

Wright State University

RECORDS RETENTION SCHEDULE (RRS)

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Addition	
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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: Public Affairs

GVRL

Division: 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	Retention Rule/ IUC Code	Retention Period
GVRL13-01	P/E	H	<u>Events-External</u> Includes correspondence, working papers, and general information on organization of conferences for local community events or for federal and state legislators. This series also includes a summary sheet showing total expenses of each event. <i>Note: Accounts Payable maintains information on charges incurred by type of service account but not total expenses on each event.</i>	ADM9900 IUC-ADM-00-02	Retain in the office for three years, then review for continuing administrative or historical value. Transfer materials with historical value to the University Archives.
GVRL13-02	P/E	H	<u>Events-WSU Internal</u> Includes correspondence, working papers, and general information on organization of WSU-related events. This series also includes a summary sheet showing total expenses of each event. <i>Note: Accounts Payable maintains information on charges incurred by type of service account but not total expenses on each event. (The retention according to the IUC manual is: ACC1000, Retain for four years, then destroy).</i>	ADM9900 IUC-ADM-00-02	Retain in the office for three years, then review for continuing administrative and historical value. Transfer materials with historical value to the University Archives.
GVRL13-03	P/E	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. 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.

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)

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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
GVRL13-04	P/E	C	<u>Personnel Files-Employee Selection</u> Vitae, letters, and other records of individuals who have applied for staff positions in the Office of Public Affairs but were not hired.	PER2000 IUC-HR-40-04	Retain for three years then destroy.
GVRL13-05	P/E	C	<u>Personnel Files-Recruitment Records</u> 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.
GVRL13-06	P	H	<u>Publicity-Departmental</u> This series includes records related to marketing and promoting the department's or WSU's image and activities such as press releases, photographs, videotapes and publications such as: a) "From the office of the President" newsletter published 3-4 times a year. b) Brochures (Only the ones originated by this office). c) Photos	PUB3000 IUC-PUB-00-04	Retain three years in the office. Transfer one copy of each to the Archives once a year. Destroy extra copies when of no further administrative value.
GVRL13-07	P/E	H	<u>Reports</u> This series contains special reports compiled by the Director of Government and Military Relations required by OBOR, IUC, and other organizations.	ADM9910 IUC-ADM-00-01	Retain indefinitely. Transfer one copy of each report to the University Archives annually.
GVRL13-08	P/E	H	<u>Subject Files-Associate Vice President</u> Correspondence, reports, minutes, memoranda, and information files documenting the activities of this office. These files include correspondence between this office and federal, state, and local government elected officials, WPAFB, Dayton Area Graduate Studies Institute (original records of DAGSI are held in this office), OBOR, and IUC legislative representative.	ADM9910 IUC-ADM-00-01	Retain for three years, then review for continuing administrative or historical value. *
GMRL99-08	P/E	H	<u>Subject Files- Associate Vice President- Departmental Goals and Objectives Report</u>	ADM9910 IUC-ADM-00-01	Retain for three years, then review for continuing administrative or historical value. *
GVRL99-09	P	C	<u>Subject Files-Complaint Files</u>	ADM9910 IUC-ADM-00-01	Retain until resolution of the case, then review for continuing administrative value.

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