

Wright State University

RECORDS RETENTION SCHEDULE (RRS)

New	
Revision	X
Addition	
Page	1 of 5

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: Dean's Office

BADN

Division: Raj Soin College of Business

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.

WSU Records Series Number	Medium Code ¹	Value Code ²	Records Series Title and Description ³	Retention Rule/ IUC Code	Retention Period
BADN22-01	P/E	H	<u>Accreditation-External Reviews</u> College-level and department-level files documenting: a) Accreditation review by the Accrediting Board of The International Association for Management Education. b) Accreditation review by the North Central Agency.	ADM3010/ IUC-ADM- 10-01	Retain four years after completion of the accreditation/ reaccreditation process, then review for continuing value and transfer to Archives.
BADN22-02	P/E	H	<u>Committee Files-College level</u> Includes meeting minutes and reports of college-level committees such as: <ul style="list-style-type: none"> Board of Advisors Faculty Chairs' meeting Note: <i>This series may include reports and minutes from the following college committees: Faculty Executive, Faculty Affairs, Promotion and Tenure, Graduate Programs, Undergraduate Programs, and Awards/Honors/Scholarship.</i>	ADM9910/ IUC-ADM- 00-05	Transfer copy of minutes and reports to Archives after three years.

***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)

New	
Revision	x
Addition	
Page	2 of 5

¹Medium code: P=Paper, M=Microfilm/Fiche, E=Machine Readable

²Value code: C=Confidential, H=Historical, R=Restricted, V=Vital

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

WSU Records Series Number	Medium Code ¹	Value Code ²	Records Series Title and Description ³	IUC Number	Retention Period
BADN22-03	P/E	C	<p>Personnel Files-Dean's Office-Faculty Full-time Faculty (including Lecturers, Clinical, Instructors, Visiting Appointments)</p> <p>This series include the following documents (article 13 of the Collective Bargaining Unit Agreement between WSU and WSU-AAUP):</p> <ol style="list-style-type: none"> 1. The offer letter (applies to bargaining unit and non-bargaining unit faculty) 2. A copy of the criteria signed by the Bargaining Unit Faculty Member and the Department Chair (attached to the letter) 3. A signed copy of any changed criteria and/or procedures 4. A signed copy of any written agreements about changes to the probationary period (untenured faculty) 5. Annual evaluations by supervisor and any written rebuttals to the annual evaluation (applies to bargaining unit and non-bargaining unit faculty) 6. Peer evaluations (from the Promotion and Tenure Committee), when available 7. Annual statements summarizing cumulative progress toward tenure from the Department Chair and from the Department Promotion and Tenure Committee 8. Annual and triennial statements summarizing cumulative progress toward promotion from the Department Promotion and Tenure Committee (tenured associate professors) 9. Student evaluations of professors and their courses. (maintained by departments-see departmental records retention schedules) <p><i>Note: Bargaining Unit faculty member files may contain all 9 items; Other files (i.e., administrators and non-Bargaining-Unit faculty members) will typically contain items 1, 5, and 9.</i></p>	PER3000/ IUC-HR-40-20	<p>1-8: Retain in dean's office for two years after the end of the last WSU assignment and then review for continuing administrative value.</p> <p>9. Retain by dept for 7 years minimum. When removing/ disposing/ deleting student evaluations held by the dept, the university will send them to the Bargaining Unit Faculty Member to whom they pertain.</p> <p>Notes: a) For retention of adjunct professors' personnel files, see departmental schedules. (Retain summarized records in the department for two years and then review for continuing administrative value.) b) Long-term personnel information is maintained by the office of Human Resources</p>

***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)

New	
Revision	x
Addition	
Page	3 of 5

¹Medium code: P=Paper, M=Microfilm/Fiche, E=Machine Readable

²Value code: C=Confidential, H=Historical, R=Restricted, V=Vital

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

WSU Records Series Number	Medium Code ¹	Value Code ²	Records Series Title and Description ³	IUC Number	Retention Period
BADN22-04	P/E	C	<u>Personnel Files-Department</u> 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, evidence of continuing education, transfers, leave of absence requests, payroll forms, vacation and sick leave reports, resignations, termination notices. Review for continuing administrative value. <i>Note: Long-term information is held by Human Resources Office.</i>	PER3000 IUC-HR-40-21	Destroy six years after termination. If subject to legal action, retain until final disposition.
BADN22-05	PE	C	<u>Personnel Files-Employee Selection</u> 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.
BADN22-06	P/E	C	<u>Personnel Files-Curriculum Vitae</u> Vitae for faculty and staff positions in the Raj Soin College of Business.	PER3000 IUC-HR-40-21	Retain in the office until individuals leave position. Then transfer to the University Archives.
BADN22-07	PE	H	<u>Policies, By-laws, and Procedures-College level</u>	ADM9910/ IUC-ADM-00-05	Retain while active plus ten years. Transfer one paper copy of each version to the University Archives.
BADN22-08	PE	H	<u>Publications-Newsletters/Brochures</u> Includes newsletters, brochures, and other publicity-related material covering activities and events of the Raj Soin College of Business.	PUB3000 IUC-PUB-00-05	Retain in the office until of no further administrative value. Transfer one copy of each issue to the University Archives once a year.
BADN00-09	P/E	H	<u>Reports-Strategic Plan-Annual</u> Reports detailing goals of the Raj Soin College of Business and its departments.	ADM3010/ IUC-ADM-10-01	Retain in the office until of no further administrative value. Transfer one hard copy of each issue to the University Archives once a year.

***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)

New	
Revision	x
Addition	
Page	4 of 5

¹Medium code: P=Paper, M=Microfilm/Fiche, E=Machine Readable

²Value code: C=Confidential, H=Historical, R=Restricted, V=Vital

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

WSU Records Series Number	Medium Code ¹	Value Code ²	Records Series Title and Description ³	IUC Number	Retention Period
BADN00-10	P/E	H	<u>Reports-Statistical-College-Level</u> Includes surveys, assessments, and various statistical reports on educational offerings of the Raj Soin College of Business.	EDU3000 IUC-EDU-30-01	Retain in the office until of no further administrative value. Transfer one hard copy of each issue to the University Archives once a year.
BADN23-11	P/E		<u>Student Petitions- Undergraduate</u> Formal requests for an exception or waiver of admission policies for entrance into a RSCOB academic program.	EDU1000 IUC-EDU-35-02	Retain while active plus six years. Review for continuing administrative value.
BADN00-12	P/E	H	<u>Subject Files- Dean</u> Includes correspondence, reports, minutes, memoranda, policy and informational files as well as college program files (i.e., development of courses).	ADM9910 IUC-ADM-00-01	Retain in the office for three years. Then, review for continuing administrative or historical value.*
BADN11-13	P/E	H	<u>Subject Files-Assistant Dean of Academic Programs</u> Includes correspondence, reports, minutes, memoranda, policy and informational files on the development of academic programs.	ADM9910 IUC-ADM-00-01	Retain in the office for three years. Then, review for continuing administrative or historical value.*
BADN11-14	P/E	H	<u>Subject Files-Assistant Dean of Administration</u> Includes correspondence, reports, minutes, memoranda, policy and informational files on the development of administration.	ADM9910 IUC-ADM-00-01	Retain in the office for three years. Then, review for continuing administrative or historical value.*
BADN00-15	P/E	H	<u>Subject Files-Director of Undergraduate Programs</u> Includes correspondence, reports, minutes, memoranda, policy and informational files on the development of Undergraduate Programs.	ADM9910 IUC-ADM-00-01	Retain in the office for three years. Then, review for continuing administrative or historical value.*

***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)

New	
Revision	x
Addition	
Page	5 of 5

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.

WSU Records Series Number	Medium Code¹	Value Code²	Records Series Title and Description³	IUC Number	Retention Period
BADN00-15	P/E	H	<u>Subject Files-Director of MBA Programs</u> Includes correspondence, reports, minutes, memoranda, policy and informational files on the development of graduate programs.	ADM9910 IUC-ADM-00-01	Retain in the office for three years. Then, review for continuing administrative or historical value.*
BADN11-16	P/E	H	<u>Subject Files-Director of Marketing, Business & International Relations</u> Includes correspondence, reports, minutes, memoranda, policy and informational files on the development of Marketing, business and international relations programs.	ADM9910 IUC-ADM-00-01	Retain in the office for three years. Then, review for continuing administrative or historical value.*
BADN00-17	P/E	H	<u>Subject Files-Small Business Development Center</u> Includes correspondence, reports, minutes, memoranda, policy and informational files on the development of the Small Business Development Center.	ADM9910 IUC-ADM-00-01	Retain in the office for three years. Then, review for continuing administrative or historical value.*

***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).