

Wright State University RECORDS RETENTION SCHEDULE (RRS)

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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.

Originating Office/Department Code: Alumni Relations, Director's Office ALRL

Division: Vice President, University Advancement

Dean/Director/Head: Approvals Date:

Department Chairperson/Manager: _____

University Records Manager: _____

University Archivist: _____

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 ⁵	IUC Number	Retention Period
ALRL12-01	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.
ALRL12-02	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.
ALRL12-03	P/E	C	<u>Personnel Files-Employee Selection</u> Vitae, letters, and other records of individuals who have applied for staff positions in the Office of Alumni Relations but were not hired.	PER2000	Retain for three years then destroy.
ALRL12-04	P/E	C	<u>Personnel Files-Recruitment Records</u> 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.

***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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WSU Records Series Number	Medium Code¹	Value Code²	Records Series Title and Description³	IUC Number	Retention Period
ALRL12-05	P	H	<u>Publicity-Departmental</u> This series includes records related to the public relations activities of the Office of Alumni Relations such as: a) <i>AlumNews</i> newsletter b) Brochures (Only the ones originated by this office). c) Event listings d) Photos e) Videotapes	PUB3000	Retain three years in the office. Transfer one copy of each to the Archives once a year. Destroy extra copies when of no further administrative value.
ALRL12-06	P/E	H	<u>Subject Files-Director's</u> Correspondence, reports, minutes, memoranda, and information files documenting the activities of the Office of Alumni Relations.	ADM9910	Retain for three years then review for continuing administrative or historical value. *

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