

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: Facilities Management and Campus Operations/ Environmental Health and Safety **PRCS**

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
Administration/Occupational Health Program (OSHA)-145/108 Health Sciences Bldg.					
ENHS12-01	E/P	C	<u>Occupational Accident/Injury/Illness Records</u> Employee and student employee reports resulting from work-related accidents, injuries or illnesses; Accident Injury Investigations, including photos (where applicable). <i>Note: Only work-related accidents are reported to OSHA.</i>	PER4020	Retain permanently.* <i>OSHA 29 CFR 1020</i>
EHHS12-02	E/P	C	<u>Non-Occupational Accident/Injury/Illness Records</u> Employee, student and visitor reports resulting from non-work-related occupational accidents, injuries or illnesses; Accident Injury Investigations, including photos (where applicable). <i>Note: Only work-related accidents are reported to OSHA.</i>	PER4020	Retain permanently.*
ENHS10-03	E/P	V	<u>Inspection Records-Facility</u> <ul style="list-style-type: none"> • Air Sampling/Bulk Sampling Studies • Asbestos Records • Facility Inspection Checklists (includes laboratories) • Exposure assessments • Indoor Air Quality Studies 	ENV1000 IUC-ENV-00-01 29 CFR 1910	Retain permanently.*

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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Administration/Occupational Health Program (OSHA)					
ENHS10-04	E/P	V	<u>Inspection Records-Internal</u> <ul style="list-style-type: none"> • Biological safety cabinet assessments • Exposure values for chemicals • Fume hood surveys • Lab assessments 	ENV1000 IUC-ENV-00-01	Retain permanently <i>OSHA 29 CFR 1020</i>
ENHS12-05	E/P		<u>Inspection Records-External</u> Ohio Safety and Health Administration (OSHA)	ENV1000 IUC-ENV-00-01	Retain permanently
ENHS10-06	E/P	V	<u>Material Safety Data Sheets (MSDS)-OSHA</u> Data sheets for all chemicals used on campus.	ENV1000 IUC-ENV-00-01	Retain permanently <i>OSHA 29 CFR 1020</i>
ENHS10-07	E/P	C	<u>Occupational Health Program Records-OSHA</u> Medical records related to exposure or possible exposure to hazardous or toxic substances including testing (required physicals, immunizations and other exams for employees and student employees under OSHA Guidelines).	PER4020	Retain permanently.* <i>OSHA 29 CFR 1020</i>
ENHS21-08	E/P	C	<u>Personnel Files-Department*</u> 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.
ENHS07-09	E/P	C	<u>Personnel Files-Employee Selection</u> Vitae, letters, and records of individuals who have applied for staff positions under the Controller.	PER2000 IUC-HR-40-04	Retain for three years then destroy.
ENHS10-10	E/P	V	<u>Training OSHA Sign Up Sheets-Employee</u> Completed sign-up sheets for required OSHA training.	PER5000 IUC-HR-40-62	Retain for 30 years after employee leaves and then destroy. <i>OSHA 29 CFR 1020</i>
ENHS03-11	E/P		<u>Subject Files-Director's</u> Correspondence, reports, minutes, memoranda, and information files documenting the activities of the director's office.	ADM9910 IUC-ADM-00-01	Retain in the office for three years. Then, review for continuing administrative or historical value. Transfer records of historical value to University Archives.

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Environmental Health/Compliance-104 Health Sciences Bldg.					
ENHS03-12	E/P	V	<p><u>Chemical Waste Disposal Records</u> Manifests, disposal records, orphan chemical records, chemical analysis, EPA reports, etc.</p> <p><i>Note: A MS Access database has been used since 2000 to track chemical waste disposal information.</i></p>	LEG5020 IUC-ENV-00-03	Retain permanently.* <i>Resource Conservation and Recovery Act</i>
ENHS12-13	E/P	V	<p><u>Water/Air Pollution</u> Consumer confidence reports, test results, etc.</p>	LEG5020 IUC-ENV-00-03	Retain permanently.* <i>OAC 3745-81-33</i>
ENHS12-14	E/P	V	<p><u>EPA Registration Permit Records</u> Infectious waste, underground storage tanks, air, storm water</p>	LEG5020 IUC-ENV-00-03	Retain permanently.* <i>OAC 3745-81-33</i>
ENHS03-15	E/P	V	<p><u>EPA-required training</u></p> <ul style="list-style-type: none"> - Spill Prevention Control & Countermeasures - Resource Conservation & Recovery Act <p>This series includes sign-up sheets that lists names of employees trained, dates of training and type of training received.</p> <p><i>Note: Current training required by the Resource Conservation and Recovery Act is Internet-based.</i></p>	PER5000 IUC-HR-40-62	Retain for 30 years after employee leaves and then destroy. <i>Clean Water Act and Resource Conservation and Recovery Act</i>
ENHS03-16	E/P	V	<p><u>Hazardous Material Spills/Release</u></p>	LEG5020 IUC-ENV-00-03	Retain permanently.* <i>Comprehensive Environmental Response, Compensation, and Liability Act</i>
ENHS12-17	E/P	V	<p><u>Inspection Records-Regulatory Agencies</u> Ohio Department of Transportation (ODOT)</p>	ENV1000 IUC-ENV-00-01	Retain permanently.*
ENHS03-18	E/P	V	<p><u>Polychlorinated Biphenols (PCB) Reports</u> PCB reports and records on chemicals used.</p> <p><i>Note: The reports are required by the Environmental Protection Agency (EPA).</i></p>	LEG5020 IUC-ENV-00-03	Retain permanently.* <i>Toxic Substances and Control Act</i>
ENHS03-19	E/P	V	<p><u>Underground Storage Tanks</u> Closure reports, corrective actions, compensatory board.</p>	LEG5020 IUC-ENV-00-03	Retain permanently.* <i>Ohio Bureau of Underground Storage Tank Regulations</i>

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Radiation Safety-104 Health Sciences Bldg., 141 Biological Sciences Bldg. (labs)					
ENHS03-20	E/P	V	<u>Licensing/Inspection Records-Regulatory Agencies</u> <ul style="list-style-type: none"> • Licenses and Registrations • Amendments • Inspection Reports 	ENV1000 IUC-ENV-00-01	Retain permanently May transfer records to Ohio Department of Health upon termination of license. <i>Ohio Administrative Code 3701:1-38-20</i>
ENHS03-21	E/P	V	<u>Radiation Safety Committee</u> <ul style="list-style-type: none"> • Minutes, Actions/Decisions, • Audits 	LEG5020 IUC-ENV-00-03	Retain permanently. May transfer records to Ohio Department of Health upon termination of license. <i>Ohio Administrative Code 3701:1-38-20</i>
ENHS03-22	E/P		<u>Radiation Safety Program</u> <ul style="list-style-type: none"> • Personal dosimetry records • Bioassay for internal dose records • Air sampling records • Radioactive waste disposal • Radiation incidents • Free release surveys of laboratory spaces • Training records 	LEG5020 IUC-ENV-00-03	Retain permanently. May transfer records to Ohio Department of Health upon termination of license. <i>Ohio Administrative Code 3701:1-38-20</i>

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Radiation Safety-104 Health Sciences Bldg., 141 Biological Sciences Bldg. (labs)					
ENHS12-23	P/E	V	<u>Radiation Protection Program</u> <ul style="list-style-type: none"> • Laboratory or equipment surveys • Survey meter calibrations • Leak tests of sealed sources 	LEG5020 IUC-ENV-00-03	Retain permanently.* <i>Ohio Administrative Code 3701:1-38-20</i>
ENHS03-24	P/E	V	<u>Radiation Safety Office Records</u> <ul style="list-style-type: none"> • records- dose evaluation for the general public • records-waste disposal • reports-dosimetry • reports-incident • reports-SARA Title III • results-bioassay • results-releases to the environment • surveys-free release • surveys-to determine dose from external sources 	LEG5020 IUC-ENV-00-03	Retain permanently. <i>Ohio Administrative Code 3701:1-38-20</i>

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