

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: Disability Services DSSV

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
DSSV21-01	P/E	C	Personnel Files-Department 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.
DSSV21-02	P/E	C	Personnel Files-Employee Selection 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.
DSSV21-03	P/E	H	Publications-Departmental Publications such as brochures, newsletters and other material produced by the department describing its programs, orientation materials and special events.	PUB3000 IUC-PUB- 00-05	Retain in the office for three years and then transfer one copy of each issue to the University 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).

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WSU Records Series Number	Medium Code ¹	Value Code ²	Records Series Title and Description ³	Retention Rule/ IUC Code	Retention Period
DSSV21-04	P	H	Reports-Departmental Reports documenting departmental goals and activities. This series includes statistical reports on the department's services.	ADM9910/ IUC-ADM-00-05	Retain in the office for three years. Then transfer one copy of each final report to the University Archives.
DSSV07-05	P	C	Student Records-Non-Permanent-Departmental Includes documents regarding progress toward degree, disability documentation provided by students, information on services provided to the students by WSU, etc.	EDU1010 IUC-EDU-35-34	Retain while active, plus five years and then destroy. <i>Note: Destruction of records should be performed in a manner that maintains confidentiality as per FERPA.</i>
DSSV21-06	P	C	Student Records-Employment Includes duplicate records on employment (originals maintained by Career Services), Hepatitis B vaccine documentation required for personal assistants (original information maintained by Disability Services) and background check information for personal assistants (original maintained by Career Services and Human Resources).	PER3000 IUC-HR-40-21	Retain while active, plus six years and then destroy. <i>Note: Destruction of records should be performed in a manner that maintains confidentiality as per FERPA.</i>
DSSV07-07	E	C	Student Records-Database-Departmental Electronic database that tracks: a) Students with Disabilities b) Student employees c) Billing for personal assistants and tutors (Billing processed by the Bursar's office; detailed information maintained by the Disability Services Office)	EDU1010 PER3000 IUC-HR-40-21	Retain while active, plus six years and then destroy. <i>Note: Destruction of records should be performed in a manner that maintains confidentiality as per FERPA.</i>

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DSSV21-08	P/E		Subject Files-Director's Includes correspondence, reports, minutes, memoranda, policy and informational files as well as historical information on the development of the department of Disability Services.	ADM9910 IUC-ADM- 00-01	Retain in the office for three years. Then, review for continuing administrative or historical value.*
DSSV21-09	P/E	C/H	Grant Project Files- Awarded 1. Administrative (proposal, letter of transmittal of funds, correspondence with funding agency, reports, etc.) 2. Financial (budget sheets, requisitions, purchase orders, accounting worksheets, etc.) 3. Research/data (research data, working papers, research/activity reports, summary reports, and related documentation and correspondence.	LEG2000 IUC-EDU- 50-10	Retain while active plus five years from the date of submission of the final expenditure report. Then review for records with historical value and send to University Archives, (e.g., summary reports.)

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