

Wright State University RECORDS RETENTION SCHEDULE (RRS)

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| New | |
| Revision | X |
| Addition | |
| Page | 1 of 3 |

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: Office of the Vice President AFAC

Division: Inclusive Excellence

- 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 |
|---------------------------|--------------------------|-------------------------|--|--------------------------|---|
| AFAC15-01 | P/E | C | <u>Case Files-Official Discrimination and Harassment Complaints</u> Includes all files pertaining to discrimination and harassment complaints handled by the Office of Equity and Inclusion. | LEG4000 IUC-LEG-20-01 | Retain while the employee or other respondent is actively affiliated with WSU + 2 additional years. If subject to legal action or otherwise noted by the Wright State Office of the General Counsel, items should be retained until further notice from the Wright State Office of the General Counsel. |

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| AFAC15-05 | P | C | <p><u>Personnel Files- Inclusive Excellence-Centers and Offices</u> 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</p> | PER3000 IUC-HR-40-21 | Retain while active plus two years. If subject to legal action or otherwise noted by the Wright State Office of the General Counsel, items should be retained until further notice from the Wright State Office of the General Counsel. |
| AFAC15-06 | P/E | C | <p><u>Personnel Files- Recruitment Records</u> Job postings, interview questions, interview notes, status of position offer form, and other documentation required by EEOC.</p> | PER2000 IUC-HR-40-04 | Retain for three years, and then destroy. If subject to legal action or otherwise noted by the Wright State Office of the General Counsel, items should be retained until further notice from the Wright State Office of the General Counsel. |
| AFAC15-07 | P/E | C | <p><u>Personnel Files-Employee Selection-Applicant Files-Institutional</u> Includes documentation of the hiring process from application to completion of the employee search (unclassified, faculty, and classified); position request and authorization information; job descriptions; appointment activity record; chronological data on search; correspondence with applicants, search committee members, and others with decision-making authority for the specific search.</p> | PER2000 IUC-HR-40-04 | Retain for three years, and then destroy. If subject to legal action or otherwise noted by the Wright State Office of the General Counsel, items should be retained until further notice from the Wright State Office of the General Counsel. |
| AFAC15-08 | P/E | | <p><u>Reports-External-Annual</u> Reports include: VETS 4212 reports (submitted to the U.S. Department of Labor); City of Dayton Affirmative Action Assurance annual reports; State of Ohio Affirmative Action Program verification annual reports.</p> | ADM9910 IUC-ADM-00-01 | Retain in the office for three years and then destroy. If subject to legal action or otherwise noted by the Wright State Office of the General Counsel, items should be retained until further notice from the Wright State Office of the General Counsel. |

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| AFAC15-09 | P/E | V | <u>Policies and Procedures- Equal Educational and Employment Opportunity Policies and Affirmative Action Plan</u> <i>See Wright State Policy No. 8001, Updated/Revised 2001</i> | LEG5000 IUC-HR-10-01 | Retain permanently. All versions of university policies are transferred to the University Archives by the President's office. |
| AFAC15-11 | P/E | H/C | <u>Plan-WSU-Affirmative Action</u> Affirmative Action plans of the university <i>Note: Some sections of the plan contain data that is confidential.</i> | ADM9910 IUC-ADM-00-05 IUC-HR-10-01 | Retain in the office for three years. |