**Wright State University**

**RECORDS RETENTION SCHEDULE (RRS)**

**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.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

<table>
<thead>
<tr>
<th>Approvals</th>
<th>Date</th>
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<tbody>
<tr>
<td>Dean/Director/Head:</td>
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<tr>
<td>Department Chairperson/Manager:</td>
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<td>University Records Manager:</td>
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<td>Head, Special Collections and Archives:</td>
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</tr>
</tbody>
</table>

1. **Medium code:** P=Paper, M=Microfilm/Fiche, E=Machine Readable
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>
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<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>
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</table>
| EDPP04-01                | P           | C          | **Personnel Files- Instructor Evaluation by Students Forms**  
Student evaluations of adjunct faculty at teacher centers and their courses. | PER3000     | 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. |

*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
#### RECORDS RETENTION SCHEDULE (RRS)
(continuation sheet)

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| EDPP00-02                 | P           | C          | **Personnel Files-Employee Selection**
Including vitae, letters, records of
individuals who have applied for faculty
and staff positions in the Division of
Professional Practice and Research. | PER2000     | Retain for three years, and then
destroy. |
| EDPP00-03                 | P           | H          | **Publications-Departmental**
Publications such as brochures and other
material produced by the office describing
its programs and special events. | PUB3000     | Retain in the
office for three
years and then transfer one
copy of each
issue to the
University
Archives. |
| 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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