

# Wright State University RECORDS RETENTION SCHEDULE (RRS)

<b>New</b>	
<b>Revision</b>	<b>X</b>
<b>Addition</b>	<b>X</b>
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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](mailto:chris.wydman@wright.edu).

**Originating Office/Department Code:** Career and Academic Advising CRSV

**Division:** Division of Student Success

<sup>1</sup>**Medium code:** P=Paper, M=Microfilm/Fiche, E=Machine Readable

<sup>2</sup>**Value code:** C=Confidential, H=Historical, R=Restricted, V=Vital

<sup>3</sup>**Description:** A separate retention period is required for each medium in the same records series.

WSU Records Series Number	Medium Code <sup>1</sup>	Value Code <sup>2</sup>	Records Series Title and Description <sup>5</sup>	IUC Number	Retention Period
<b>CAREER SERVICES</b>					
CRSV12-1	E	H	<b><u>Program Data Reports</u></b>	ADM9910 IUC-ADM-00-05	Publish annually online. Retain two years then review for ongoing administrative or reference value.
CRSV12-2	P/E	H	<b><u>Contracts/Agreements-Off-Campus</u></b> Annually renewable contracts the CRSV office signs with area non-profits and schools who employ WSU students (payroll and admin. work performed by WSU). Files contain job postings and time sheets.	LEG2000 IUC-LEG-00-01	Retain while active then destroy.
CRSV09-3	E		<b><u>Database-The Wright Search</u></b> Web-based database.  <ol style="list-style-type: none"> <li>1. Employer information</li> <li>2. Students/alumni (registration screen, full resume)</li> <li>3. Faculty/staff</li> </ol> <p><i>Note: Students complete forms on-line. Database maintained offsite by Handshake vendor.</i></p>	ADM9910 IUC-ADM-00-05	Retain continually updated.  <b>Note:</b> Destruction of records should be performed in a manner that maintains confidentiality as per FERPA.

**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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CRSV11-4	P/E		<b><u>Employment Postings— On-Campus and Off-Campus</u></b> On-campus and off-campus employment opportunities.  <i>All postings done electronically through Handshake.</i>	MAR1000  IUC-PUB-00-02	Retain while current then destroy/delete.
CRSV11-5	P/E		<b><u>Event Files</u></b> Includes publicity and employer registration.  <i>All events/marketing/publicity done electronically via the Career Center Website and through <b>Handshake</b>.</i>	PUB3000  IUC-PUB-00-04	Retain while active.
CRSV09-6	P/E	C	<b><u>Personnel Files-Department*</u></b> 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
CRSV09-7	P/E	C	<b><u>Personnel Files-Employee Searches</u></b> Vitae, letters, records of individuals who have applied for positions in Career Center office.	PER2000  IUC-HR-40-04	Retain for three years then destroy.
CRSV12-08	P/E		<b><u>Release Forms- Marketing</u></b> Release forms signed by students/staff/alumni granting permission to use their likeness (i.e. photographs), testimonials or similar items in official publications, websites or other marketing pieces produced by Career Center.	PUB3000  IUC-PUB-00-04	Retain for 5 years and/or until publicity piece is superseded or discontinued.

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CRSV11-09	P	C	<b><u>Student Files-Co-operative Education Program</u></b> Individual files on undergraduate and graduate students (active, inactive, and graduated); includes resume and summary of assignments.	ADM9910  IUC-ADM-00-05	Retain for one year after graduation or withdrawal then destroy. <b>Note:</b> <i>Destruction of records should be performed in a manner that maintains confidentiality as per FERPA.</i>
CRSV09-10	E	C	<b><u>Student Files-Work-Study and Regular</u></b> Contains SE authorization forms and forms related to change of address or change of status of students employed under Work-Study program.	PER3000  IUC-HR-40-25	Retain while active, plus six years, then destroy. <b>Note:</b> <i>Destruction of records should be performed in a manner that maintains confidentiality as per FERPA.</i>
CRSV09-11	E	H	<b><u>Subject Files- Director's</u></b> Examples include correspondence, reports, minutes, and informational files on the activities of the Career Center office.	ADM9910  IUC-ADM-00-05	Retain in the office for three years. Review for continuing administrative or historical value.*

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CRSV09-12	E		<p><b><u>I-9 Forms</u></b>            I-9 forms (Immigration and Naturalization Employment Record)</p> <p><i>Note: The I-9 forms are filed separately from the main personnel file in order to facilitate speedy retrieval for INS inspection requests.</i></p>	PER3000  IUC-HR-40-21	Retain for three years after the date of the hire or one year after date the individual's employment is terminated, whichever is later. (8CFR274a.2 Verification of Employment and Eligibility).
<b>ACADEMIC ADVISING</b>					
CRSV23-13	P/E		<p><b><u>Academic Advising Guidelines and Policies</u></b>            Guidelines and policies for academic advising services used by students.</p>	ADM3000  IUC-ADM-10-01	Retain until superseded + 10 additional years
CRSV23-14	P/E		<p><b><u>Academic Advisors Records</u></b>            Includes notes about student, possible courses the student would take, advisor worksheets, and correspondence with student</p>	EDU1010  IUC-EDU-35-30	Retain while student is enrolled at university + 5 additional years
CRSV23-15	P/E		<p><b><u>Academic Advising Reports</u></b>            Aggregate reports listing individual students, student performance, student progress towards degree, or other related information</p>	EDU3000  IUC-EDU-30-01	Retain for duration of advising assignment or until superseded.
CRSV23-16	P/E		<p><b><u>Student Records</u></b>            Record of academic work pursued, entrance exams, petitions, transcripts from transfer institutions, and related records regarding a student's academic history and success.</p>	EDU1010  IUC-EDU-35-30	Retain while student is enrolled at university + 5 additional years

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