### 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:** History Department  
**Division:** College of Liberal Arts  
**Date:**

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

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 code¹</th>
<th>value code²</th>
<th>records series title and descriptionⁿ</th>
<th>iuc number</th>
<th>retention period¹</th>
</tr>
</thead>
</table>
| HSTR04-01 (replaces HSTR00-01) | 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. |

| HSTR00-02 | P/E | H | Committee Files-Department  
Files of departmental committees and other ad hoc committees on academic programs developed by the History 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).
Wright State University
RECORDS RETENTION SCHEDULE (RRS)
(continuation sheet)

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).

<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>
| HSTR04-04a (replaces HSTR00-03 and HSTR00-04) | P | C | Personnel Files-Faculty Full-time Faculty (including Lecturers, Clinical, Instructors, Visiting Appointments) | PER3000 | 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.

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.

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 Resources.
Wright State University
RECORDS RETENTION SCHEDULE (RRS)
(continuation sheet)

<table>
<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>
<th>Retention Period</th>
</tr>
</thead>
</table>
| HSTR04-04b (replaces HSTR00-03) | P | C | Personnel Files-Adjunct Professors  
*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. |
| HSTR04-04c (replaces HSTR00-03) | P | 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. |
| HSTR00-05 | P | C | Personnel Files-Employee Selection  
Includes vitae, letters, records of individuals who have applied for faculty and staff positions in the department of History. | PER2000 | Retain for three years, then destroy. |
| HSTR00-06 | P/E | H | Policies, By-laws, and Procedures-Department | ADM3000 | Retain while active plus ten years. Transfer one paper copy of each version to the University Archives. |

¹Medium code: P=Paper, M=Microfilm/Fiche, E=Machine Readable  
²Value code: C=Confidential, H=Historical, R=Restricted, V=Vital  
³Description: A separate retention period is required for each medium in the same records series.

*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).*

8/9/07
## Wright State University
### RECORDS RETENTION SCHEDULE (RRS)
(continuation sheet)

**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).

<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>HSTR07-07</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>HSTR00-08</td>
<td>P</td>
<td>H</td>
<td>Publications-Department</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>
<tr>
<td>HSTR00-09</td>
<td>P</td>
<td>C</td>
<td>Student Records-Non-Permanent-Department</td>
<td>EDU1010</td>
<td>Retain while active, plus five years and then destroy.</td>
</tr>
<tr>
<td>HSTR00-10</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>
</tbody>
</table>

**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.
### 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>HSTR00-11</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. 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.</td>
</tr>
</tbody>
</table>

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.

**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).