### Wright State University
#### RECORDS RETENTION SCHEDULE (RRS)

**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.wydtman@wright.edu.

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**Originating Office/Department Code:** Information Systems and Supply Chain Management Program

**Division:** Raj Soin College of Business

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<table>
<thead>
<tr>
<th>WSU Records Series Number</th>
<th>Medium Code¹</th>
<th>Value Code²</th>
<th>Records Series Title and Description³</th>
<th>IUC Number</th>
<th>Retention Period</th>
</tr>
</thead>
</table>
| 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. |

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**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).
**Wright State University**

**RECORDS RETENTION SCHEDULE (RRS)**

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| ISSM22-03a                | P/E         | C          | Personnel Files-Full-Time Faculty (including Lecturers, Clinical, Instructors, Visiting Appointments)  
This series include the following documents (article 13 of the Collective Bargaining Unit Agreement between WSU and WSU-AAUP):  
1. The offer letter (applies to bargaining unit and non-bargaining unit faculty)  
2. A copy of the criteria signed by the Bargaining Unit Faculty Member and the Department Chair (attached to the letter)  
3. A signed copy of any changed criteria and/or procedures  
4. A signed copy of any written agreements about changes to the probationary period (tenured faculty)  
5. Annual evaluations by supervisor and any written rebuttals to the annual evaluation (applies to bargaining unit and non-bargaining unit faculty)  
6. Peer evaluations (from the Promotion and Tenure Committee), when available  
7. Annual statements summarizing cumulative progress toward tenure from the Department Chair and from the Department Promotion and Tenure Committee  
8. Annual and triennial statements summarizing cumulative progress toward promotion from the Department Promotion and Tenure Committee (tenured associate professors)  
9. Student evaluations of professors and their courses. (maintained by departments-see departmental records retention schedules)  
**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.  
ii) Long-term personnel information is maintained by the office of Human Resources. |

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<tbody>
<tr>
<td>ISSM22-03b</td>
<td>P/E</td>
<td>C</td>
<td>Personnel Files-Adjunct Faculty</td>
<td>PER3000</td>
<td>Retain summarized records in the department for two years and then review for continuing administrative value.</td>
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<td><strong>Note:</strong> Long-term information is held by Human Resources Office.</td>
<td>IUC-HR-40-21</td>
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<tr>
<td>ISSM22-03c</td>
<td>P/E</td>
<td>C</td>
<td>Personnel Files-Department</td>
<td>PER3000</td>
<td>Destroy six years after termination. If subject to legal action, retain until final disposition.</td>
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<td>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. <strong>Note:</strong> Long-term information is held by Human Resources Office.</td>
<td>IUC-HR-40-21</td>
<td></td>
</tr>
<tr>
<td>ISSM22-05</td>
<td>P/E</td>
<td>C</td>
<td>Personnel Files-Employee Selection</td>
<td>PER3000</td>
<td>Retain for three years, then destroy.</td>
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<td>Includes vitae, letters, records of individuals who have applied for faculty and staff positions in the department of Information Systems and Supply Chain Management.</td>
<td>IUC-HR-40-04</td>
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</tr>
<tr>
<td>ISSM22-06</td>
<td>P/E</td>
<td>H</td>
<td>Policies, By-laws, and Procedures-Department</td>
<td>ADM9910</td>
<td>Retain while active plus ten years. Transfer one paper copy of each version to the University Archives.</td>
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| ISSM22-07                 | P/E         | H          | Programs-Department
Includes administrative files of study programs. | EDU3000 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
Publications such as brochures, newsletters and other material produced by the department describing its programs and special events. | ADM9900 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
Includes letters of recommendation, documents regarding progress toward degree, and transfer credit evaluations. |

Note: Destruction of records should be performed in a manner that maintains confidentiality as per FERPA.

| ISSM22-10                 | 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 IUC-ADM-00-01 | Retain in the office for three years. Then, review for continuing administrative or historical value.* |

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