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: Department of Teacher Education ___________________ EDTE

Division: ___________________ College of Education and Human Services

Approvals
Dean/Director/Head: ___________________ Date: __________

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>
</table>
| EDTE98-02                | P/E          | H           | Committee Files
Files of departmental committees. | ADM9910     | Retain in the office for three years and then review for continuing administrative or historical value.* |

|         |              |            | Personnel Files-Faculty Activity Reports
Activity reports for the calendar year listing activities and accomplishments in teaching, research, and service. | PER3000     | Retain in department for two years after the end of the last WSU assignment and then review for continuing administrative value. |

*Note: Activity reports are not included in AAUP’s article 13.

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

2. Value code: C=Confidential, H=Historical, R=Restricted, V=Vital
3. 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>EDTE04-03b</td>
<td>P</td>
<td>C</td>
<td>Personnel Files-Faculty</td>
<td>PER3000</td>
<td>Retain 1-8 in the Dean’s office for two years after the end of the last WSU assignment and then review for continuing administrative value. Retain 5-9 in department.</td>
</tr>
</tbody>
</table>

Notes:
1. Bargaining Unit faculty member files may contain all 9 items; Other files (i.e., administrators and non-Bargaining-Unit faculty members) will typically contain items 1, 5, and 9.
2. Long-term personnel information is maintained by the office of Human Resources.

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

<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>EDTE04-03c</td>
<td>P</td>
<td>C</td>
<td>Personnel Files-Adjunct Professors</td>
<td>PER3000</td>
<td>Retain summarized records in the department for two years and then review for continuing administrative value.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Note:</strong> Long-term information is held by Human Resources Office.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDTE07-03d</td>
<td>P</td>
<td>C</td>
<td>Personnel Files-Staff-Department</td>
<td>PER3000</td>
<td>Destroy within two years of termination. If subject to legal action, retain until final disposition.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Staff personnel files. These include performance evaluations, letters of recommendations, correspondence, resumes, copies of contracts, vacation and sick leave information. *Note: Long-term information is held by Human Resources Office.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDTE16-04</td>
<td>P/E</td>
<td>C</td>
<td>Personnel Files-Employee Selection</td>
<td>PER2000</td>
<td>Retain for three years, then destroy.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Records of individuals who applied or interviewed for positions for which a committee was formed. Files may include: search committee minutes and reports; interview questions; screening chart; applicant credentials, committee/applicant correspondence; authorization to hire forms; request to interview/offer position, and status of offer form.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDTE16-06</td>
<td>P/E</td>
<td>H</td>
<td>Programs-Department</td>
<td>ADM9910</td>
<td>Review periodically for continuing administrative value. Transfer historical records on development and administration of the programs to the Archives every three years.</td>
</tr>
</tbody>
</table>
|                           |             |            | Includes administrative files of the following programs:  
  ♦ Adolescent Young Adult  
  ♦ Certificate Programs  
  ♦ Early Childhood  
  ♦ Endorsement Programs  
  ♦ Intervention Specialist  
  ♦ Literacy  
  ♦ Master's Program  
  ♦ Middle Childhood  
  ♦ Multi-Age  
  ♦ Reading Recovery |            |                  |

*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).
**Wright State University**

**RECORDS RETENTION SCHEDULE (RRS)**

(continuation sheet)

<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>EDTE98-07</td>
<td>P/E</td>
<td></td>
<td>Reports-Annual</td>
<td>ADM9910</td>
<td>Retain in the office for three years and transfer hard copy to the University Archives.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Reports-Annual-Reading Recovery Program</td>
<td>ADM9910</td>
<td>Retain in the office for five years and transfer hard copy to the University Archives.</td>
</tr>
<tr>
<td>EDTE98-09</td>
<td>P/E</td>
<td></td>
<td>Subject Files- Chairperson's</td>
<td>ADM9910</td>
<td>Retain in the office for three years. Then, review for continuing administrative or historical value.*</td>
</tr>
<tr>
<td>EDTE99-10</td>
<td>E H</td>
<td></td>
<td>Web home page-Department</td>
<td>ADM9900</td>
<td>Retain electronic format on the web until obsolete or superseded. When updating/ removing content from webpages, please make a back-up copy or hard copy of any information with long term value if the information is not available/ retained elsewhere.</td>
</tr>
</tbody>
</table>

*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 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).