**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**: Department of Music  
**Division**: College of Liberal Arts  
**Approvals**:  
**Dean/Director/Head**:  
**Department Chairperson/Manager**:  
**University Records Manager**:  
**Head, Special Collections & University Archives**:  
**Date**: 

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.

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<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>
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</tr>
</thead>
</table>
| MUSC11-01                 | P/E          |             | Class List File  
Files arranged by quarter containing Applied Music Signature Recital attendance lists and student list of recital attendance. | ADM9910    | Retain in the office for five years. Then, review for continuing administrative value. |
| MUSC11-02                 | P/E          | H           | Committee Files-Department  
Files of departmental committees such as Music Education, Theory and Literature, Applied Music, Ensemble Directions, etc. | ADM9910    | Retain in the office for three years. Then, transfer to the University Archives. |

**Note**: Longer term storage may include, but not be restricted to, University 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

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| MUSC11-03                 | P/E         | H          | **Performances- Programs and Recordings**  
Programs, tapes, and CD's of student/department performances. Arranged chronologically. | PUB6000     | At the conclusion of each term, transfer one copy of each recording/program from the completed term to the University Archives. Performances to be retained for 20 years, then reviewed for historical value. |
| MUSC11-04                 | P/E         | C          | **Personnel Files-Adjunct Faculty**  
*Note: Long-term information is held by Human Resources Office.* | PER3000     | Retain summarized records in the department for two years and then review for continuing administrative value. |
| MUSC11-05                 | P/E         | C          | **Personnel Files-Department-Staff**  
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.* | PER3000     | Destroy two years after termination. If subject to legal action, retain until final disposition. |
| MUSC11-06                 | P/E         | C          | **Personnel Files-Employee Selection**  
Includes vitae, letters, records of individuals who have applied for faculty and staff positions in the department of Music. | PER2000     | Retain for three years, then destroy. |

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<tbody>
<tr>
<td>MUSC11-07</td>
<td>P/E</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.</td>
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<td>Full-time Faculty (including Lecturers, Clinical, Instructors, Visiting Appointments)</td>
<td></td>
<td>9. Retain forms or the transcribed comments and all quantitative reports received by the Department Chair in the department for at least 7 years. When removing student evaluation forms, transcribed comments, or quantitative reports, the department will send them to the full-time faculty member to whom they pertain.</td>
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<td>This series include the following documents (article 13 of the Collective Bargaining Unit Agreement between WSU and WSU-AAUP):</td>
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<td>1. The offer letter (applies to bargaining unit and non-bargaining unit faculty)</td>
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<td>2. A copy of the criteria signed by the Bargaining Unit Faculty Member and the Department Chair (attached to the letter)</td>
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<td>3. A signed copy of any changed criteria and/or procedures</td>
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<td>4. A signed copy of any written agreements about changes to the probationary period ( untenured faculty)</td>
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<td>5. Annual evaluations by supervisor and any written rebuttals to the annual evaluation (applies to bargaining unit and non-bargaining unit faculty)</td>
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<td>6. Peer evaluations (from the Promotion and Tenure Committee), when available</td>
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<td>7. Annual statements summarizing cumulative progress toward tenure from the Department Chair and from the Department Promotion and Tenure Committee</td>
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<td>8. Annual and triennial statements summarizing cumulative progress toward promotion from the Department Promotion and Tenure Committee (tenured associate professors)</td>
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<td>9. Student evaluations of professors and their courses. (maintained by departments—see departmental records retention schedules)</td>
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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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| MUSC11-08                | P/E         | H          | Personnel Files-Faculty Activity Reports  
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.  | PER3000 | Retain in Dean’s office for two years after the end of the last WSU assignment and then review for continuing administrative value.  
Transfer material of historic interest such as biographies and newspaper clippings to the University Archives. |
| MUSC11-09                | P           | H          | Publicity-Press Releases and Newspaper Clippings Notebooks  
Generated by the Music Department.  
Arranged chronologically. Also, large ensemble calendars (annual) and other publications. | PUB3000 | Retain three years in the office and then transfer to the University Archives. The Press Releases should be separated from the Newspaper Clippings Notebooks, before transferring. |
| MUSC11-10                | P           | H          | Reports-External Review  
Department files documenting accreditation review by the National Association for Schools of Music (NASM) conducted every ten years. | ADM3020 | Retain permanently. Transfer one copy to the University Archives upon completion of the review. |
| MUSC11-11                | P/E         |            | Student Files-Department  
Individual files on undergraduate and graduate students (active, inactive, and graduated, degree- and non-degree seeking). Includes classes taken by academic year, audition applications for recitals performed, proficiency and progress reports, and scholarship information. | EDU1010 | Retain while active, plus five years. Review for continuing administrative value. |

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7/05/11
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| MUSC11-12                 | P/E         |            | **Subject Files- Chairperson’s**  
Includes correspondence, reports, minutes,  
memoranda, policy and informational files. | ADM9910    | Retain in the office for three  
years. Then, review for continuing  
administrative or historical value.* |
| MUSC11-13                 | E H         |            | **Web site-Department**  
Includes description of programs, 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. |
| GS17                      |             |            | **Instrument Inventory-Department**  
Refer to General Records Retention  
Schedule no. GS 31 |            | Retain for two  
years after  
superseded and then destroy. |

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