

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: Dean's Office ENDN

Division: College of Engineering and Computer Science

Approvals
Dean/Director/Head: _____ Date:

Department Chairperson/Manager: _____

University Records Manager: _____

Head, Special Collections and 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
ENDN09-01	P	H	<p>Accreditation-External Reviews College-level and department-level files documenting accreditation review by the Engineering Accreditation Commission and the Computing Accreditation Commission of the Accrediting Board of Engineering and technology (ABET).</p> <p><i>Note no. 1: Original ABET files held by Dean's Office</i> <i>Note no. 2: Last accreditation was awarded in Fall of 2006 (from ABET visit of Fall 2005).</i></p>	ADM3020	Retain permanently. Transfer one copy of the final report to the University Archives upon completion of review.
ENDN09-02	P/E	V	<p>Agreements Includes original partnership agreements and copies of articulation agreements with other universities, colleges and schools.</p>	LEG2000	Retain while active plus five years, then destroy or review for continuing administrative and historical value.*

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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ENDN09-03	P	H	<u>Committee Files-College-level</u> Files of college-level committees such as Academic Computing, Curriculum, Petition etc.	ADM9910	Retain in the office for three years. Then, transfer committee minutes to the University Archives. Review other documentation for continuing administrative value.
ENDN09-04	P	C	<u>Personnel Files-Faculty Activity Reports</u> Activity reports for the calendar year listing activities and accomplishments in teaching, research, and service.	PER3000	Retain in Dean's office for two years after the end of the last WSU assignment and then review for continuing administrative value. Transfer material of historic interest such as biographies and newspaper clippings to the University Archives.
ENDN17-05	P/E	C	<u>Personnel Files-Department</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. Note: Long-term information is held by Human Resources Office.	PER3000	Retain while active plus 6 years then destroy. If subject to legal action, retain until final disposition.

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ENDN09-06	P	C	<p><u>Personnel Files-Full-Time Faculty (including Lecturers, Clinical, Instructors, Visiting Appointments)</u> This series include the following documents (article 13 of the Collective Bargaining Unit Agreement between WSU and WSU-AAUP):</p> <ol style="list-style-type: none"> 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 (untentured 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) <p><i>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.</i></p>	PER3000	<p>Retain 1-8 in the Dean's office for two years after the end of the last WSU assignment and then review for continuing administrative value. Retain 9 in department.</p> <p>9. 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 department will send them to the full-time faculty member to whom they pertain.</p>

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ENDN09-07	P	C	<u>Personnel Files-Dean's Office-Staff</u> Staff personnel files. These include performance evaluations, letters of recommendations, correspondence, record of outside activity, resumes, copies of contracts, vacation, sick, and professional leave information. <i>Note: Long-term information is held by Human Resources Office.</i>	PER3000	Destroy six years after termination. If subject to legal action, retain until final disposition.
ENDN09-07	P		<u>Personnel Files-Employee Search-Dean's Office</u> Vitae, letters, records of individuals who have applied for upper administrative positions in the College of Engineering and Computer Science.	PER2000	Retain for three years, then destroy.
ENDN09-08	P/E	H	<u>Policies, By-laws, and Procedures</u>	ADM3000	Retain while active plus ten years. Transfer one paper copy of each version to the University Archives.
ENDN09-09	P/E		<u>Proposals/Grants-Research</u> Duplicate records held in the office of the Dean for reference purposes.	ADM9900	Destroy as soon as determined by the office to have no more value.
ENDN09-10	P/E	H	<u>Publications</u>	PUB6000	Retain in the office until of no further administrative value. Transfer one copy of each issue to the University Archives once a year.

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ENDN09-11	P/E	H	<u>Reports-Annual-College-level</u> Contains reports from all departments to the office of the Dean.	ADM9910	Retain in the office for three years and then transfer one copy of each issue to the University Archives. Keep extra copies in office as needed.
ENDN10-12	P/E		<u>Student Files-Scholarship</u> Includes copies of scholarship agreements, Freshman and Continuing scholarships, historical listings of student recipients, correspondence with scholarship donors, Development Director, Financial Aid Office and the WSU Foundation, applicant spreadsheets for use by the College Scholarship Committee to select awardees, individual student files, data and correspondence for students who currently hold a Renewable Freshman Scholarship or a College Academic and Research Scholarship (CARS). Also includes information on Dayton Area Graduate Studies Institute (DAGSI) Scholarship, a consortium consisting of AFIT, WSU, UD, Ohio State, UC, and OU. Note: DAGSI recipient and non-recipient applications are merged with main academic student files after DAGSI scholarship has been awarded and files are maintained by individual departments. DAGSI maintains the original scholarship files.	EDU1010	Retain files of non-recipients for one year. Files of recipients are to be placed in their active student file and retained while active plus three additional years.
ENDN23-11	P/E		<u>Student Petitions- Undergraduate</u> Formal requests for an exception or waiver of admission policies for entrance into an academic program at the College of Engineering and Computer Science	EDU1000 IUC-EDU-35-02	Retain while active plus six years. Review for continuing administrative value.

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ENDN09-13	P/E	H	<u>Subject Files- Dean's Office</u> Includes correspondence, reports, minutes, memoranda, policy and informational files as well as Engineering and Computer Science and Program files (i.e., development of the program) held by the Dean, Assistant Deans, and Associate Dean.	ADM9910	Retain in the office for three years. Then, review for continuing administrative or historical value.*
ENDN09-14	P	H	<u>Publicity-College Events</u> Includes student affairs and special events files such as programs, award recipient lists, invitation lists, etc. (i.e. anniversary celebration, Career Day, GREEN Program, Women in Engineering Day, etc.)	PUB3000	Retain select material indefinitely. Transfer one copy of each brochure to the Archives annually.

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