

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/Program Code: Biomedical Sciences Ph.D. Program BSPD

Division: College of Science and Mathematics Date:

Approvals

Dean/Director/Head: _____

Program Director:: _____

University Records Manager: _____

Head, Special Collections & Archives: _____

¹Medium code: P=Paper, M=Microfilm/Fiche, E=Machine Readable

²Value code: C=Confidential, H=Historical, R=Restricted, V=Vital

³Description: 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
BSPD16-01	P/E	H	<p>Committee Files-Program Files of the four standing committees of the Biomedical Sciences PhD Program, including:</p> <ul style="list-style-type: none"> • Academic Policies Committee • Admissions Committee • Curriculum Committee • Nominating Committee 	ADM9910	Retain in the office for three years and then transfer minutes and/or reports to the University Archives.
BSPD16-02	P/E	C	<p>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.</p> <p>Note: Long-term information is held by Human Resources Office.</p>	PER2000	Retain while active plus 6 years then destroy. 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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WSU Records Series Number	Medium Code ¹	Value Code ²	Records Series Title and Description ³	IUC Number	Retention Period
BSPD03-03	P/E	H	<u>Program Policies and By-laws</u> Procedural records documenting approved methods and processes for performing program-related activities to ensure uniformity and compliance with institutional and legal requirements.	ADM3000	Retain while active plus ten years. Transfer one paper copy of each version to the University Archives.
BSPD16-04	P	H	<u>Publications-Program</u> Brochures and other publicity materials describing the Biomedical Sciences Program, its activities, and related special events.	PUB3000	Retain in the office for three years and then transfer one copy of each publication to the University Archives.
BSPD03-05	P/E	H	<u>Reports-Annual-Program</u> Annual report composed by the Program Director and submitted to the Dean of the College of Science and Mathematics and the Dean of the School of Medicine documenting teaching assignments, research, administrative duties and public service. <i>Note: Official copy held by the office of Dean, College of Science and Mathematics and the Dean of the School of Medicine. Supporting documentation is returned to the Program office.</i>	ADM9910	Retain in the office for three years and then send one dated copy to the University Archives.

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WSU Records Series Number	Medium Code ¹	Value Code ²	Records Series Title and Description ³	IUC Number	Retention Period
BSPD16-06	P	C	<u>Student Records-Non-Permanent-Program</u> Includes copies of applications letters of recommendation, documents regarding progress toward degree, and copies of thesis.	EDU1010	Retain while active, plus five years and then review for continuing value. Note: <i>Destruction of records should be performed in a manner that maintains confidentiality as per FERPA.</i>
BSPD03-07	P/E	H	<u>Subject Files-Program</u> Includes administrative files on the development and administration of the Biomedical Sciences Ph.D. program.	ADM9910	Review periodically for continuing administrative value. Transfer historical records on development and administration of the program to the University Archives every three years.
BSPD16-08	E	H	<u>Web home page-Program</u> Includes description of Program programs, activities and events. Note: <i>The Program web page was established in 1996.</i>	ADM9900	Retain electronic format on the web until obsolete or superseded. Retain a paper copy of all project information, event materials, and published items on the website if information on program web pages only.

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