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: Department of Teacher Education  EDTE
Division: College of Education and Human Services

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

<table>
<thead>
<tr>
<th>Medium code:</th>
<th>Value code:</th>
<th>Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>P=Paper, M=Microfilm/Fiche, E=Machine Readable</td>
<td>C=Confidential, H=Historical, R=Restricted, V=Vital</td>
<td>A separate retention period is required for each medium in the same records series.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WSU Records Series Number</th>
<th>Medium Code 1</th>
<th>Value Code 2</th>
<th>Records Series Title and Description 3</th>
<th>IUC Number</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDTE98-02</td>
<td>P/E</td>
<td>H</td>
<td>Committee Files</td>
<td>ADM9910</td>
<td>Retain in the office for three years and then review for continuing administrative or historical value.*</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Files of departmental committees.</td>
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</tr>
</tbody>
</table>

| EDTE04-03a               | P             | C            | Personnel Files-Faculty Activity Reports | PER3000    | Retain in department for two years after the end of the last WSU assignment and then review for continuing administrative value. |
|                          |               |              | Activity reports for the calendar year listing activities and accomplishments in teaching, research, and service. |
|                          |               |              | 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)

1. **Medium code:** P=Paper, M=Microfilm/Fiche, E=Machine Readable
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3. **Description:** A separate retention period is required for each medium in the same records series.

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<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:**
  - i) 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.
  - ii) Long-term personnel information is maintained by the office of Human Resources

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7/25/07
Wright State University
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</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>
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<td></td>
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<td>Note: Long-term information is held by Human Resources Office.</td>
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</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>
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<td></td>
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<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>EDTE01-04</td>
<td>P</td>
<td>C</td>
<td>Personnel Files-Employee Selection</td>
<td>PER2000</td>
<td>Retain for three years, then destroy.</td>
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<td>Includes vitae, letters, records of individuals who have applied for faculty and staff positions in the department of Teacher Education.</td>
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<tr>
<td>EDTE98-06</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>
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<tr>
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<td>Includes administrative files of the following programs:</td>
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<td>♦ Early Childhood</td>
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<td>♦ Middle Childhood</td>
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<td>♦ Adolescent Young Adult</td>
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<td>♦ Intervention Specialist</td>
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<td>♦ Multi-Age</td>
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<td>♦ Master's Program</td>
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<td>♦ Partnership Information</td>
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<td></td>
<td></td>
<td></td>
<td>♦ Reading Recovery</td>
<td></td>
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<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>
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<td></td>
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<td>Annual report compiled by the chair's office.</td>
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</tr>
<tr>
<td>EDTE01-08</td>
<td>P/E</td>
<td></td>
<td>Reports-Annual-Reading Recovery Program</td>
<td>ADM9910</td>
<td>Retain in the office for ten years and transfer hard copy to the University Archives.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annual WSU site report created by the WSU Reading Recovery Program and sent to the Ohio State University Reading Recovery Training Center.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDTE99-09</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></td>
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<td></td>
<td>Includes correspondence, reports, minutes, memoranda, policy and informational files as well as Teacher Education Program files (i.e., development of the program).</td>
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</tr>
<tr>
<td>EDTE99-10</td>
<td>E</td>
<td>H</td>
<td>Web home page-Department</td>
<td>ADM9900</td>
<td>Retain electronic format on the web until obsolete or superseded. <strong>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.</strong></td>
</tr>
<tr>
<td></td>
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<td>Includes description of departmental programs, activities and events. The departmental web page was established</td>
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