Wright State University
RECORDS RETENTION SCHEDULE (RRS)

New	
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Addition	X
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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: **Office of Communications** **CMC**

Division: **Division of Executive Vice President/ Chief Operating Officer**

[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
CMC22-01	P/E	H	**Biographical Files** Biographical information on WSU faculty and staff maintained for public relations purposes.	PUB3000 IUC-PUB-00-04	Retain in the office for one year after the employee leaves WSU, then transfer to the University Archives.
CMC22-02	P/E		**Manual – Editorial Style Guide** **Note:** *Manual became an online publication in 2011, with its contents being continually updated.*	ADM9900 IUC-PUB-00-06	Retain online indefinitely. Retain copy of each version for one year after it is superseded or as soon as determined by the office to have no more administrative value.
CMC22-03	P/E		**Project Information/ Project Files** Working and reference documentation for news releases, public service announcements, media advisories and publications as well as original manuscripts for printed jobs (i.e., maps, brochures, course catalogs).	ADM9900 IUC-PUB-00-06	Retain one year, then destroy.
CMC22-04	P/E	H	**Flat Art and Computer-Generated Art Work**	PUB3000 IUC-PUB-00-04	Retain indefinitely. Review periodically for continuing historical value. Transfer materials of long-term interest to University Archives
CMC22-05	E	V/H	**Video- Raw Footage** Includes the raw footage of video products produced for various university organizations.	PUB3000 IUC-PUB-00-04	Retain three years in the office. Review and transfer items of long-term interest 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).

Wright State University
RECORDS RETENTION SCHEDULE (RRS)
(continuation sheet)

New	
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WSU Records Series Number	Medium Code[1]	Value Code[2]	Records Series Title and Description[3]	IUC Number	Retention Period
CMC22-06	E	H	**Media- Audio/ Video** Produced by WSU covering WSU events or newsworthy items relating to WSU programs, faculty, staff, and student activities.	ADM9900 IUC-PUB-00-06	Retain until of no further reference value in the Communications office. Review for historical value. Transfer materials of long-term interest to University Archives
CMC22-07	E	H	**Audio Files** Includes finished audio products produced for various university organizations covering teleconferences, campus events, etc. The files are stored on disc and maintained in the PVP office.	ADM9900 IUC-PUB-00-06	Retain three years in the office. Review and transfer items of long-term interest to the University Archives*
CMC22-08	E	H	**Video Files** Includes finished video products produced for various university organizations. The files are stored on disc and maintained in the PVP office.	ADM9900 IUC-PUB-00-06	Retain three years in the office then give to client.
CMC22-09	P/E	H	**Scripts Files** Includes digital files of scripts for video/audio products produced by PVP. The files are stored on disc and maintained in the PVP office with respective video/audio product.	PUB3000 IUC-PUB-00-04	Retain three years in the office. Then transfer to long-term storage along with respective video or audio tape (see CMC10-07, 08). Destroy extra copies when of no further administrative value.
CMC22-10	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. Note: Long-term information is held by Human Resources	PER3000 IUC-HR-40-21	Destroy six years after termination. If subject to legal action, retain until final disposition.
CMC22-11	P/E	C	**Personnel Files- Employee Selection** Job postings, interview questions, interview notes, status of position offer form, and other documentation required by Affirmative Action	PER2000 IUC-HR-40-04	Retain for three years, then destroy.

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