010</td>
<td>Retain forms until faculty member has left WSU.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Student/Resident evaluations of professors and their courses.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MDCH01-09</td>
<td>P</td>
<td>H</td>
<td>Policies and Procedures-Department</td>
<td>ADM3000</td>
<td>Retain paper records in the office for three years, then transfer each version of policy and procedures document to the University Archives.</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>Procedural records documenting department of Population &amp; Public Health Sciences-approved methods or processes for performing department-related activities to ensure uniformity and compliance with institution and legal requirements.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MDCH01-10</td>
<td>P</td>
<td>H</td>
<td>Publications-Department</td>
<td>PUB3000</td>
<td>Transfer one copy of each brochure (dated)/Newsletter/article to the Archives annually.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MDCH17-16</td>
<td>P/E</td>
<td>H C (student records only)</td>
<td>Programs- Division of Aerospace Medicine</td>
<td>EDU3000/EDU1010</td>
<td>Retain residency 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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Aerospace Medicine Residency Program</td>
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Wright State University  
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<tr>
<td>MDCH17-17</td>
<td>P/E</td>
<td>H</td>
<td>Programs- Division of Epidemiology and Biostatistics</td>
<td>EDU3000 LEG2000</td>
<td>Retain administrative program files while current + 6 years, then review for continuing administrative or historical value. Transfer materials of historical value to University Archives. *For FELS files, please see FELS retention schedule</td>
</tr>
</tbody>
</table>
| MDCH17-18                 | P/E         | H          | 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. |
Wright State University  
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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. |
| 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. |
| 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. |
| MDCH01-13                 | P/E         | C          | 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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</table>
| MDCH07-14                 | P/E         | H          | **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. | ADM9910     | Retain in the office for three years. Then, review for continuing administrative or historical value. * |
| MDCH01-15                 | E           | H          | **Web Page-Department**

*Note: The departmental web page was established in September 1996.* | 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.*