

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: Student Success- Admin

SSAD

Division: Division of Student Success

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
SSAD23-01	P/E	H	<u>Organizational Charts- Divisional</u>	ADM3300 IUC-ADM-00-04	Retain while active plus ten years. Transfer one copy of each version to the University Archives.
SSAD23-02	P/E	H	<u>Meeting Minutes- Divisional- Student Success</u> Minutes of divisional meetings and related sub-committees	ADM9910/ IUC-ADM-00-05	Retain in the office for three years then review for continuing administrative value. Transfer one copy of divisional meeting minutes to University Archives.
SSAD23-03	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	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)

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 (continuation sheet)

New	
Revision	X
Addition	
Page	2 of 3

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SSAD23-04	P/E	C	<u>Personnel Files-Employee Selection</u> Includes vitae, letters, records of individuals who have applied for staff positions in Facility Operations.	PER2000 IUC-HR-40-04	Retain for three years then destroy.
SSAD23-05	P/E	H	<u>Policies and Procedures- Student Success</u> Records documenting division approved methods or processes for performing activities to ensure uniformity and compliance with institution and legal requirements. It includes office and job practices, administrative handbooks, and procedure manuals.	ADM9910 IUC-ADM-00-05	Retain while active plus ten years. Transfer one copy of each version to the University Archives.
SSAD23-06	P/E	H	<u>Publications-Departmental</u> Includes brochures and other publications created by Student Success describing programs and services.	PUB3000 IUC-PUB-00-05	Retain in the office for three years. Then, transfer one dated copy of each item to the Univ. Archives.
SSAD23-07	P/E	H	<u>Reports-Statistical</u> Statistical reports and annual assessments on services offered by the University College.	ADM9910 IUC-ADM-00-05	Retain in the office for three years. Then, transfer one copy to the University Archives.
SSAD23-08	P/E	H	<u>Subject Files- Associate Vice Provost</u> Correspondence and informational files pertaining to formulation, planning, implementation, or modification of programs, services, and/or the policies, procedures and administration of the organizational division. Also includes mission/vision/values statements for Student Success.	ADM9910 IUC-ADM-00-05	Retain in the office for three years. Review for continuing administrative or historical value.*

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Page	3 of 3

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SSAD23-09	P/E	C	<p><u>Student Records-Non-Permanent</u> Files transferred from the Undergraduate Admissions office of students who have been admitted:</p> <p>a) Non-registered students b) Registered students</p> <ol style="list-style-type: none"> 1. Academic Advising (AT) and Adult & Transfer Services (ATS) 2. Developmental Education 3. Placement Tests 4. Student Petitions 	EDU1010	<p>Non-registered: Retain for two years and then destroy/delete.</p> <p>Registered: Retain while active plus two years and then destroy/delete.</p> <p><i>Note: Destruction of records should be performed in a manner that maintains confidentiality as per FERPA.</i></p>

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