**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.

<table>
<thead>
<tr>
<th>Originating Office/Program Code:</th>
<th>Division:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental Sciences Ph.D. Program</td>
<td>College of Science and Mathematics</td>
</tr>
</tbody>
</table>

Dean/Director/Head:

Program Director:

University Records Manager:

Head, Special Collections & Archives:

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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 3</th>
<th>IUC Number</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESPD04-01</td>
<td>P/E</td>
<td>H</td>
<td>Committee Files-Program</td>
<td>ADM9910</td>
<td>Retain in the office for three 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).
WSU Records Series Number | Medium Code¹ | Value Code² | Records Series Title and Description³ | IUC Number | Retention Period |
--- | --- | --- | --- | --- | --- |
ESPD04-02 | P | C | Personnel Files-Employee Search-Program | PER2000 | Retain for three years, then destroy. |
ESPD04-03 | P/E | H | Policies, By-laws, and Procedures-Program | ADM3000 | Retain while active plus ten years. Transfer one paper copy of each version to the University Archives. |
ESPD04-04 | P | H | Publications-Program | PUB3000 | Retain in the office for three years and then transfer one copy of each issue to the University Archives. |
ESPD04-05 | P/E | H | Reports-Annual-Program | ADM9910 | Retain in the office for three years and then send one dated copy to the University Archives. |

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

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<tr>
<td>ESPD04-06</td>
<td>P</td>
<td>C</td>
<td>Student Records-Non-Permanent-Program Includes copies of applications letters of recommendation, documents regarding progress toward degree, and copies of theses.</td>
<td>EDU1010</td>
<td>Retain while active, plus five years and then destroy. Note: Destruction of records should be performed in a manner that maintains confidentiality as per FERPA.</td>
</tr>
<tr>
<td>ESPD04-07</td>
<td>P/E</td>
<td>H</td>
<td>Subject Files-Program Includes administrative files on the development and administration of the Environmental Sciences Ph.D. program.</td>
<td>ADM9910</td>
<td>Review periodically for continuing administrative value. Transfer historical records on development and administration of the program to the University Archives every three years.</td>
</tr>
<tr>
<td>ESPD04-08</td>
<td>E</td>
<td>H</td>
<td>Web home page-Program Includes description of Program programs, activities and events.</td>
<td>ADM9900</td>
<td>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.</td>
</tr>
</tbody>
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