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:
**Career Center**

### Division:
**Division of Student Success**

### Approvals

#### Dean/Director/Head:

#### Department Chairperson/Manager:

#### University Records Manager:

#### Head, Special Collections & Archives:

<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>CRSV12-1</td>
<td>E</td>
<td>H</td>
<td>Program Data Reports</td>
<td>ADM9910</td>
<td>Update Annually, post to web.</td>
</tr>
<tr>
<td>CRSV12-2</td>
<td>E</td>
<td>H</td>
<td>Contracts/Agreements-Off-Campus</td>
<td>LEG2000</td>
<td>Retain while active then destroy.</td>
</tr>
<tr>
<td>CRSV09-3</td>
<td>E</td>
<td></td>
<td>Database-The Wright Search</td>
<td>ADM9910</td>
<td>Retain continually updated.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Web-based database.</td>
<td></td>
<td><strong>Note:</strong> Destruction of records should be performed in a manner that maintains confidentiality as per FERPA.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1. Employer information</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2. Students/alumni (registration screen, full resume)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3. Faculty/staff</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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)

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<tr>
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</table>
| CRSV11-4                  | E           | C          | Employment Postings— On-Campus and Off-Campus
On-campus and off-campus employment opportunities. 
All postings done electronically through Handshake. | REF0000    | Retain while current then destroy/delete. |
| CRSV11-5                  | E           | C          | Event Files
Includes publicity and employer registration. 
All events/marketing/publicity done electronically via the Career Center Website and through Handshake. | ADM9900    | Retain while active. |
| CRSV09-6                  | P           | C          | Personnel Files-Department*
These include performance evaluations, letters of recommendations, correspondence, resumes, copies of contracts, vacation and sick leave information. Includes student employees. 
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. |
| CRSV09-7                  | P           | C          | Personnel Files-Employee Searches
Vitae, letters, records of individuals who have applied for positions in Career Center office. | PER2000    | Retain for three years then destroy. |
| CRSV12-08                 | P/E         |            | Release Forms-Marketing
Release forms signed by students/staff/alumni granting permission to use their likeness (i.e. photographs), testimonials or similar items in official publications, websites or other marketing pieces produced by Career Center. | PUB3000    | Retain for 5 years and/or until publicity piece is superseded or discontinued. |

*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.

**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)

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</table>
| CRSV11-9                  | P           | C          | Student Files-Co-operative Education Program  
individual files on undergraduate and graduate students (active, inactive, and graduated); includes resume and summary of assignments. | ADM9910    | Retain for one year after graduation or withdrawal then destroy.  
Note: Destruction of records should be performed in a manner that maintains confidentiality as per FERPA. |
| CRSV09-10                 | E           | C          | Student Files-Work-Study and Regular  
Contains SE authorization forms and forms related to change of address or change of status of students employed under Work-Study program. | PER3000    | Retain while active, plus six years, then destroy.  
Note: Destruction of records should be performed in a manner that maintains confidentiality as per FERPA. |
| CRSV09-11                 | E           | H          | Subject Files- Director's  
Examples include correspondence, reports, minutes, and informational files on the activities of the Career Center office. | ADM9910    | Retain in the office for three years. Review for continuing administrative or historical value.  
*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)

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<tbody>
<tr>
<td>CRSV09-12</td>
<td>E</td>
<td></td>
<td><strong>I-9 Forms</strong>&lt;br&gt;I-9 forms (Immigration and Naturalization Employment Record)&lt;br&gt;&lt;br&gt;<em>Note:</em> The I-9 forms are filed separately from the main personnel file in order to facilitate speedy retrieval for INS inspection requests.</td>
<td>PER3000</td>
<td>Retain for three years after the date of the hire or one year after date the individual's employment is terminated, whichever is later. (8CFR274a.2 Verification of Employment and Eligibility).</td>
</tr>
<tr>
<td>CRSV09-13</td>
<td>E</td>
<td>H</td>
<td><strong>Web site-Department</strong>&lt;br&gt;Includes description of programs, activities and events.&lt;br&gt;&lt;br&gt;<em>Note:</em> Department website was established in 1996.</td>
<td>ADM9900</td>
<td>Retain current information online until obsolete or superseded. Retain either a hard copy or back-up of each version indefinitely for information of long term value that exists only on the department website.</td>
</tr>
</tbody>
</table>

*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).