### 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.

<table>
<thead>
<tr>
<th>Originating Office/Department Code:</th>
<th>Admissions and Alumni Affairs Office PPAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division:</td>
<td>School of Professional Psychology</td>
</tr>
<tr>
<td>Dean/Director/Head:</td>
<td>Date:</td>
</tr>
<tr>
<td>Department Chairperson/Manager:</td>
<td></td>
</tr>
<tr>
<td>University Records Manager:</td>
<td></td>
</tr>
<tr>
<td>University Archivist:</td>
<td></td>
</tr>
</tbody>
</table>

---

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</th>
<th>IUC Number</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPAM08-01</td>
<td>P/E H</td>
<td></td>
<td>Publications-Admissions</td>
<td>PUB3000</td>
<td>Retain in the office for ten years and then transfer to the University Archives.</td>
</tr>
</tbody>
</table>
|                           |             |            | 1) Admissions Brochure/Packet is published every two years  
|                           |             |            | 2) Admissions VIEWBOOK is published every two years in the fall and distributed to students, faculty and staff. It includes an overview of the School, faculty biographical information, the application for admission, photos and introductory information about new students. |
| PPAM08-02                 | P/E H       |            | Publications-Alumni                  | PUB3000    | Retain in the office for ten years and then transfer to the University Archives. |
|                           |             |            | 1) Alumni Directory is published annually.  
|                           |             |            | 2) Alumni Newsletter is published two/three times a year. Includes photos and information obtained from alumni, faculty, staff and students.  
|                           |             |            | 3) SOPP Inhouse Newsletter is published quarterly.  
|                           |             |            | **Note**: One copy of Alumni publications is to be placed in SOPP Historical Files (see Dean’s Office) |

---

**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).

Vp3provost/sopp/rrsppam08
### Wright State University
**RECORDS RETENTION SCHEDULE (RRS)**

### WSU Records Series Number | Medium Code | Value Code | Records Series Title and Description | IUC Number | Retention Period
--- | --- | --- | --- | --- | ---
PPAM08-03 | P/E | C | **Student Files-Application Files**
1) Documentation on prospective students is maintained with application files.
2) **Files on students accepted into the program.** Once admitted to the program, statistical data and demographics on new students are provided to the Deans and Faculty and original copies of each student's admissions files are kept in the Office of Admissions.
3) Files on unsuccessful applicants are filed separately and held for one year. | 4) EDU10 10 | 1. Retain while current plus five years then destroy.
2. Retain while active plus five years then review for continuing administrative value.
3. Retain applications for unsuccessful students for one year then destroy.

PPAM08-04 | E | C | **Student Files- Database**
1. **General:** Requests, applications and demographic information.
2. **Alumni:** Addresses and demographic information.

*Note: MS Access database software is used. All database files will be transferred to the Banner System. Files are backed up weekly on a zip disk.* | ADM9900 | Retain continually updated.
Backup nightly on a WSU server.

PPAM08-05 | P/E | C | **Student Selection Committee**
Files from Student Selection Committee.
Committee consists of all faculty, director, and the graduate assistant assigned to the Admissions Office.
(see Dean’s Office-Committees) | EDU1010 | Retain for five years after graduation. Review for continuing administrative value.

PPAM08-06 | P/E | C | **Subject Files-Director**
Includes correspondence, reports, minutes, memoranda, informational file, recruitment and enrollment data. | ADM9910 | Retain for three years then review for continued administrative or historical value.*

PPAM08-07 | E | | **Web home page-Admissions/Alumni Affairs**
Web page contains general information about SOPP, admissions criteria, admissions brochures, admissions application (can be downloaded), open house announcements and alumni newsletter. | ADM9900 | Retain electronic format on the web until obsolete or superseded.

**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).

Vp3provost/sopp/rrsppam08