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: Office of Clinical Training PPCT
Division: Approvals
School of Professional Psychology Date:

<table>
<thead>
<tr>
<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>P/E</td>
<td>V/H</td>
<td>Agreements/Contracts</td>
<td>LEG2000</td>
<td>Retain while active plus five years. Then, review for continuing administrative or historical value.*</td>
</tr>
<tr>
<td>E</td>
<td>C</td>
<td>Database for Clinical Training Activities</td>
<td>ADM9900</td>
<td>Retain information until superceded or obsolete.</td>
</tr>
</tbody>
</table>

WSU Records Series Number

<table>
<thead>
<tr>
<th>IUC</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEG2000</td>
<td>Retain while active plus five years. Then, review for continuing administrative or historical value.*</td>
</tr>
<tr>
<td>ADM9900</td>
<td>Retain information until superceded or obsolete.</td>
</tr>
</tbody>
</table>

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

*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)

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</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>PPCT09-03</td>
<td>P</td>
<td></td>
<td><strong>Practicum Placement Information</strong></td>
<td>ADM9900</td>
<td>Retain while active plus three years. Review for continuing administrative value.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Listings of names of Ph.D.s/Psy.D.s--employed by service/training facilities - volunteering to supervise doctoral students in clinical settings. These are referred to as “Annual Practicum Site Supervisor Appointments.”</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPCT09-04</td>
<td>P</td>
<td>C</td>
<td><strong>Evaluations of Supervisors</strong></td>
<td>ADM9910</td>
<td>For SOPP faculty, retain until contract renewal and/or promotion. For affiliated site supervisors, retain while site is current plus five years.</td>
</tr>
</tbody>
</table>
|                           |             |            | Students’ evaluations of their supervisors (General Supervision) at SOPP or affiliate sites.  
**Note:** For SOPP sites, evaluations are kept in a separate file for each faculty supervisor. For affiliated sites, evaluations are kept in practicum site files. |            |                 |
| PPCT09-05                 | P           |            | **Evaluations of Practicum Sites**   | ADM9910    | Retain while practicum sites are current, plus five years. Then, review for continuing administrative value. |
|                           |             |            | Students’ evaluations of practicum sites, both SOPP and affiliate sites. It also includes correspondence, record of contacts by Site Liaison, Field Placement Descriptions, copies of Supervision Training Plans. |            |                 |

*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)

01/13/14
## Wright State University

**RECORDS RETENTION SCHEDULE (RRS)**

### WSU Records Series Number | Medium Code | Value Code | Records Series Title and Description | IUC Number | Retention Period
---|---|---|---|---|---
PPCT10-06 | P/E | C | **Student Records**
1) Records pertaining to students’ clinical training, including:
   a) Name, class, academic year
   b) Placement descriptions, supervision training plans, monthly activity reports
   c) Quarterly progress reports
   d) Commendations, remediation letters, and other correspondence
   e) Student’s vita
2) Comprehensive Clinical Exam (CCE)
   a) Results (forms completed by CCE panel)
   b) Student’s written materials
   c) Audio or video recordings (after completion of the program the tapes are destroyed).
3) Records from one-year pre-doctoral internship
   a) Application materials for Internship
   b) Correspondence
   c) Mid-Year Evaluation
   d) Final evaluation and notice of completion
4) Assessment Portfolio

**Note:** For additional retention information on SOPP student files refer to the Academic Affairs Office records retention schedule.

1) After graduation, retain at OCT for three years and then destroy all clinical training materials except student’s vita.

2) Upon graduation, destroy student’s written CCE materials. Destroy recordings when CCE is passed. Retain CCE results at OCT for three years, and then merge with Academic Affairs student file.

3) After graduation, retain for three years at OCT and then destroy application material and correspondence. Merge the mid-year and final evaluations and notice of completion with Academic file.

4) Verify completion for internship. Retain until student graduates then destroy.

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**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)

01/13/14
Wright State University  
RECORDS RETENTION SCHEDULE (RRS)

<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>PPCT09-07</td>
<td>P/E</td>
<td>C</td>
<td><strong>Subject Files- Director's</strong></td>
<td>ADM9910</td>
<td>Retain in the office for three years. Then, review for continuing administrative or historical value.*</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Includes correspondence, reports, minutes, memoranda, policy and informational files and historical information on the development of the office of Clinical Training.</td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Includes description of programs, services, activities and events. a. Practicum b. Practice Tutorial c. Assessment Portfolio d. Internship</td>
<td></td>
<td></td>
</tr>
</tbody>
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