

Wright State University RECORDS RETENTION SCHEDULE (RRS)

New	
Revision	X
Addition	
Page	1 of 4

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: University Athletics ATHL

Division: Administration

Approvals

**Director/ Department Head/ Dean/
Appointed Liaison:** _____

University Records Manager: _____

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	Retention Rule/ IUC Code	Retention Period
Athletes' Records					
ATHL02-01	P	C	<u>Athletes' Contracts - Men's and Women's Sports</u> Includes documentation of recruiting process (contacts and evaluations) maintained by individual coaches as well as "Official visit certification form" and copies of high school and SAT/ACT scores. Note: Copies of records forwarded to the Associate Athletic Director.	LEG2000 IUC-LEG-00-01	Retain for six years after completion of contact and then destroy. <i>Destruction of records should be performed in a manner that maintains confidentiality as per FERPA.</i>
ATHL02-02	P	C	<u>Athletes' Records</u> Include: ➤ Student Athletic Statement ➤ Drug Testing Consent Form ➤ Academic Eligibility (Duplicate records from Registrar's office) ➤ Financial Aid Info ➤ Unofficial visit information ➤ National Letter of Intent (type of contract)	EDU1010	Retain while active plus six years and then destroy. Note: Update retention as regulated by NCAA. <i>Destruction of records should be performed in a manner that maintains confidentiality as per FERPA.</i>

***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 4

- 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
Athletes' Records					
ATHL02-03	P	C	<p><u>Athletes' Medical Records</u></p> <p>Annual:</p> <ul style="list-style-type: none"> • Athlete Insurance/parent information • Copy of insurance card • Physical form • Medical update (each year) • Flexibility • Drug consent form <p>Initial:</p> <ul style="list-style-type: none"> • Medical history • Signed recruit will list any current problems <p>If injury occurs:</p> <ul style="list-style-type: none"> • Injury report by ATC • Treatment progression w/rehab notes • Doctor dictation if provided <p>If medical insurance claim processed:</p> <ul style="list-style-type: none"> • Claim initially sent to Baker Agency • Copy of all billing statements/EOB 	EDU1010	<p>Retain while active plus six years and then destroy.</p> <p>Note: Update retention as regulated by NCAA. Destruction of records should be performed in a manner that maintains confidentiality as per FERPA and HIPAA.</p>
Administrative and Publicity Records					
ATHL07-14	P/E	C	<p><u>Accounting Records-Department</u></p> <p>This series includes season tickets for WSU athletic events.</p> <p>Note: Season ticket records transferred to and processed by the Bursar's office. Individual tickets are processed by Ticketmaster.</p>	General Schedule GS01	<p>Although departmental accounting records are considered duplicate records listed in WSU General Records Retention Schedule, it is recommended that when destroyed, a confidential manner of destruction be used.</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 4

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
Administrative and Publicity Records					
ATHL21-04	P/E	V	Contracts Includes original partnership agreements and copies of articulation agreements with other universities, colleges and schools. <i>Note: Original agreements are kept on file in Articulation and Transfer Services.</i>	LEG2000 IUC-LEG-00-01	Retain while active plus five years. Review for continuing administrative value before destroying.
ATHL21-15	P/E		Equipment Inventories Records on WSU-owned athletic equipment and clothing.	ADM3000	Retain for two years after superseded, then destroy.
ATHL02-05	P	C	Personnel Files-Department Classified and unclassified 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 within two years of termination. If subject to legal action, retain until final disposition.
ATHL02-06	P	C	Personnel Files-Employee Search-Department Vitae, letters, records of individuals who have applied for upper administrative positions in the department of Athletics.	PER2000 IUC-HR-40-04	Retain for three years, then destroy.
ATHL21-07	P/E	H	Publications and Publicity Includes newsletters, press releases, newspaper clippings, brochures and other publicity material such as training videos, games films, etc. as well as a Media Guides (updated annually) covering programs, events managed by the Athletics department.	PUB3000 IUC-PUB-00-05	Retain in the office for two years and then transfer one copy of each publication or publicity item to the University Archives for long-term retention.
ATHL21-08	E	H	Publicity/T.V. and Radio Coverage	PUB3000 IUC-PUB-00-05	Retain media files in the office for two years and then transfer one copy of each media file to the University Archives. Keep extra copies in office as needed.

***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 4

- 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
Administrative and Publicity Records					
ATHL21-09	P/E	H	<u>Reports-Annual-Department</u>	ADM9910/ IUC-ADM-00-01	Retain in the office for three years. Transfer one copy of each report to the University Archives for long-term retention.
ATHL21-10	P/E	H	<u>Reports-Annual-to NCAA</u> Statistical reports and surveys submitted to NCAA annually. <i>Example: Equity in Athletics Disclosure Act (EADA) Report</i>	ADM9910/ IUC-ADM-00-01	Retain in the office for three years. Transfer one copy of each report to the University Archives for long-term retention.
ATHL21-11	P/E	H	<u>Reports-Five-year NCAA</u> Report issued by NCAA every five years.	ADM9910/ IUC-ADM-00-01	Retain in the office for three years. Transfer one copy of each report to the University Archives for long-term retention.
ATHL21-12	P/E	H	<u>Correspondence and Files: Administration (AD, Associate/Assistant ADs)</u> Correspondences, reports, memoranda, policy and informational files of long-term value and/or historical value which help to document the administration and development of the Athletics department.	ADM9910/ IUC-ADM-00-01	Retain in the office for three years. Review for continuing administrative or historical value for potential transfer to archives.*

***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).