## Wright State University
### RECORDS RETENTION SCHEDULE (RRS)

**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.

<table>
<thead>
<tr>
<th>Originating Office/Department Code:</th>
<th>Dean’s Office</th>
<th>ENDN</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Division:</strong></td>
<td><strong>College of Engineering and Computer Science</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Approvals</strong></td>
<td>Date:</td>
<td></td>
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<tr>
<td>Dean/Director/Head:</td>
<td></td>
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<tr>
<td>Department Chairperson/Manager:</td>
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<tr>
<td>University Records Manager:</td>
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<tr>
<td>Head, Special Collections and Archives:</td>
<td></td>
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</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>WSU Records Series Number</th>
<th>Medium Code</th>
<th>Value Code</th>
<th>Records Series Title and Description</th>
<th>IUC Number</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENDN09-01</td>
<td>P</td>
<td>H</td>
<td>Accreditation-External Reviews</td>
<td>ADM3020</td>
<td>Retain permanently. Transfer one copy of the final report to the University Archives upon completion of review.</td>
</tr>
<tr>
<td></td>
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<td></td>
<td><strong>Note no. 1:</strong> Original ABET files held by Dean’s Office <strong>Note no. 2:</strong> Last accreditation was awarded in Fall of 2006 (from ABET visit of Fall 2005).</td>
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<td></td>
</tr>
<tr>
<td>ENDN09-02</td>
<td>P/E</td>
<td>V</td>
<td>Agreements</td>
<td>LEG2000</td>
<td>Retain while active plus five years, then destroy or review for continuing administrative and historical value.*</td>
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<tr>
<td></td>
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<td></td>
<td>Includes original partnership agreements and copies of articulation agreements with other universities, colleges and schools.</td>
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</tr>
</tbody>
</table>

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### WSU Records Series Number | Medium | Value | Records Series Title and Description | IUC Number | Retention Period
---|---|---|---|---|---
ENDN09-03 | P | H | Committee Files-College-level Files of college-level committees such as Academic Computing, Curriculum, Petition etc. | ADM9910 | Retain in the office for three years. Then, transfer committee minutes to the University Archives. Review other documentation for continuing administrative value.

<p>| ENDN09-04 | P | C | Personnel Files-Faculty Activity Reports Activity reports for the calendar year listing activities and accomplishments in teaching, research, and service. | PER3000 | Retain in Dean's office for two years after the end of the last WSU assignment and then review for continuing administrative value. Transfer material of historic interest such as biographies and newspaper clippings to the University Archives. |</p>
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<tbody>
<tr>
<td>ENDN09-05</td>
<td>P</td>
<td>C</td>
<td>Personnel Files-Full-Time Faculty (including Lecturers, Clinical, Instructors, Visiting Appointments)</td>
<td>PER3000</td>
<td>Retain 1-8 in the Dean’s office for two years after the end of the last WSU assignment and then review for continuing administrative value. Retain 9 in department.</td>
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<td>This series include the following documents (article 13 of the Collective Bargaining Unit Agreement between WSU and WSU-AAUP):</td>
<td></td>
<td>9. Retain forms or the transcribed comments and all quantitative reports received by the Department Chair in the department for at least 7 years. When removing student evaluation forms, transcribed comments, or quantitative reports, the department will send them to the full-time faculty member to whom they pertain.</td>
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<td></td>
<td>1. The offer letter (applies to bargaining unit and non-bargaining unit faculty)</td>
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<td>2. A copy of the criteria signed by the Bargaining Unit Faculty Member and the Department Chair (attached to the letter)</td>
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<td>3. A signed copy of any changed criteria and/or procedures</td>
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<td>4. A signed copy of any written agreements about changes to the probationary period (untenured faculty)</td>
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<td>5. Annual evaluations by supervisor and any written rebuttals to the annual evaluation (applies to bargaining unit and non-bargaining unit faculty)</td>
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<td>6. Peer evaluations (from the Promotion and Tenure Committee), when available</td>
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<td></td>
<td>7. Annual statements summarizing cumulative progress toward tenure from the Department Chair and from the Department Promotion and Tenure Committee</td>
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<td>8. Annual and triennial statements summarizing cumulative progress toward promotion from the Department Promotion and Tenure Committee (tenured associate professors)</td>
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<td></td>
<td></td>
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<td>9. Student evaluations of professors and their courses. (maintained by departments-see departmental records retention schedules)</td>
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</tr>
</tbody>
</table>

**Notes:**
1. Bargaining Unit faculty member files may contain all 9 items; Other files (i.e., administrators and non-Bargaining-Unit faculty members) will typically contain items 1, 5, and 9.
2. Long-term personnel information is maintained by the office of Human Resources.

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

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<tr>
<td>ENDN09-06</td>
<td>P</td>
<td>C</td>
<td>Personnel Files-Dean's Office-Staff</td>
<td>PER3000</td>
<td>Destroy within two years of termination. If subject to legal action, retain until final disposition.</td>
</tr>
<tr>
<td>ENDN09-07</td>
<td>P</td>
<td></td>
<td>Personnel Files-Employee Search-Dean's Office</td>
<td>PER2000</td>
<td>Retain for three years, then destroy.</td>
</tr>
<tr>
<td>ENDN09-08</td>
<td>P/E</td>
<td>H</td>
<td>Policies, By-laws, and Procedures</td>
<td>ADM3000</td>
<td>Retain while active plus ten years. Transfer one paper copy of each version to the University Archives.</td>
</tr>
<tr>
<td>ENDN09-09</td>
<td>P/E</td>
<td></td>
<td>Proposals/Grants-Research</td>
<td>ADM9900</td>
<td>Destroy as soon as determined by the office to have no more value.</td>
</tr>
<tr>
<td>ENDN09-10</td>
<td>P/E</td>
<td>H</td>
<td>Publications</td>
<td>PUB6000</td>
<td>Retain in the office until of no further administrative value. Transfer one copy of each issue to the University Archives once a year.</td>
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<td>ENDN09-11</td>
<td>P/E</td>
<td>H</td>
<td>Reports-Annual-College-level</td>
<td>ADM9910</td>
<td>Retain in the office for three years and then transfer one copy of each issue to the University Archives. Keep extra copies in office as needed.</td>
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**Student Files-Scholarship**
- Includes copies of scholarship agreements, Freshman and Continuing scholarships, historical listings of student recipients, correspondence with scholarship donors, Development Director, Financial Aid Office and the WSU Foundation, applicant spreadsheets for use by the College Scholarship Committee to select awardees, individual student files, data and correspondence for students who currently hold a Renewable Freshman Scholarship or a College Academic and Research Scholarship (CARS).

- Also includes information on Dayton Area Graduate Studies Institute (DAGSI) Scholarship, a consortium consisting of AFIT, WSU, UD, Ohio State, UC, and OU.

**Note:** DAGSI recipient and non-recipient applications are merged with main academic student files after DAGSI scholarship has been awarded and files are maintained by individual departments. DAGSI maintains the original scholarship files.

| ENDN10-12                 | P/E         |            | Subject Files-Dean's Office            | EDU1010    | Retain files of non-recipients for one year. Files of recipients are to be placed in their active student file and retained while active plus three additional years. |

**Subject Files-Dean's Office**
- Includes correspondence, reports, minutes, memoranda, policy and informational files as well as Engineering and Computer Science and Program files (i.e., development of the program) held by the Dean, Assistant Deans, and Associate Dean.

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| ENDN09-14                 | P           | H          | Publicity-College Events  
Includes student affairs and special events files such as programs, award recipient lists, invitation lists, etc. (i.e. anniversary celebration, Career Day, GREEN Program, Women in Engineering Day, etc.) | PUB3000 | Retain select material indefinitely. Transfer one copy of each brochure to the Archives annually. |
| ENDN09-15                 | P/E         | H          | Web Page-College  
Includes description of college programs and the announcement of college events. | 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. |

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