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 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:          Center for Teaching and Learning          CNTL
Division:          Provosts Office          Date:
Dean/Director/Head:          Approvals
Department Chairperson/Manager:          
University Records Manager:          
Head, Special Collections and Archivist:          

<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>
</table>
| CNTL10-01 | P | H | **Publications and Publicity**  
Includes newsletters, workshop catalogs, programs and related publicity materials. | PUB3000 | Retain three years in the office. Transfer one copy of each to the Archives once a year. Destroy extra copies when of no further administrative value. |
| CNTL10-02 | P/E | C | **Personnel Files**  
Active and inactive personnel files of classified, unclassified and student employees. 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.* | PER3000 | Destroy within two years of termination. If subject to legal action, retain until final disposition. |
| CNTL10-03 | P/E | C | **Personnel Files-Employee Selection**  
Vitae, letters, records of individuals who have applied for faculty and staff positions. | PER2000 | Retain for three years, then destroy. |

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)

**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).

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<tr>
<td>CNTL10-04</td>
<td>P/E</td>
<td>C</td>
<td>Personnel Files- Recruitment Records</td>
<td>PER2000</td>
<td>Retain for three years, then destroy.</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>Job postings, interview questions, interview notes, status of position offer form, and other documentation required by Affirmative Action</td>
<td></td>
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</tr>
<tr>
<td>CNTL10-05</td>
<td>P/E</td>
<td>H</td>
<td>Subject Files- Associate Director(s)</td>
<td>ADM9910</td>
<td>Retain for three years, then review for continuing administrative or historical value. *</td>
</tr>
<tr>
<td></td>
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<td>Correspondence, reports, minutes, memoranda, and information files documenting the activities of this office.</td>
<td></td>
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<tr>
<td>CNTL10-06</td>
<td>P/E</td>
<td>H</td>
<td>Subject Files- Director</td>
<td>ADM9910</td>
<td>Retain for three years, then review for continuing administrative or historical value. *</td>
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**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.