

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: Office of the Vice President ENMA

Division: Enrollment Management Date:

Dean/Director/Head: Approvals

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
ENMA23-01	P/E	H	<u>Committee Files-Divisional</u> Minutes and/or reports of divisional meetings and related sub-committees	ADM9910/ IUC-ADM-00-05	Retain in the office for three years and then review for ongoing reference value. Transfer copies of meeting minutes to the University Archives for permanent retention.
ENMA23-02	P/E	H	<u>Organizational Charts-Division</u>	ADM3300 IUC-ADM-00-04	Retain while active plus ten years. Transfer one dated copy of each version to the University Archives.

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)

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WSU Records Series Number	Medium Code¹	Value Code²	Records Series Title and Description³	IUC Number	Retention Period
ENMA23-03	P/E	C	<p><u>Personnel Files</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.</p> <p>Note: Long-term information is held by Human Resources</p>	PER3000 IUC-HR-40-21	Retain while active plus six years, then destroy. If subject to pending legal action, retain until final disposition.
ENMA23-04	P/E	C	<p><u>Personnel Files-Employee Selection</u> Vitae, letters, and records of individuals who have applied for staff positions in the Division of Enrollment Services. Also includes search committee records.</p>	PER2000 IUC-HR-40-04	Retain for three years, then destroy.
ENMA23-05	P/E	H	<p><u>Reports-Annual</u> Reports on divisional annual goals and projects.</p>	ADM9910 IUC-ADM-00-05	Retain in the office for three years. Transfer one copy of each report to the University Archives.
ENMA23-06	P/E	H	<p><u>Subject Files- Vice President</u> Includes correspondence, reports, minutes, memoranda, policy and informational files. May also include mission/vision/values statements for the division.</p>	ADM9910 IUC-ADM-00-01	Retain in the office for three years. Then, review for continuing administrative or historical value.

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