### 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:** English Language and Literature  ENGL

**Division:**

- **Approvals**

**Dean/Director/Head:**

**Department Chairperson/Manager:**

**University Records Manager:**

**Head, Special Collections and Archives:**

**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.

<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>
| ENGL10-01                 | 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. |
| ENGL10-02                 | P/E         | H          | Committee Files-Department  
Files of departmental committees and other ad hoc committees on academic programs developed by the English department. | ADM9910    | Retain in the office for three years and then transfer minutes and/or reports to the University Archives. |

**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).

K:\cs\Branden\Documentation\Records Retention\schedules\cola_english.doc

9/10/10
### Wright State University

RECORDS RETENTION SCHEDULE (RRS)

*(continuation sheet)*

<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>ENGL10-03</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>

**Notes:**

1. 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.

2. Long-term personnel information is maintained by the office of Human Resource.

---

**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  
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>ENGL10-04</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>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Note:</strong> Long-term information is held by Human Resources Office.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL10-05</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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Staff personnel files. These include recommendations, correspondence, resumes, copies of contracts, vacation and sick leave information. <strong>Note:</strong> Long-term information is held by Human Resources Office.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL10-06</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></td>
<td></td>
<td></td>
<td>Includes vitae, letters, records of individuals who have applied for faculty and staff positions in the department of English.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL10-07</td>
<td>P/E</td>
<td>H</td>
<td>Policies, By-laws, and Procedures-Department</td>
<td>ADM3000</td>
<td>Retain while active plus ten years. Transfer one paper copy of each version 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)

New Revision Addition Page 4 of 5

<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>
| ENGL10-08                 | P/E         | H          | Programs-Department
Includes administrative files of study programs in the department of English. | ADM9910    | Review periodically for continuing administrative value. Transfer historical records on development and administration of the programs to the Archives every three years. |
| ENGL10-09                 | P           | H          | Publications-Department
Publications such as brochures, newsletters and other material produced by the department 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. |
| ENGL10-10                 | P           | C          | Student Records-Non-Permanent-Department
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 five years and then destroy. |
| ENGL10-11                 | P/E         |            | Subject Files- Chairperson's
Includes correspondence, reports, minutes, memoranda, policy and informational files as well as historical information on the development of the department. | ADM9910    | Retain in the office for three years. Then, review for continuing administrative or historical value.* |

*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).*
### WSU Records Series Number | Medium Code | Value Code | Records Series Title and Description | IUC Number | Retention Period
---|---|---|---|---|---
ENGL10-12 | E | H | Web home page-Department includes description of departmental 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. 

**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).