

# 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](mailto:chris.wydman@wright.edu).

**Originating Office/Department Code:** Chemistry Department PHCS

**Division:** College of Science and Mathematics Date:  
Approvals

**Dean/Director/Head:** \_\_\_\_\_

**Department Chairperson/Manager:** \_\_\_\_\_

**University Records Manager:** \_\_\_\_\_

**Head, Special Collections & Archives:** \_\_\_\_\_

<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
CHEM02-01	P/E	H	<b><u>Committee Files-Department</u></b> Includes files of departmental committees such as Faculty Development, Scholarships/ Fellowships, Chair's Advisory Committee.	ADM9910	Retain in the office for three years and then transfer minutes and/or reports to the University Archives.
CHEM17-02	P/E	C	<b><u>Personnel Files-Department</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.  <b>Note:</b> 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.

**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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CHEM07-03	P	C	<p><b>Personnel Files-Faculty</b>  <b>a) Full-time Faculty (including Lecturers, Clinical, Instructors, Visiting Appointments)</b></p> <p>This series include the following documents (article 13 of the Collective Bargaining Unit Agreement between WSU and WSU-AAUP):</p> <ol style="list-style-type: none"> <li><b>The offer letter</b> (applies to bargaining unit and non-bargaining unit faculty)</li> <li><b>A copy of the criteria signed by the Bargaining Unit Faculty Member</b> and the Department Chair (attached to the letter)</li> <li><b>A signed copy of any changed criteria</b> and/or procedures</li> <li><b>A signed copy of any written agreements about changes</b> to the probationary period (untentured faculty)</li> <li><b>Annual evaluations by supervisor</b> and any written rebuttals to the annual evaluation (applies to bargaining unit and non-bargaining unit faculty)</li> <li><b>Peer evaluations</b> (from the Promotion and Tenure Committee), when available</li> <li><b>Annual statements summarizing cumulative progress toward tenure</b> from the Department Chair and from the Department Promotion and Tenure Committee</li> <li><b>Annual and triennial statements summarizing cumulative progress toward promotion</b> from the Department Promotion and Tenure Committee (tenured associate professors)</li> <li><b>Student evaluations of professors</b> and their courses. (maintained by departments-see departmental records retention schedules)</li> </ol> <p><i>Notes: i) 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.            ii) Long-term personnel information is maintained by the office of Human Resources</i></p>	PER3000	<p><b>Retain 1-4 in the Dean's office</b> for two years after the end of the last WSU assignment and then review for continuing administrative value. <b>Retain 5-9 in department.</b></p> <p><b>9. Retain</b> forms or the transcribed comments and all quantitative reports received by the Department Chair in the <b>department for at least 7 years.</b> When removing student evaluation forms, transcribed comments, or quantitative reports, the college or department will send them to the full-time faculty member to whom they pertain.</p>

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CHEM02-04	P	C	<p><b><u>Personnel Files-Activity Reports</u></b>            Records for the academic year and each term listing teaching and advisory assignments, research, administrative duties and public service. Copies of activity report and supporting documentation.</p> <p><i>Note: Official copy held by the office of Dean, College of Science and Mathematics. Supporting documentation is returned to departments.</i></p>	PER3000	Retain while active, plus six years. Review for continuing administrative value.
CHEM02-05	P	C	<p><b><u>Personnel Files-Employee Search-Department</u></b>            Vitae, letters, records of individuals who have applied for positions in the department of Chemistry.</p>	PER2000	Retain for three years, then destroy.
CHEM02-06	P	C	<p><b><u>Personnel Files-Student Evaluation Forms</u></b>            Student evaluations of professors and their courses.</p>	PER3010	Retain forms or the transcribed comments and all quantitative reports received by the Department Chair during at least the past seven years (AAUP agreement 7/15/02-6/5/02).
CHEM02-07	P/E	H	<p><b><u>Policies, By-laws, and Procedures-Department</u></b>            Procedural records documenting department-approved methods and processes for performing department-related activities to ensure uniformity and compliance with institution and legal requirements.</p>	ADM3000	Retain while active plus ten years. Transfer one paper copy of each version to the University Archives.

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CHEM02-08	P/E	H	<b><u>Programs-Department</u></b> Includes administrative files of study programs such as: <ul style="list-style-type: none"> <li>• Bachelor of Arts</li> <li>• Bachelor of Science</li> <li>• Masters in Chemistry</li> <li>• Bachelor in Science Education (Chemistry)</li> </ul>	ADM9910	Review periodically for continuing administrative value. Transfer historical records on development and administration of the programs to the University Archives every three years.
CHEM02-09	P	H	<b><u>Publications-Department</u></b> Publications such as brochures, newsletters and other material produced by the department describing its programs and special events.	PUB3000	Retain in the office for three years and then transfer <b>one dated copy</b> of each issue to the University Archives.
CHEM02-10	P/E	H	<b><u>Reports-Annual-Department</u></b>	ADM9910	Retain in the office for three years and then send <b>one dated copy</b> to the University Archives.
CHEM02-11	P	C	<b><u>Student Records-Non-Permanent-Department</u></b> Includes letters of recommendation, documents regarding progress toward degree, and transfer credit evaluations.	EDU1010	Retain while active, plus five years and then destroy. <b>Note:</b> <i>Destruction of records should be performed in a manner that maintains confidentiality as per FERPA.</i>

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CHEM02-12	P/E		<b>Subject Files- Chairperson's</b> Includes correspondence, reports, minutes, memoranda, policy and informational files as well as historical information on the development of the department.	ADM9910	Retain in the office for three years. Then, review for continuing administrative or historical value.*
CHEM02-13	E	H	<b>Web home page-Department</b> Includes description of departmental programs, activities and events.  <i>Note: The departmental web page was established in 2002.</i>	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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