**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**: Dean's Office

**Division**: Raj Soin College of Business

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**Medium code**: P=Paper, M=Microfilm/Fiche, E=Machine Readable

**Value code**: C=Confidential, H=Historical, R=Restricted, V=Vital

**Description**: A separate retention period is required for each medium in the same records series.

<table>
<thead>
<tr>
<th>WSU Records Series Number</th>
<th>Medium Code</th>
<th>Value Code</th>
<th>Records Series Title and Description</th>
<th>Retention Rule/ IUC Code</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>BADN22-01</td>
<td>P/E</td>
<td>H</td>
<td><strong>Accreditation-External Reviews</strong></td>
<td>ADM3010/ IUC-ADM-10-01</td>
<td>Retain four years after completion of the accreditation/reaccreditation process, then review for continuing value and transfer to Archives.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>College-level and department-level files documenting:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>a) Accreditation review by the Accrediting Board of The International Association for Management Education.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>b) Accreditation review by the North Central Agency.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BADN22-02</td>
<td>P/E</td>
<td>H</td>
<td><strong>Committee Files-College level</strong></td>
<td>ADM9910/ IUC-ADM-00-05</td>
<td>Transfer copy of minutes and reports to Archives after three years.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Includes meeting minutes and reports of college-level committees such as:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Board of Advisors</td>
<td></td>
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</tr>
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<td></td>
<td></td>
<td></td>
<td>• Faculty</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Chairs’ meeting</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note**: This series may include reports and minutes from the following college committees: Faculty Executive, Faculty Affairs, Promotion and Tenure, Graduate Programs, Undergraduate Programs, and Awards/Honors/Scholarship.

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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)**
(continuation sheet)

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>BADN22-03</td>
<td>P/E</td>
<td>C</td>
<td>Personnel Files-Dean’s Office-Faculty Full-time Faculty (including Lecturers, Clinical, Instructors, Visiting Appointments)</td>
<td>PER3000/ IUC-HR-40-20</td>
<td>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. 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.</td>
</tr>
</tbody>
</table>

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 (untenured 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)

**Note:** 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.

**Note:** Long 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).

04/26/2023
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<th>Records Series Title and Description³</th>
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<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>BADN22-04</td>
<td>P/E</td>
<td>C</td>
<td>Personnel Files-Department</td>
<td>PER3000 IUC-HR-40-21</td>
<td>Destroy six years after termination. If subject to legal action, retain until final disposition.</td>
</tr>
<tr>
<td>BADN22-05</td>
<td>PE</td>
<td>C</td>
<td>Personnel Files-Employee Selection</td>
<td>PER2000 IUC-HR-40-04</td>
<td>Retain for three years then destroy.</td>
</tr>
<tr>
<td>BADN22-06</td>
<td>P/E</td>
<td>C</td>
<td>Personnel Files-Curriculum Vitae</td>
<td>PER3000 IUC-HR-40-21</td>
<td>Retain in the office until individuals leave position. Then transfer to the University Archives.</td>
</tr>
<tr>
<td>BADN22-07</td>
<td>PE</td>
<td>H</td>
<td>Policies, By-laws, and Procedures-College level</td>
<td>ADM9910/ IUC-ADM-00-05</td>
<td>Retain while active plus ten years. Transfer one paper copy of each version to the University Archives.</td>
</tr>
<tr>
<td>BADN22-08</td>
<td>PE</td>
<td>H</td>
<td>Publications-Newsletters/Brochures</td>
<td>PUB3000 IUC-PUB-00-05</td>
<td>Retain in the office until of no further administrative value. Transfer one copy of each issue to the University Archives once a year.</td>
</tr>
<tr>
<td>BADN00-09</td>
<td>P/E</td>
<td>H</td>
<td>Reports-Strategic Plan-Annual</td>
<td>ADM3010/ IUC-ADM-10-01</td>
<td>Retain in the office until of no further administrative value. Transfer one hard copy of each issue to the University Archives once a year.</td>
</tr>
</tbody>
</table>

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²Value code: C=Confidential, H=Historical, R=Restricted, V=Vital
³Description: A separate retention period is required for each medium in the same records series.

Note: Longer term information is held by Human Resources Office.

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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| BADN00-10                 | P/E         | H          | Reports-Statistical-College-Level  
Includes surveys, assessments, and various  
statistical reports on educational offerings of  
the Raj Soin College of Business.            | EDU3000    | Retain in the office  
until of no further  
administrative value.  
Transfer one hard  
copy of each issue  
to the University  
Archives once a  
year.                                           |
| BADN23-11                 | P/E         |            | Student Petitions- Undergraduate  
Formal requests for an exception or waiver of admission policies for entrance into a RSCOB academic program. | EDU1000    | Retain while active  
plus six years.  
Review for continuing  
administrative value.                          |
| BADN00-12                 | P/E         | H          | Subject Files- Dean  
Includes correspondence, reports, minutes,  
memoranda, policy and informational files as  
well as college program files (i.e.,  
development of courses).                        | ADM9910    | Retain in the office  
for three years.  
Then, review for continuing  
administrative or historical value.*             |
| BADN11-13                 | P/E         | H          | Subject Files-Assistant Dean of Academic Programs  
Includes correspondence, reports, minutes,  
memoranda, policy and informational files on  
development of academic programs.               | ADM9910    | Retain in the office  
for three years.  
Then, review for continuing  
administrative or historical value.*             |
| BADN11-14                 | P/E         | H          | Subject Files-Assistant Dean of Administration  
Includes correspondence, reports, minutes,  
memoranda, policy and informational files on  
development of administration.                  | ADM9910    | Retain in the office  
for three years.  
Then, review for continuing  
administrative or historical value.*             |
| BADN00-15                 | P/E         | H          | Subject Files-Director of Undergraduate Programs  
Includes correspondence, reports, minutes,  
memoranda, policy and informational files on  
development of Undergraduate Programs.          | ADM9910    | Retain in the office  
for three years.  
Then, review for continuing  
administrative or historical value.*             |

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</table>
| BADN00-15                 | P/E         | H          | Subject Files-Director of MBA Programs  
Includes correspondence, reports, minutes, memoranda, policy and informational files on the development of graduate programs. | ADM9910 IUC-ADM-00-01 | Retain in the office for three years. Then, review for continuing administrative or historical value.* |
| BADN11-16                 | P/E         | H          | Subject Files-Director of Marketing, Business & International Relations  
Includes correspondence, reports, minutes, memoranda, policy and informational files on the development of Marketing, business and international relations programs. | ADM9910 IUC-ADM-00-01 | Retain in the office for three years. Then, review for continuing administrative or historical value.* |
| BADN00-17                 | P/E         | H          | Subject Files-Small Business Development Center  
Includes correspondence, reports, minutes, memoranda, policy and informational files on the development of the Small Business Development Center. | ADM9910 IUC-ADM-00-01 | Retain in the office for three years. Then, review for continuing administrative or historical value.* |

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