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/Program Code: Biomedical Sciences Ph.D. Program

Division: College of Science and Mathematics/School of Medicine (matrix program)

Approvals

Dean/Director/Head:

Program Director:

University Records Manager:

Head, Special Collections & Archives:

Date:

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(^1)</th>
<th>Value Code(^2)</th>
<th>Records Series Title and Description(^3)</th>
<th>IUC Number</th>
<th>Retention Period</th>
</tr>
</thead>
</table>
| BSPD16-01                 | P/E             | H              | Committee Files-Program
Files of the four standing committees of the Biomedical Sciences PhD Program, including:
- Academic Policies Committee
- Admissions Committee
- Curriculum Committee
- Nominating Committee | ADM9910       | Retain in the office for three years and then transfer minutes and/or reports to the University Archives. |
| BSPD16-02                 | P/E             | C              | Personnel Files-Employee Search- Program
Vitae, letters, records of individuals who have applied for positions in the Biomedical Sciences Program, including the Program Coordinator position and any other positions that may be created in the future. | PER2000     | Retain for three years after employee separation, then destroy. Long term personnel files maintained indefinitely by Human Resources |
| BSPD03-03                 | P/E             | H              | Program Policies and By-laws
Procedural records documenting approved methods and processes for performing program-related activities to ensure uniformity and compliance with institutional and legal requirements. | ADM3000     | Retain while active plus ten years. Transfer one paper copy of each version 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).

5/25/16
## Wright State University

### RECORDS RETENTION SCHEDULE (RRS)

(continuation sheet)

<table>
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<tr>
<th>New</th>
<th>Revision</th>
<th>Addition</th>
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<td>x</td>
<td>2 of 3</td>
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<td>BSPD16-04</td>
<td>P</td>
<td>H</td>
<td>Publications-Program: Brochures and other publicity materials describing the Biomedical Sciences Program, its activities, and related special events.</td>
<td>PUB3000</td>
<td>Retain in the office for three years and then transfer one copy of each publication to the University Archives.</td>
</tr>
<tr>
<td>BSPD03-05</td>
<td>P/E</td>
<td>H</td>
<td>Reports-Annual-Program: Annual report composed by the Program Director and submitted to the Dean of the College of Science and Mathematics and the Dean of the School of Medicine documenting teaching assignments, research, administrative duties and public service. <strong>Note:</strong> Official copy held by the office of Dean, College of Science and Mathematics and the Dean of the School of Medicine. Supporting documentation is returned to the Program office.</td>
<td>ADM9910</td>
<td>Retain in the office for three years and then send one dated copy to the University Archives.</td>
</tr>
<tr>
<td>BSPD16-06</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 thesis.</td>
<td>EDU1010</td>
<td>Retain while active, plus five years and then review for continuing value. <strong>Note:</strong> Destruction of records should be performed in a manner that maintains confidentiality as per FERPA.</td>
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| BSPD03-07                 | P/E         | H          | Subject Files-Program
Includes administrative files on the development and administration of the Biomedical Sciences Ph.D. program. | ADM9910    | Review periodically for continuing administrative value. Transfer historical records on development and administration of the program to the University Archives every three years. |
| BSPD16-08                 | E           | H          | Web home page-Program
Includes description of Program programs, activities and events.

*Note: The Program web page was established in 1996.* | ADM9900    | Retain electronic format on the web until obsolete or superseded. Retain a paper copy of all project information, event materials, and published items on the website if information on program web pages only. |

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