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.

Originating Office/Department Code: Office of Equity and Inclusion AFAC
Division: Office of the President

Approvals
Dean/Director/Head: ____________________________ Date: ____________
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(^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>
<tbody>
<tr>
<td>AFAC15-01</td>
<td>P</td>
<td>C</td>
<td>Case Files- Discrimination and Harassment Complaints Includes all files pertaining to discrimination and harassment complaints handled by the Office of Equity and Inclusion.</td>
<td>LEG5000</td>
<td>Case files are to be retained indefinitely, and reviewed periodically by OEI and OGC.</td>
</tr>
</tbody>
</table>
# 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.

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<th>WSU Records Series Number</th>
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<th>Value Code²</th>
<th>Records Series Title and Description³</th>
<th>IUC Number</th>
<th>Retention Period</th>
</tr>
</thead>
</table>
| AFAC15-05                 | P           | C           | **Personnel Files-OEI**
Staff personnel files, including student workers files. These include performance evaluations, letters of recommendations, correspondence, resumes, copies of contracts, vacation, sick, and professional leave information.

*Note:* Long-term information is held by Human Resources Office. | PER3000 | Retain while active plus two years. If subject to legal action or otherwise noted by the Wright State Office of the General Counsel, items should be retained until further notice from the Wright State Office of the General Counsel. |
| AFAC15-06                 | P           | C           | **Personnel Files-Employee Selection-OEI**
Vitae, letters, records of individuals who have applied for staff positions. | PER2000 | Retain for three years, and then destroy. If subject to legal action or otherwise noted by the Wright State Office of the General Counsel, items should be retained until further notice from the Wright State Office of the General Counsel. |
| AFAC15-07                 | P           | C           | **Personnel Files-Employee Selection-Applicant Files-Institution**
Includes documentation of the hiring process from application to completion of the employee search (unclassified, faculty, and classified); position request and authorization information; job descriptions; appointment activity record; chronological data on search; correspondence with applicants, search committee members, and others with decision-making authority for the specific search.

*Note:* Each search file has a unique numeric code. | PER2000 | Retain for three years, and then destroy. If subject to legal action or otherwise noted by the Wright State Office of the General Counsel, items should be retained until further notice from the Wright State Office of the General Counsel. |
| AFAC15-08                 | P/E         |             | **Reports-External-Annual**
Reports include:
VETS 4212 reports (submitted to the U.S. Department of Labor);
City of Dayton Affirmative Action Assurance annual reports;
State of Ohio Affirmative Action Program verification annual reports. | ADM9910 | Retain in the office for three years and then destroy. If subject to legal action or otherwise noted by the Wright State Office of the General Counsel, items should be retained until further notice from the Wright State Office of the General Counsel. |
RECORDS RETENTION SCHEDULE (RRS)  
(continuation sheet)

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</tr>
</thead>
<tbody>
<tr>
<td>AFAC15-09</td>
<td>P/E</td>
<td>V</td>
<td>Policies and Procedures- Equal Educational and Employment Opportunity Policies and Affirmative Action Plan See Wright State Policy No. 8000, Revised April 2014</td>
<td>ADM3000</td>
<td>Retain permanently. All versions of university policies are transferred to the University Archives by the President’s office.</td>
</tr>
</tbody>
</table>
| AFAC15-11                 | P/E         | H/C        | Plan-WSU-Affirmative Action Affirmative Action plans of the university  
Note: Some sections of the plan contain data that is confidential. | ADM3000     | Retain in the office for three years. |

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