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 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: Student Affairs, V.P.’s Office
Division: Student Affairs

Dean/Director/Head: Approval
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</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>VPSA09-01</td>
<td>P/E</td>
<td>H</td>
<td>Committee Files-Division</td>
<td>ADM9910</td>
<td>Retain in the office for three years and then transfer minutes/reports to the University Archives.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Files of divisional committees such as Student Organizations Budget Committee, Special Funding Committee, and Off-Campus Advisory Committee. Note: The minutes of the Board of Trustees sub-committee on Student Affairs are incorporated in the official Board of Trustees meeting minutes.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VPSA01-02</td>
<td>P</td>
<td>H</td>
<td>Organizational Charts-Division</td>
<td>ADM9910</td>
<td>Retain in the office until superseded. Transfer one dated copy of each chart to the University Archives every three years.</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  
RECORDS RETENTION SCHEDULE (RRS)  
(continuation sheet)

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| VPSA01-03                | P/E         | C          | Personnel Files-Department*  
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. |
| VPSA01-04                | P/E         |            | Personnel Files-Employee Selection  
Vitae, letters, and records of individuals who have applied for staff positions in the division of Student Affairs. |
| VPSA01-05                | P           | H          | Reports-Annual  
Reports on divisional annual goals and projects. |
| VPSA19-06                | P           | C          | Student Issues-Files  
Includes files on issues of individual students.  
*Note: Judicial files are maintained by the Office of Community Standards & Student Conduct. Refer to the CSSC records retention schedule. |
| VPSA01-07                | P/E         |            | Subject Files- Vice President’s  
Includes correspondence, reports, minutes, memoranda, policy and informational files. |

IUC Number:  PER3000  
Retention Period:  Destroy within two years of termination. If subject to legal action, retain until final disposition.

IUC Number:  PER2000  
Retention Period:  Retain for three years, then destroy.

IUC Number:  ADM9910  
Retention Period:  Retain in the office for three years and then transfer to the University Archives.

IUC Number:  EDU1010  
Retention Period:  Review every three years for continuing administrative value.  
Destruction of records codes should be performed in a manner that maintains confidentiality as per FERPA.

IUC Number:  ADM9910  
Retention Period:  Retain in the office for three years. Then, review for continuing administrative or historical value.*

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### RECORDS RETENTION SCHEDULE (RRS)
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<tr>
<td>VPSA01-08</td>
<td>P/E</td>
<td></td>
<td>Subject Files-Assistant Vice President’s includes correspondence, reports, minutes, memoranda, policy and informational files.</td>
<td>ADM9910</td>
<td>Retain in the office for three years. Then, review for continuing administrative or historical value.*</td>
</tr>
<tr>
<td>VPSA19-09</td>
<td>E H</td>
<td></td>
<td>Web home page-Division includes description of programs, activities and events.</td>
<td>ADM9900</td>
<td>&quot;Retain electronic format on the web until obsolete or superseded. When updating/removing content from webpages, please make a back-up copy or hard copy of any information with long term value that is not available/retained elsewhere.&quot; (e.g., Newsletters, policies/guideline s, committee files, org charts etc.)</td>
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</tbody>
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