# 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:** **Information Systems and Supply Chain Management Program** **ISSM**

**Division:** **Raj Soin College of Business**

[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 |
|---|---|---|---|---|---|
| ISSM22-01 | P/E | C | **Personnel Files-Faculty Activity Reports** Activity reports for the calendar year listing activities and accomplishments in teaching, research, and service. ***Note:*** *Activity reports are not included in AAUP's article 13.* | PER3000 IUC-HR-20-27 | Retain in Dean's office for six years after the end of the last WSU assignment. Review for continuing administrative or historical value and potential transfer to University Archives. |
| ISSM22-02 | P/E | H | **Committee Files-Department** Files of departmental committees such as By-Laws, Curriculum, Scholarship, departmental meetings and other ad hoc committees on academic programs developed by the department. | ADM9910 IUC-ADM-00-05 | Retain in the office for at least three years and then transfer one copy of all meeting 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 |
|---|---|---|---|---|---|
| ISSM22-03a | P/E | C | **<u>Personnel Files-Full-Time Faculty</u> (including Lecturers, Clinical, Instructors, Visiting Appointments)**<br>This series include the following documents (article 13 of the Collective Bargaining Unit Agreement between WSU and WSU-AAUP):<br>1. **The offer letter** (applies to bargaining unit and non-bargaining unit faculty)<br>2. **A copy of the criteria** signed by the Bargaining Unit Faculty Member and the Department Chair (attached to the letter)<br>**3. A signed copy of any changed criteria and/or procedures**<br>4. A signed copy of any written agreements about changes to the probationary period (untenured faculty)<br>5. **Annual evaluations** by supervisor and any written rebuttals to the annual evaluation (applies to bargaining unit and non-bargaining unit faculty)<br>6. **Peer evaluations** (from the Promotion and Tenure Committee), when available<br>7. **Annual statements** summarizing cumulative progress toward tenure from the Department Chair and from the Department Promotion and Tenure Committee<br>8. **Annual and triennial statements** summarizing cumulative progress toward promotion from the Department Promotion and Tenure Committee (tenured associate professors)<br>9. **Student evaluations of professors** and their courses. (maintained by departments-see departmental records retention schedules)<br>***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.*<br>*ii) Long-term personnel information is maintained by the office of Human Resources.* | PER3000/ IUC-HR-40-20 | **1-8: Retain in dean's office for two years** after **the end of the last WSU assignment** and then review for continuing administrative value.<br><br>**9**. Retain by dept for 7 **years minimum**. When removing/ disposing/ deleting student evaluations held by the dept, the university will send them to the Bargaining Unit Faculty Member to whom they pertain.<br><br>**Notes:**<br>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.)<br><br>b) Long-term personnel information is maintained by the office of Human Resources |

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| ISSM22-03b | P/E | C | **Personnel Files-Adjunct Faculty**<br><br>***Note**: Long-term information is held by Human Resources Office.* | PER3000 IUC-HR-40-21 | Retain summarized records in the department for two years and then review for continuing administrative value. |
| ISSM22-03c | P/E | C | **Personnel Files- Department**<br>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.<br>Review for continuing administrative value.<br><br>Note: Long-term information is held by Human Resources Office. | PER3000 IUC-HR-40-21 | Destroy six years after termination. If subject to legal action, retain until final disposition. |
| ISSM22-05 | P/E | C | **Personnel Files-Employee Selection**<br>Includes vitae, letters, records of individuals who have applied for faculty and staff positions in the department of Information Systems and Supply Chain Management. | PER3000 IUC-HR-40-04 | Retain for three years, then destroy. |
| ISSM22-06 | P/E | H | **Policies, By-laws, and Procedures-Department** | ADM9910 IUC-ADM-00-05 | Retain while active plus ten years. Transfer one paper copy of each version to the University Archives. |

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| ISSM22-07 | P/E | H | **Programs-Department**<br>Includes administrative files of study programs. | EDU3000<br>IUC-EDU-30-01 | Review annually for continuing administrative value. Transfer inactive records documenting the development of programs to the University Archives. |
| ISSM22-08 | P/E | H | **Publications-Department**<br>Publications such as brochures, newsletters and other material produced by the department describing its programs and special events. | ADM9900<br>IUC-PUB-00-06 | Retain in the office for three years and then transfer one copy of each issue to the University Archives. |
| ISSM22-09 | P/E | C | **Student Records-Non-Permanent-Department**<br>Includes letters of recommendation, documents regarding progress toward degree, and transfer credit evaluations.<br><br>***Note:*** *Destruction of records should be performed in a manner that maintains confidentiality as per FERPA.* | EDU1000<br>IUC-EDU-35-30 | Retain while active, plus five years and then destroy. |
| ISSM22-10 | P/E | H | **Subject Files- Chairperson's**<br>Includes correspondence, reports, minutes, memoranda, policy and informational files as well as historical information on the development of the department. | ADM9910<br>IUC-ADM-00-01 | Retain in the office for three years. Then, review for continuing administrative or historical value.* |

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