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.wydmans@wright.edu.

**Originating Office/Department Code:** School of Public and International Affairs

**Division:** Approvals

**College of Liberal Arts**

**Dean/Director/Head:**

**Department Chairperson/Manager:**

**University Records Manager:**

**Head, Special Collections and Archives:**

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>
<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>UAGE07-01</td>
<td>P/E</td>
<td>H</td>
<td>Personnel Files-Faculty Activity Reports</td>
<td>PER3000</td>
<td>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.</td>
</tr>
<tr>
<td>UAGE07-02</td>
<td>P/E</td>
<td>H</td>
<td>Committee Files</td>
<td>ADM9910</td>
<td>Retain in the office for seven years and then transfer minutes and/or reports to the University Archives.</td>
</tr>
</tbody>
</table>

**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)

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<tr>
<td>UAGE07-03a</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.</td>
</tr>
</tbody>
</table>

- **Personnel Files-Faculty**
  - Full-time Faculty (including Lecturers, Clinical, Instructors, Visiting Appointments)
  - This series include the following documents:
    1. **The offer letter** (applies to bargaining unit and non-bargaining unit faculty)
    2. **A copy of the criteria signed by the Bargaining Unit Faculty Member** and the Department Chair (attached to the letter)
    3. **A signed copy of any changed criteria and/or procedures**
    4. **A signed copy of any written agreements about changes** to the probationary period (untenured faculty)
    5. **Annual evaluations by supervisor** and any written rebuttals to the annual evaluation (applies to bargaining unit and non-bargaining unit faculty)
    6. **Peer evaluations** (from the Promotion and Tenure Committee), when available
    7. **Annual statements summarizing cumulative progress toward tenure** from the Department Chair and from the Department Promotion and Tenure Committee
    8. **Annual and triennial statements summarizing cumulative progress toward promotion** from the Department Promotion and Tenure Committee (tenured associate professors)
    9. **Student evaluations of professors** and their courses. (maintained by departments-see departmental records retention schedules)

**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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<th>Records Series Title and Description³</th>
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<tbody>
<tr>
<td>UAGE07-03b</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. Note: Long-term information is held by Human Resources Office.</td>
</tr>
<tr>
<td>UAGE07-03c</td>
<td>P</td>
<td>C</td>
<td>Personnel Files-Department-Staff</td>
<td>PER3000</td>
<td>Destroy two years after termination. If subject to legal action, retain until final disposition. Note: Long-term information is held by Human Resources Office.</td>
</tr>
<tr>
<td>UAGE00-04</td>
<td>P</td>
<td>C</td>
<td>Personnel Files-Employee Selection</td>
<td>PER2000</td>
<td>Retain for three years, then destroy.</td>
</tr>
<tr>
<td>UAGE18-05</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>
<tr>
<td>UAGE00-06</td>
<td>P</td>
<td>H</td>
<td>Publications-Departmental</td>
<td>PUB3000</td>
<td>Retain in the office for three years and then transfer one copy of each issue to the University Archives.</td>
</tr>
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| UAGE07-07                 | P           | C          | Student Records-Non-Permanent-Departmental  
Includes letters of recommendation, documents regarding progress toward degree, and transfer credit evaluations.  
**Note:** Destruction of records should be performed in a manner that maintains confidentiality as per FERPA. | EDU1010 | Retain while active, plus seven years and then destroy. |
| UAGE00-08                 | P/E         | H          | Policies, By-laws, and Procedures-Department level | ADM3000 | Retain while active plus ten years. Transfer one copy of each version to the University Archives. |
| UAGE07-10                 | P/E         | H          | Subject Files- Chairperson’s  
Includes correspondence, reports, minutes, memoranda, policy and informational files as well as historical information on the development of the School of Public and International Affairs. | ADM9910 | Retain in the office for seven years. Then, review for continuing administrative or historical value.* |
| UAGE00-11                 | E           | H          | Web home page-Departmental  
Includes description of departmental programs, activities and events. | ADM9900 | 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. |

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