

# 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](mailto:chris.wydman@wright.edu).

**Originating Office/Department Code:** General Counsel, Office of PRDT

**Division:** University

**Administration** Approvals

<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>5</sup>	Retention Rule/ IUC Code	Retention Period
GNCS20-01  Previously # 07-01	P/E	C	<b><u>Complaints-Court Orders-Compliance by Agencies</u></b> Complaints filed before federal or state agencies alleging violations of federal, state, or local law, etc. a) If the case results in a lawsuit, the file is consolidated with the lawsuit file (see Litigation Files records series).	LEG5030	Retain while active + two years, then review for continuing administrative or historical value and potential transfer to University Archives. If case results in a lawsuit, transfer to Litigation Files and retain accordingly (see GNCS07-10).

**\*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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GNCS07-02	P/E	H	<b><u>Copyright/Trademark/Patents</u></b> Records related to preparation, filing, maintenance, and rights of copyrights, trademarks, and patents owned or acquired by WSU. These include originals of contracts and agreements and documents. The Trademark files include registration and licensing documentation, including originals of contracts.	LEG7000  IUC-LEG-10-01 10-02	Retain while active plus six years then review for continuing value. Transfer original copies to University Archives for permanent retention.
GNCS99-03	P/E	H	<b><u>Deeds and Leases-Land Purchase Records</u></b> Copies of deeds, leases, purchase agreements, appraisals, etc. documenting purchase of land by WSU. Original deeds maintained by Auditor of State.	LEG2000  IUC-LEG-00-01	Retain permanently. Transfer originals to the University Archives when of no further administrative value to the office.*
GNCS07-04	P/E	H	<b><u>Deeds and Leases-Real Estate Purchase Records</u></b> Copies of deeds and leases, documenting real property purchased or leased by WSU. Examples of leases are: a) student housing and b) temporary leases of real estate property.	LEG2000  IUC-LEG-00-01	Retain permanently. Transfer original documents to the University Archives when of no further administrative value to the office.*

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GNCS07-05	P/E		<b><u>External Counsel Files</u></b> Include financial information on payments for the external counsel's services and case status reports to WSU's General Counsel's office.	ADM9910	Retain hard-copy while active plus three years, then transfer to University archives.
GNCS07-06	P/E	C	<b><u>Legal Opinions -Legal Research Files</u></b> Include inquiries by the office of the President and other WSU offices requiring legal research.	LEG6010	Retain while active plus five years, then transfer to University archives.
GNCS07-07	P/E	C	<b><u>Legal Opinions-Faculty and Staff Issues</u></b> Records on issues or cases involving faculty and staff. Include complaints or inquiries on legal recourse.  a) If the case results in a lawsuit, the file is consolidated with the lawsuit file (see Lawsuit records series).	LEG6010	a) Retain hard copy for four years then transfer to University archives. b) Transfer to lawsuit files and retain accordingly (see GNCS07-10).
GNCS07-08	P/E	C	<b><u>Legal Opinions-Student Issues</u></b> Records on issues or cases involving student issues. a) If the case results in a lawsuit, the file is consolidated with the lawsuit file (see Lawsuit records series).	LEG6010	a) Retain hard copy for four years, then destroy. b) Transfer to lawsuit files and retain accordingly (see GNCS07-10).

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GNCS99-09	P/E		<b><u>License/Permits</u></b> Records including licenses required to conduct activities, collect taxes, etc.	LEG5020	Retain while active plus three years, then review for continuing administrative value. Destroy if no continuing administrative value.
GNCS07-10	P/E	C	<b><u>Litigation Files</u></b> Records related to threatened or actual litigation or government investigation. Includes pleadings, discovery, attorney work products, legal opinions, transcripts, exhibits, final judgments, and investigative reports. These records include, but are not limited to, cases filed in the Court of Claims, Municipal and Common Pleas courts, and Federal Court against WSU. <b>Note:</b> At the end of the retention period, files of continuing administrative or historical value are <b>scanned through Xtender and maintained in the Banner Information System.</b>	LEG4000 IUC-LEG-20-01	Retain while active plus six years. Review for continuing administrative or historical value.* Destroy if no continuing administrative or historical value.
GNCS99-11	P/E	V	<b><u>Immigration Files</u></b> Documents and applications submitted to the US Department of Labor and United States Citizenship and Immigration Services; Public Access Files as required by H-1B employers.	LEG9900	Retain H-1B files for the duration of the H-1B plus six years.  Retain Public Access File for one year past the last date the LCA was used or withdrawn
GNCS99-12	P/E	R	<b><u>Subject Files-General Counsel's/ Assistant General Counsel's</u></b> Includes correspondence, reports, committee meeting minutes, and informational files.	ADM9910 IUC-ADM-00-01	Retain in the office for three years. Review for continuing administrative or historical value.* Destroy if no continuing administrative or historical value.

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GNCS03-13	P/E	C	<p><b><u>Personnel Files-Department</u></b>            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.</p> <p><i>Note: Long-term information is held by Human Resources Office.</i></p>	PER3000  IUC-HR-40-21	Retain while active plus six years, then destroy. If subject to pending legal action, retain until final disposition.
GNCS03-14	P/E	C	<p><b><u>Personnel Files-Employee Selection</u></b>            Includes vitae, letters, records of individuals who have applied for staff positions in the office of the General Counsel.</p>	PER2000  IUC-HR-40-04	Retain for three years, then destroy.
GNCS03-15	P/E		<p><b><u>Contracts-Agreements-Internal</u></b>            Includes copies of contracts/agreements for goods and services between university offices under review by the General Counsel's office.</p>	LEG2000  IUC-LEG-00-01	Retain in the office for the life of the contract or one year, whichever is longer, and then destroy. <i>Note: Originals maintained by the originating office or the Purchasing office.</i>
GNCS03-16	P/E	H	<p><b><u>Contracts-Agreements-External</u></b>            Includes copies of contracts between the university and outside parties under review by the General Counsel's office.</p>	LEG2000  IUC-LEG-00-01	<b>A:</b> Retain in the office for the life of the contract or two years, whichever is longer and then review for continuing administrative value. Transfer one copy of each contract to University archives once no longer active.

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GNCS16-18	P/E		<b><u>FERPA Requests for Disclosure and Subpoenas for Student Records</u></b> Requests for disclosure of personally identifiable information from student education records, including subpoenas issued in connection with a legal proceeding, written consent signed by a student, and correspondence with the individual making the request or issuing the subpoena. Includes copies of records provided to the requester.	EDU1030  IUC-EDU-00-10	Active plus three years, then destroy.
GNCS16-19	P/E		<b><u>Bureau of Workers Compensation Files</u></b> Records related to claims submitted to the Bureau of Workers Compensation; includes decisions, correspondence, claim documentation, record of payments, and notes.	LEG4000	Active then retain for ten years, then destroy.
GNCS16-20	P/E		<b><u>Public Records Requests Log</u></b> Logs maintained by the General Counsel's Office of requests and responses to public records inquiries.	LEG9900  IUC-LEG-30-01	Retain for three years from end of calendar year, then destroy.
GNCS16-21	P/E		<b><u>Public Records Request Files</u></b> Documents pertaining to public records requests, including but not limited to the original request, correspondence between staff and requestor or other staff, redacted and un-redacted responsive records.	LEG9900  IUC-LEG-30-01	Retain for three years, then destroy.

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