

# Wright State University

## RECORDS RETENTION SCHEDULE (RRS)

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Revision	
Addition	
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**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](mailto:chris.wydman@wright.edu).

**Originating Office/Department Code:** Latino Center

LATC

**Division:** Inclusive Excellence

<sup>1</sup>**Medium code:** P=Paper, M=Microfilm/Fiche, E=Machine Readable

<sup>2</sup>**Value code:** C=Confidential, H=Historical, R=Restricted, V=Vital

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

WSU Records Series Number	Medium Code <sup>1</sup>	Value Code <sup>2</sup>	Records Series Title and Description <sup>3</sup>	IUC Number	Retention Period
LATC22-01	P/E		<b>Event Files</b> Files pertaining to the organization of monthly and annual events of the center.	PUB3000  IUC-PUB-00-06	Retain in office for three years and then review for continuing administrative value. For material to be transferred to the University Archives, refer to the <b>Publications</b> records series.
LATC22-02	P/E	C	<b>Personnel Files- Inclusive Excellence-Centers and Offices</b> Staff personnel files. Files can contain position descriptions, applications, letters of appointment or change, personnel data, notice of salary rate, annual contracts, performance evaluations, PERS forms, previous state service forms, reclassification notices, letters of commendation or reprimand, publications, <b>evidence of continuing education, transfers, leave of absence requests, payroll forms, vacation and sick leave reports, resignations, termination notices. Review for continuing administrative value.</b>  Note: Long-term information is held by Human Resources	PER3010	Destroy six years after termination. If subject to legal action, retain until final disposition.

**\*Note:** Longer term storage may include, but not be restricted to, archives, an institutional records storage center, and conversion to digital formats and/or 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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LATC22-03	P/E	C	<b><u>Personnel Files-Employee Selection</u></b> Includes vitae, letters, records of individuals who have applied for staff positions in the department.	PER2000  IUC-HR-40-04	Retain for three years, then destroy.
LATC22-04	P/E	H	<b><u>Publications</u></b> Publications such as brochures, newsletters and other material produced by the department describing its programs and special events such as Hispanic Heritage Month, Native American Heritage Month, and Asian Heritage Month. This series include <b>event timelines</b> produced by the center.	PUB3000  IUC-PUB-00-05	Retain in the office for ten years and then transfer one <u>dated</u> copy of each issue to the University Archives.
LATC22-05	P/E	C	<b><u>Student Organizations Files</u></b> Includes information on the administration and activities of affiliated student organizations, including but not limited to the Latinos Involved in Further Education (L.I.F.E.), the Amigos Latinos Student Association, and the Latino Medical Student Association (LMSA).	ADM9910  IUC-ADM-00-05	Retain in the office for three years. Then, review for continuing administrative or historical value.*
LATC22-06	P/E		<b><u>Subject Files- Director/Intercultural Specialist</u></b> Includes correspondence, reports, minutes, memoranda, policy and informational files as well as historical information on the development of the center.	ADM9910  IUC-ADM-00-01	Retain in the office for three years. Then, review for continuing administrative or historical value.*

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