Wright State University
RECORDS RETENTION SCHEDULE (RRS)

Instructions: This form establishes a schedule of retention and disposal for the listed records series according with 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, Dunbar Library, R-401-402. For assistance, contact the University Records Manager at ext. 2017 or write to chris.wydman@wright.edu.

Originating Office/Department Code: Division of Professional Development (previously Department of Professional Practice and Research)

Division: College of Education and Human Services

Approvals
Dean/Director/Head: 

Department Chairperson/Manager: 

University Records Manager: 

Head, Special Collections and 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>
<tbody>
<tr>
<td>EDPP04-01</td>
<td>P</td>
<td>C</td>
<td>Personnel Files- Instructor Evaluation by Students Forms</td>
<td>PER3000</td>
<td>Retain forms or the transcribed comments and all quantitative reports in the Dean's office for at least 7 years. When removing student evaluation forms, transcribed comments, or quantitative reports, the college will send them to the full-time faculty member to whom they pertain.</td>
</tr>
</tbody>
</table>

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).

05/14/04
**Wright State University**  
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(continuation sheet)

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<tr>
<td>EDPP00-02</td>
<td>P</td>
<td>C</td>
<td><strong>Personnel Files-Employee Selection</strong> includes vitae, letters, records of individuals who have applied for faculty and staff positions in the Division of Professional Practice and Research.</td>
<td>PER2000</td>
<td>Retain for three years, and then destroy.</td>
</tr>
<tr>
<td>EDPP00-03</td>
<td>P</td>
<td>H</td>
<td><strong>Publications-Departmental</strong> Publications such as brochures and other material produced by the office describing its programs and special events.</td>
<td>PUB3000</td>
<td>Retain in the office for three years and then transfer one copy of each issue to the University Archives.</td>
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| EDPP00-04                | P/E         |            | **Subject Files- Director's**  
Includes correspondence, reports, minutes, memoranda, policy and informational files as well as development of Professional and Practice Research Programs. | ADM9910    | Retain in the office for three years. Then, review for continuing administrative or historical value.* |
| EDPP00-05                | E           | H          | **Web home page-Departmental**  
Includes description of departmental programs and activities and events. | 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.|

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