

# 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/Program Code:** Environmental Sciences Ph.D. Program ESPD

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

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

**Program Director:** \_\_\_\_\_

**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
ESPD04-01	P/E	H	<b>Committee Files-Program</b> Includes files of Program committees such as Admissions, Faculty, and Inter-disciplinary, etc.	ADM9910	Retain in the office for three years and then transfer minutes and/or reports to the University Archives.
ESPD17-02	P/E	C	<b>Personnel Files-Department</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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ESPD04-03	P	C	<b><u>Personnel Files-Employee Search- Program</u></b> Vitae, letters, records of individuals who have applied for positions in the Environmental Sciences Ph.D. program.	PER2000	Retain for three years, then destroy.
ESPD04-04	P/E	H	<b><u>Policies, By-laws, and Procedures-Program</u></b> 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.
ESPD04-05	P	H	<b><u>Publications-Program</u></b> 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.
ESPD04-06	P/E	H	<b><u>Reports-Annual-Program</u></b> Annual report composed by the Program Director and submitted to the Dean of the College of Science and Mathematics 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.

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ESPD04-07	P	C	<b><u>Student Records-Non-Permanent-Program</u></b> Includes copies of applications letters of recommendation, documents regarding progress toward degree, and copies of theses.	EDU1010	Retain while active, plus five years and then destroy.  <i>Note:</i> <i>Destruction of records should be performed in a manner that maintains confidentiality as per FERPA.</i>
ESPD04-08	P/E	H	<b><u>Subject Files-Program</u></b> Includes administrative files on the development and administration of the Environmental 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.
ESPD04-09	E	H	<b><u>Web home page-Program</u></b> Includes description of Program programs, activities and events.	ADM9900	Retain electronic format on the web until obsolete or superseded.  When updating/removing content from webpages, please make a back-up copy or hard copy of any information with long term value if the information is not available/retained elsewhere.

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