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)

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.

<table>
<thead>
<tr>
<th>WSU Records Series Number</th>
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<th>Value Code</th>
<th>Records Series Title and Description³</th>
<th>IUC Number</th>
<th>Retention Period</th>
</tr>
</thead>
</table>
| GSDA16-04                | P/E         | H          | **Subject Files- Dean & Associate Dean, The Graduate School**  
Includes correspondence, reports, minutes, memoranda, policy and informational files as well as college program files (i.e., development of courses). | ADM9910 | Retain in the office for three years. Then, review for continuing administrative or historical value.* |
| GSDA16-06                | P           | C          | **Personnel Files-Graduate Assistants-School level**  
These include performance evaluations, letters of recommendations, correspondence, resumes, copies of contracts, and vacation/sick information.  
**Note:** Long-term information is held by Human Resources Office. | PER3000 | Destroy within two years of termination. If subject to legal action, retain until final disposition. |
| GSDA16-07                | P/E         | H          | **Personnel Files- Graduate Assistants- Verification of Employment Forms** | PER3000 | Retain in the Graduate School for one year from the date of completion, after that date they may be destroyed. |
| GSDA16-08                | E           | H          | **Policies, By-Laws, and Procedures-School level**  
These include:  
➢ The Graduate School Policies and Procedures  
➢ Graduate Council  
➢ Theses and Dissertations Handbook | ADM3000 | Retain while active plus five years. Transfer one hard copy of each version to the University Archives. |
| GSDA16-09                | P/E         | H          | **Publications-Newsletters/Brochures**  
Includes newsletters, brochures, and other publicity-related material covering activities and events of the Graduate School. | PUB6000 | Retain in the office until of no further administrative value. Transfer one copy of each issue to the University Archives once a year. |

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Wright State University
RECORDS RETENTION SCHEDULE (RRS)
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<tbody>
<tr>
<td>GSDA16-10</td>
<td>P/E</td>
<td>H</td>
<td>Reports-Statistical-School Level</td>
<td>ADM9910</td>
<td>Retain in the office until of no further administrative value. Transfer one hard copy of each issue to the University Archives once a year.</td>
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7/8/16
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<tr>
<td>GSDA16-13</td>
<td>P/E</td>
<td>C</td>
<td><strong>Graduate Student Records</strong></td>
<td>EDU1010</td>
<td>A1) If the admission has not been granted, retain for two years after application and then destroy. A2) Files of admitted students are to be retained while active + 2 years. Retain incomplete applications for three years then destroy. A3) If the student hasn't registered for four academic quarters or has not received a graduate degree, transfer files to inactive records for seven years and then destroy. B) If student (U.S. or foreign) obtained Master's or Doctorate degree, retain academic records such as applications, transcripts, programs of study, test scores etc. for 15 years and then destroy. <strong>Note:</strong> Destruction of records should be performed in a manner that maintains confidentiality as per FERPA.</td>
</tr>
</tbody>
</table>

*Note: The academic transcripts from foreign institutions are given back to the students if requested. The academic transcripts from U.S. institutions become property of WSU.*