

# Wright State University

## RECORDS RETENTION SCHEDULE (RRS)

New	X
Revision	
Addition	
Page	1 of 3

**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:** Women's Center

WMCR

**Division:** Inclusive Excellence

<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>	IUC Number	Retention Period
WMCR09-01	P/E	C	<p><b>Client Files</b> Files which document services rendered and all communications, <b>including email</b>, between staff and clients of the Women's Center. Includes correspondence, notes, assessment files, etc.</p> <p><b><u>NOTE: All staff members separating/ceasing employment with the Women's Center are required, under the guidance of the Director, to transfer active client files to current staff and delete/dispose of inactive client files prior to separation</u></b></p>	HR4010 IUC-HR-30-01	Retain for one year after last point of contact then destroy/delete.
WMCR09-02	P/E	C	<p><b><u>Personnel Files- Inclusive Excellence-Centers and Offices</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>Note: Long-term information is held by Human Resources</p>	PER3000 IUC-HR-40-21	Destroy two 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).

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 (continuation sheet)

<b>New</b>	x
<b>Revision</b>	
<b>Addition</b>	
<b>Page</b>	2 of 3

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WMCR09-03	P/E	C	<b><u>Personnel Files-Employee Selection</u></b> Includes vitae, letters, and records of individuals who have applied for staff positions in the Women's Center.	PER2000 IUC-HR-40-04	Retain for three years and then destroy.
WMCR09-04	P/E	H	<b><u>Program Evaluation Forms</u></b> Forms used in on-campus surveys.	ADM9910 IUC-ADM-00-01	Retain in the office for three years after the completion of the final report and then destroy.
WMCR09-05	P/E	H	<b><u>Publications-Newsletter</u></b> The Women's Center newsletter, <i>Our Voice</i> .	PUB3000 IUC-PUB-00-05	Retain in the office for five years and then transfer one copy of each issue to the University Archives.
WMCR09-06	E	C	<b><u>Referral Log</u></b> Spreadsheet for tracking client servicing and referrals made by Women's Center staff. Includes contact date by client, name of staff member, nature of client issue (coded), resources suggested, source of referral to Center, and follow up status, (i.e. is follow up needed).	ADM9910 IUC-ADM-00-01	Retain information for three years and then review for ongoing administrative value.
WMCR09-07	P/E	H	<b><u>Reports-Quarterly and Annual</u></b> These reports include findings of on-campus surveys conducted by the Women's Center, programs, presentations, events and committees that work on the organization of various events sponsored by the Women's Center.  This series includes publicity materials associated with the Women Center's programs and events as well as statistical data on types of services provided by the Women's Center to the WSU students, faculty, and staff.	ADM9910 IUC-ADM-00-01/ PUB3000 IUC-PUB-00-05	Retain in the office for ten years and then transfer a copy to the University Archives.

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WMCR09-08	P/E		<b><u>Subject Files- Director/Intercultural Specialist</u></b> Includes correspondence, reports, and informational files as well as historical information on the development of the Women's Center.	ADM9910  IUC-ADM-00-01	Retain in the office for three years and then review for continuing administrative or historical value.*

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