

Wright State University RECORDS RETENTION SCHEDULE (RRS)

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: Academic Support

WRCN

Division: Division of Student Success

Date:

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
WRCN18-01	P/E	H	Committee Files Files and/or minutes of any committees operating under the Academic Success Centers	ADM9910 IUC-ADM-00-05	Retain in the office for three years and then transfer minutes and/or reports to the University Archives.
WRCN18-02	P/E		Evaluation Forms Forms filled out by students using the services of the Academic Success Centers. Includes daily evaluations. Summarized findings are used in the planning of instructional centers and tutoring services	ADM9900 IUC-ADM-00-05	Review annually and discard information when of no further administrative value.
WRCN15-04	P	C	Personnel Files-Department 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	PER3000 IUC-HR-40-21	Retain while active plus six years, then destroy. If subject to pending legal action, retain until final disposition

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).

05/30/23

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 (continuation sheet)

New	
Revision	X
Addition	
Page	2 of 3

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WRCN15-05	P	C	<u>Personnel Files-Search-Tutor-Department</u> Tutor personnel files. These include application forms of successful and unsuccessful candidates (both work-study and regular students). <i>Note: Original records maintained by the office of Career Services.</i>	PER2000 IUC-HR-40-04	Retain while active plus three years, then destroy.
WRCN15-06	P	C	<u>Personnel Files-Search-Staff-Selection</u> Includes vitae, letters, records of individuals who have applied for staff positions in the Academic Success Centers.	PER2000 IUC-HR-40-04	Retain for three years, then destroy.
WRCN15-07	P	H	<u>Publications-Departmental</u> Publications such as brochures, newsletters and other material produced by the centers describing their programs and services.	PUB3000	Retain in the office for three years and then transfer one copy of each publication to the University Archives.
WRCN15-08	P	H	<u>Publications-Style Manuals-Departmental</u> Includes style manuals continually updated.	PUB3000	Retain in the office. Discard outdated manuals every two years.
WRCN15-09	P/E		<u>Reports-Annual</u> Annual assessment report submitted to the Provost's office. The report includes findings of faculty surveys conducted by the Center.	ADM9910	Retain in the office for three years. Then, review for continuing administrative or historical value.*

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WRCN15-10	P/E		<u>Service Logs – Telephone</u> Logs documenting services provided to students via phone.	ADM9900	Review annually and discard information when of no further administrative value.
WRCN15-11	P/E	C	<u>Student Records (Client Files)-Non-Permanent-Departmental</u> Includes information on students who take courses a) with writing requirements and b) without writing requirements such as sign-in logs and client files.	EDU1010	Retain while active plus one year and then destroy. Note: <i>Destruction of records should be performed in a manner that maintains confidentiality as per FERPA.</i>
WRCN15-12	P/E		<u>Subject Files- Director's</u> Includes correspondence, reports, employment policy, staff meeting minutes, and informational files as well as historical information on the development of the University Writing Center.	ADM9910	Retain in the office for three years. Then, review for continuing administrative or historical value.*
WRCN07-12	P/E		<u>Training Material</u>	ADM9910	Retain for three years, then review for continuing administrative value.
WRCN15-13	E	H	<u>Web home page-Departmental</u> Includes description of services, activities and events. The Writing Center web page is linked to an on-line help service (On-line Writing Lab).	ADM9900	Retain on the web until obsolete or superseded. Retain a full website backup or hard copies for any information of long term value that exists only on the website.

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