

# Wright State University RECORDS RETENTION SCHEDULE (RRS)

<b>New</b>	
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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.wydmann@wright.edu](mailto:chris.wydmann@wright.edu).

**Originating Office/Department Code:** V.P., University Advancement VPUA

**Division:** V.P., University Advancement Date:

Approvals

**Dean/Director/Head:** \_\_\_\_\_

**Department Chairperson/Manager:** \_\_\_\_\_

**University Records Manager:** \_\_\_\_\_

**Head, Special Collections and Archives:** \_\_\_\_\_

<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
VPVA10-01	P	H	<u>Organizational Charts</u>	ADM9000	Retain in the office for three years and then transfer one of each version to the University Archives.
VPVA10-02	P/E	C	<u>Personnel Files- Applications (non-hires)</u>	PER2000	Retain three years. If available through PeopleAdmin, hard copies may be destroyed after one year.
VPVA10-03	P/E	C	<u>Personnel Files-Department*</u> Staff personnel files, including student workers files. These include performance evaluations, letters of recommendations, correspondence, applications/ resumes, copies of contracts, vacation, sick, and professional leave information. <i>*Note: Long-term information is held by Human Resources Office.</i>	PER3000	Destroy within two years of termination. If subject to legal action, retain until final disposition.

**\*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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VPUA10-04	P/E	C	<b>Personnel Files-Employee Selection</b> Vitae, letters, and other records of individuals who have applied for staff positions in the division of University Advancement but were not hired.	PER2000	Retain for three years, then destroy.
VPUA10-05	P/E	C	<b>Personnel Files-Recruitment Records</b> Job postings, interview questions, interview notes, status of position offer form, and other documentation required by Affirmative Action	PER2000	Retain for three years, then destroy.
VPUA10-06	P	H	<b>Policies and Procedures</b> Records documenting division approved methods or processes for performing activities to ensure uniformity and compliance with institution and legal requirements. It includes office and job practices, administrative handbooks, and procedure manuals. <i>Note: This series includes copies of the WSU Foundation policies.</i>	ADM3000	Retain while active plus ten years, then review for continuing administrative value. Transfer one dated copy of each version to the University Archives every three years.
VPUA10-07	P/E	H	<b>Subject Files- Vice President's</b> Includes correspondence, reports, minutes, memoranda, and policy and informational files. The subject files are cross-referenced with the chronological correspondence files.	ADM9910	Retain in the office for three years. Then, review for continuing administrative or historical value.*
VPUA10-08	P/E	V/H	<b>WSU Foundation Board Files</b> Board and committee meeting minutes and correspondence related to the VP for Advancement. This series includes donor files, prospect management committee files and information on investments by WSU. <i>Note: The VP for Advancement serves as the President of the WSU Foundation. Its members are volunteers.</i>	ADM9910	Retain in the office for three years, then transfer to the University Archives.

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