

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/Department Code: Department of Neuroscience, Cell Biology, and Physiology **NPMD**

Division: College of Science and Mathematics

Approvals Date:
Dean/Director/Head: _____

Department Chairperson/Manager: _____

University Records Manager: _____

Head, Special Collections & Archives: _____

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.

WSU Records Series Number	Medium Code ¹	Value Code ²	Records Series Title and Description ⁵	IUC Number	Retention Period
GS01, 05, 14, 28, 29, 30, 33, 35, 36 and 37.	P/E		Budget Files Include information on funds allocated to the department of Neuroscience, Cell Biology, and Physiology by the WSU School of Medicine.		For retention requirements on duplicate WSU School of Medicine records and other WSU business records, refer to the General Retention Schedule series GS01, 05, 14, 28, 29, 30, 33, 35, 36, and 37.
NPMD13-01	P/E	H	Annual Reports Annual report of department, including cumulative information on the activities of all offices under the department of Neuroscience, Cell Biology, and Physiology.	ADM9910	Retain in the office for three years, and then send one dated copy to the Archives.
NPMD13-02	P/E	H	Committee Files-Department Files of departmental committees	ADM9910	Retain in the office for three years. Then, transfer minutes to the University Archives.

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
NPMD13-03	P/E		<p><u>Grant files-Awarded Administrative & Financial records</u> Individual files on federal and non-federal grant funded-projects include:</p> <ol style="list-style-type: none"> Administrative (proposal, letter of transmittal of funds, correspondence with funding agency, protocol written by principal investigators, reports, personnel records, etc.) Financial (budget sheets, requisitions, purchase orders, accounting worksheets, etc.) <p><i>Note: Retention and access requirements—as well as exceptions—for federal grants outlined in Office of Management and Budget’s Circular No A-110, section.53.</i></p>	LEG2000	Retain while active plus five years, from the date of submission of the final expenditure report. Then review for historical value.* <i>Example: Annual reports submitted to the agency.</i>
NPMD13-04	P	C/H	<p><u>Grant files-Awarded Research records and data</u> Research records and data produced in the course of a grant-funded project (federal or non-federal) are treated as intellectual property and provided all applicable protections. Following the completion of the project and publication of the project’s findings, if the principal investigator or the Office for Research and Sponsored programs deem the project results to have continuing research and/or historical value, they may request select material to be preserved in the University Archives or other appropriate repositories, if consistent with records retention requirements as otherwise defined in the granting agency’s agreement with WSU.</p> <p><i>Note: Retention and access requirements—as well as exceptions—for federal grants outlined in Office of Management and Budget’s Circular No A-110, section.53.</i></p>	LEG2000	Retain while active plus five years, from the date of submission of the final expenditure report. Then review for historical value.* <i>Examples of records with historical value: Final report submitted to granting agency and other publicly released, published, or patented research results. (ORC par.149.43 (A) (1)(m), Intellectual Property Records)</i>
<p><i>The description of series NPMD07-03 and NPMD07-04 is identical to the one appearing on the records retention schedule for the office of WSU’s Research and Sponsored Programs (RSP). When disposing of grant-related administrative and financial records, check for duplication with the RSP office.</i></p>					

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WSU Records Series Number	Medium Code¹	Value Code²	Records Series Title and Description³	IUC Number	Retention Period
NPMD13-05	P/E		<u>Personnel Files-Department*</u> Chair, faculty and WSU staff personnel files. These include curriculum vitae, performance evaluations, letters of recommendations, correspondence, resumes, copies of contracts, evaluation by students, and occasional newspaper clippings. <i>*Note: Long-term information is held by Human Resources Office.</i>	PER3000	Retain while active plus 6 years then destroy. If subject to legal action, retain until final disposition. Transfer material of historic interest such as biographies, curriculum vitae and newspaper clippings to the University Archives.
NPMD13-06	P/E	C	<u>Personnel Files-Employee Search-Department</u> Vitae, letters, records of individuals who have applied for positions in the department.	PER2000	Retain for three years, then destroy.
NPMD13-07	P/E	H	<u>Personnel Files-Faculty Activity Reports (fully-affiliated)</u> Records for the academic year and each term listing teaching and advisory assignments, research, administrative duties and public service.	PER3000	Retain while active, plus five years. Review for continuing administrative value.
NPMD13-08	P/E		<u>Personnel Files Leave Forms</u> Copies of sick leave and vacation request forms for fiscal faculty, salaried unclassified staff, and classified staff members	PER3010	Retain 2 years then destroy.

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NPMD13-09	P	C	<u>Personnel Files- Student Evaluation Forms</u> Student evaluations of professors and their courses.	PER3010	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 college or department will send them to the full-time faculty member to whom they pertain.
NPMD13-10	P	H	<u>Publications-Department</u> Publications such as brochures, newsletters and other material produced by the department describing its programs and special events.	PUB3000	Transfer one copy of each brochure (dated)/ newsletter to the Archives annually.
NPMD13-11	P/E	C	<u>Student Files-Non-permanent</u> May include official academic records (including grades, course evaluations, competency assessments, etc.), change of grade forms, credit by examination forms, faculty grade reports, and transcript requests (other than student requested). <i>Note: Final grades and "Preceptor's Evaluation of the Student" are submitted to the School of Medicine Student Affairs office.</i>	EDU1010	Retain five years after graduation and then destroy. Note: <i>Destruction of records should be performed in a manner that maintains confidentiality as per FERPA.</i>
NPMD13-12	P/E		<u>Equipment Inventory</u> Master inventory lists of laboratory equipment and instruments	ADM4000	Retain until superseded plus two additional years.

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NPMD13-13	P/E	H	Subject Files- Chairperson's 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. *
NPMD13-14	E	H	Web Page-Department Includes description of academic programs and its activities/events in the department of Neuroscience, Cell Biology, and Physiology.	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.

Note: For retention of duplicate WSU records, such as duplicate records of affiliation agreements and records produced during a grant-funded project, see General Retention Schedule.

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