### 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:**
- **Planning & Architecture**
- **FPMG**

**Division:**
- **Facilities Management and Services**
- **Date:**

**Approvals**
- Dean/Director/Head:
- Department Chairperson/Manager:
- University Records Manager:
- University Archivist:

**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 Code¹</th>
<th>Value Code²</th>
<th>Records Series Title and Description³</th>
<th>IUC Number</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>FPMG10-01</td>
<td>P</td>
<td>C</td>
<td>Personnel Files</td>
<td>PER3000</td>
<td>Destroy within two years of termination. If subject to legal action, retain until final disposition.</td>
</tr>
<tr>
<td></td>
<td>P/E</td>
<td>C</td>
<td>Personnel Files- Applications (non-hires)</td>
<td>PER2000</td>
<td>Retain three years. If available through PeopleAdmin, hard copies may be destroyed after one year.</td>
</tr>
<tr>
<td></td>
<td>P/E</td>
<td>C</td>
<td>Personnel Files-Employee Selection</td>
<td>PER2000</td>
<td>Retain for three years, then destroy.</td>
</tr>
</tbody>
</table>

**Note:** Longer term storage may include, but not 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

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(continuation sheet)

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<tr>
<td>FPMG10-04</td>
<td>P/E</td>
<td>C</td>
<td>Personnel Files- Recruitment Records</td>
<td>PER2000</td>
<td>Retain for three years, then destroy.</td>
</tr>
<tr>
<td>FPMG10-05</td>
<td>P</td>
<td>V/H</td>
<td>Reports-Department</td>
<td>ADM9910</td>
<td>Retain in office indefinitely. Microfilm original documents bi-annually and store off-site.*</td>
</tr>
<tr>
<td>FPMG16-06</td>
<td>P</td>
<td>V/H</td>
<td>Construction Projects-Capital Property-Administrative Records- RFQ’s</td>
<td>ADM2030</td>
<td>Retain for life of building. Once files inactive, transfer to University Archives for long term storage</td>
</tr>
<tr>
<td>FPMG10-07</td>
<td>P/E</td>
<td>H</td>
<td>Subject Files-Director’s</td>
<td>ADM9910</td>
<td>Retain for 3 years then review for continuing administrative or historical value. *</td>
</tr>
</tbody>
</table>

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3 *Description:* A separate retention period is required for each medium in the same records series.

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