

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.wydmann@wright.edu.

Originating Office/Department Code:	<u>Dean's Office</u>	<u>SMDN</u>
Division:	<u>College of Science and Mathematics</u>	
<u>Approvals</u>		<u>Date:</u>
Dean/Director/Head:		
Department Chairperson/Manager:		
University Records Manager:		
Head, Special Collections and 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 ³	IUC Number	Retention Period
SMDN00-01	P/E	V	Agreements Includes original partnership agreements and copies of articulation agreements with other universities, colleges and schools.	LEG2000	Retain while active plus five years, then destroy or review for continuing administrative and historical value.*
SMDN00-02	P	H	Committee Files-College-level Minutes, reports and/or proposals of college-level committees such as: Steering, Undergraduate Curriculum, Undergraduate Petitions, Graduate Studies, Promotion & Tenure, Academic Mediation, Academic Computing & Technology Semi Ad Hoc and other committees: Elections, Faculty Teaching Awards, Scholarship, Chairs and Directors, Graduate Program Directors, Research Advisory.	ADM9910	Retain in the office for three years. Then, transfer committee minutes to the University Archives. Review other documentation 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).

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WSU Records Series Number	Medium Code ¹	Value Code ²	Records Series Title and Description ³	IUC Number	Retention Period
SMDN00-03	P	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>	PER3000	Retain while active plus 6 years then destroy. If subject to legal action, retain until final disposition. Destroy within two years of termination. If subject to legal action, retain until final disposition.

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SMDN12-04	P	C	<p>Personnel Files-Dean's Office-Faculty a) Full-time Faculty (including Lecturers, Clinical, Instructors, Visiting Appointments)</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"> 1. The offer letter (applies to bargaining unit and non-bargaining unit faculty) 2. A copy of the departmental criteria for Promotion and Tenure applicable to the applicant, signed by the Bargaining Unit Faculty Member and the Department Chair 3. A signed copy of any written agreements about changes to the probationary period (untentured faculty) 4. Annual evaluations by supervisor and any written rebuttals to the annual evaluation (applies to bargaining unit and non-bargaining unit faculty) 5. Peer evaluations (from the Promotion and Tenure Committee), when available 6. Annual statements summarizing cumulative progress toward tenure from the Department Chair and from the Department Promotion and Tenure Committee 7. Statements summarizing cumulative progress toward promotion from the Department Promotion and Tenure Committee (tenured associate professors) 8. Student evaluations of professors and their courses. (maintained by departments-see departmental records retention schedules) <p>Note: Bargaining Unit faculty member files may contain all 8 items; Other files (i.e., administrators and non-Bargaining-Unit faculty members) will typically contain items 1, 4, and 8.</p>	PER3000	<p>Retain 1-4 in the college office for two years after the end of the last WSU assignment and then review for continuing administrative value.</p> <p>Retain 5-8 in departments.</p> <p>Notes: a) For retention of adjunct professors' personnel files, see departmental schedules. (Retain summarized records in the department for two years and then review for continuing administrative value.) b) Long-term personnel information is maintained by the office of Human Resources</p>

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SMDN00-05	P	C	<u>Personnel Files-Employee Search-Dean's Office</u> Vitae, letters, records of individuals who have applied for upper administrative and faculty positions in the College of Science and Mathematics.	PER2000	Retain for three years, then destroy.
SMDN12-06	P/E	H	<u>Policies, By-laws, and Procedures-College level</u> <i>Note: Policy manual updated in 1999. Bylaws updated in 2007.</i>	ADM3000	Retain while active plus ten years. Transfer one paper copy of each version to the University Archives.
SMDN17-12	P/E		<u>Proposals/Grants-Research</u> Duplicate records held in the office of the principal investigator (PI) for reference purposes. <i>Note: For originals refer to the retention schedule for the office of Research and Sponsored Programs.</i>	ADM9900	Destroy as soon as determined by the office to have no more value (see General Retention Schedule, series no. 14).
SMDN12-07	P/E	H	<u>Publications</u> Includes newsletters, brochures and other publicity material (i.e., fact sheets) covering programs and events of the College of Science and Mathematics.	PUB3000	Retain in the office for two years and then transfer one copy of each issue to the University Archives.
SMDN00-08	P/E	H	<u>Reports-Annual-College-level</u> Contains reports from all departments to the office of the Dean.	ADM9910	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.

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SMDN99-09	P	C	<u>Student Files-Undeclared Majors and Integrated Sciences Major</u> Individual files on students. Includes classes taken by academic year, proficiency and progress reports, and scholarship information.	EDU1010	Retain while active, plus five years. Review for continuing administrative value.* Note: Destruction of records should be performed in a manner that maintains confidentiality as per FERPA.
SMDN23-10	P/E		<u>Student Petitions- Undergraduate</u> Formal requests for an exception or waiver of admission policies for entrance into an academic program at the College of Science and Mathematics	EDU1000 IUC-EDU-35-02	Retain while active plus six years. Review for continuing administrative value.
SMDN00-11	P/E	H	<u>Subject Files- Dean's Office</u> Includes correspondence, reports, minutes, memoranda, policy and informational files as well as College of Science and Mathematics files (i.e., development of programs) held by the Dean, Assistant Deans, and Associate Dean.	ADM9910	Retain in the office for three years. Then, review for continuing administrative or historical value.*

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