

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.

Originating Office/Program Code: Engineering Ph.D. Program ENPD

Division: College of Engineering and Computer Science

Approvals
Dean/Director/Head: _____ Date: _____

Program Director: _____

University Records Manager: _____

Head, Special Collections & Archives: _____

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
ENPD04-01	P/E	H	<u>Committee Files-Program</u> Includes files of Program committees such as the Ph.D. in Engineering Program Affairs Committee.	ADM9910	Retain in the office for three years and then transfer minutes and/or reports to the University Archives.
ENPD04-02	P	C	<u>Dissertation-Qualified Faculty-Applications</u>	ADM9910	Retain in the office for three years and then review for continuing administrative value.

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	X
Revision	
Addition	
Page	2 of 3

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 ³	IUC Number	Retention Period
ENPD04-03	P		Personnel Files-Employee Search-Program Vitae, letters, records of individuals who have applied for positions in the Ph.D. in Engineering Program.	PER2000	Retain for three years, then destroy.
ENPD17-04	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 Office.	PER3000	Retain while active plus 6 years then destroy. If subject to legal action, retain until final disposition.
ENPD04-05	P/E	H	Policies and Procedures-Program Procedural records documenting Program-approved methods and processes for performing Program-related activities to ensure uniformity and compliance with institution and legal requirements.	ADM3000	Retain while active plus ten years. Transfer one paper copy of each version to the University Archives.
ENPD04-06	P	H	Publications-Program Publications such as brochures, newsletters and other material produced by the Program describing its activities and special events.	PUB3000	Retain in the office for three years and then transfer one copy of each issue to the University Archives.
ENPD04-07	P/E	H	Reports-Annual-Program Annual report composed by the Program Director and submitted to the Dean of the College of Engineering and Computer Science documenting teaching assignments, research, administrative duties and public service.	ADM9910	Retain in the office for three years and then send one dated copy 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	X
Revision	
Addition	
Page	3 of 3

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 ³	IUC Number	Retention Period
ENPD04-08	P/E	C	<p><u>Student Records-Non-Permanent-Program</u> Includes copies of applications letters of recommendation; documents regarding progress toward degree, including requests and records of qualifying exam, candidacy exam, research proposal defense and dissertation defense; and copies of these.</p> <p><i>Note: Information also held in a FileMaker Pro database.</i></p>	EDU1010	Retain while active, plus five years and then destroy. <p>Note: <i>Destruction of records should be performed in a manner that maintains confidentiality as per FERPA.</i></p>
ENPD04-09	P/E	H	<p><u>Subject Files-Program</u> Includes administrative files on the development and administration of the Ph.D. Engineering program. Examples include: 1992 Proposal, 1998 Organization and Program Requirements, 2001 Summary Review, and Operating Manual.</p>	ADM9910	Review periodically for continuing administrative value. Transfer historical records on development and administration of the program to the University Archives every three years.
ENPD04-10	E	H	<p><u>Web home page-Program</u> Includes description of Program programs, activities and events.</p> <p><i>Note: The Program web page was established in 1997.</i></p>	ADM9900	Retain electronic format on the web until obsolete or superseded. Retain a copy of each version if there is information of lasting value published on the website only and not available elsewhere.

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).