

# Wright State University RECORDS RETENTION SCHEDULE (RRS)

<b>New</b>	
<b>Revision</b>	<b>X</b>
<b>Addition</b>	<b>X</b>
<b>Page</b>	1 of 7

**Instructions:** This form establishes a schedule of retention and disposal for the listed records series according with Section 149.333 of the Ohio Revised Code. **No record series shall be retained, destroyed, or transferred in violation of this schedule.** This schedule shall become effective on the last date approved. Obtain approvals and return to the University Records Manager, Special Collections and Archives, Dunbar Library, R-401-402. For assistance, contact the University Records Manager at ext. 2017 or write to chris.wydman@wright.edu.

**Originating Office/Department Code:** Registrar's Office RGST

**Division:** Enrollment Management

<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>Forms submitted by Students or Faculty</b>					
RGST08-01	P/E		<b><u>Dismissal Notices</u></b> These are notices sent by colleges to the office of the Registrar each semester. The information is entered into <b>Banner</b> and retained permanently.	EDU1010 IUC-EDU-10-01	Retain for two years from submission date then destroy. Retain electronic information in <b>Banner</b> permanently.*
RGST-08-02	P/E		<b><u>Registration Activity Forms</u></b> Includes audit authorizations and change of course schedule requests.  <i>Note: Also maintained electronically (56 registration screen).</i>	EDU1010 IUC-EDU-10-01	Retain for three years after submission and then destroy. Retain electronic information in <b>Banner</b> permanently.*
RGST-08-03	P/E		<b><u>Change of Address Form</u></b>	EDU1010 IUC-EDU-10-01	Shred forms after entered into <b>Banner</b> .

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<b>Revision</b>	<b>X</b>
<b>Addition</b>	<b>X</b>
<b>Page</b>	2 of 7

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RGST08-04	P/E		<u><b>Change of Name Forms</b></u>	EDU1000 IUC-EDU-35-02	Transfer forms to the respective college office. Retain name changes for non-active students in Registrar's Office permanently. Retain electronic information in Banner permanently.*
RGST08-05	P/E		<u><b>Faculty-Student Agreement for Grade of Incomplete</b></u>	EDU1010 IUC-EDU-10-01	Retain until terms of agreement expire, plus one additional year.
RGST08-06	P/E		<u><b>Change of Grade Forms</b></u>	EDU1000 IUC-EDU-35-02	Retain forms and electronic information permanently*
RGST08-07	P/E		<u><b>Change of Social Security Number Forms</b></u>	EDU1000 IUC-EDU-35-02	Retain forms and electronic information permanently*
RGST08-08	P/E		<u><b>SOCHE and DAGSI Class Registration Schedule</b></u> List of classes taken by a student in a given term. Includes SOCHE and DAGSI class registration.	EDU1010 IUC-EDU-10-01	Retain paper form for three years after submission. Retain electronic information in Banner permanently. *

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<b>Page</b>	3 of 7

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RGST08-09	P		<b><u>FERPA/Requests and Disclosures of Personally Identifiable Information--Other than student requested</u></b> Notes: a) Forms filed alphabetically and by year. b) Forms are valid for one year. c) Have to have written permission by the student per FERPA requirements.	EDU1030 IUC-EDU-00-11	Retain while active (one year from submission date) plus three additional years and then destroy.
RGST08-10	P		<b><u>FERPA/Student's Written Consent for Records Disclosure</u></b>	EDU1030 IUC-EDU-00-11	Retain while active (one year from submission date) plus three additional years and then destroy.
RGST08-11	P		<b><u>FERPA/Student Request for Nondisclosure of directory information</u></b>  <i>Note: Have to have written permission by the student per FERPA requirements.</i>	EDU1030 IUC-EDU-00-11	Retain while active (one year from submission date) plus three additional years and then destroy.
RGST08-12	P		<b><u>FERPA/Transcript Requests- From Students/Parents</u></b> This series documents the receipt of and filing of a transcript request from students or parents	EDU1000 IUC-EDU-35-02	Retain while active (one year from submission date) plus three additional years and then destroy.

**Note:** For Transcripts-High School and Other Colleges-Undergraduate Students, see the Admissions Office or college/ department records retention schedules (Active files are sent to the college of student's major by the Admissions office while inactive files are maintained in the Admissions office). For Transcripts-High School and Other Colleges-Graduate Students, see the Graduate School of Studies records retention schedule.

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<b>Page</b>	4 of 7

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RGST08-13	P		<p><b><u>FERPA/Transcript Requests- From Third Parties</u></b>            This series documents the receipt of and response to transcript requests from someone other than students, parents or internal offices. Includes requests by courts.</p> <p><i>Note: Written permission by the student required per FERPA requirements, unless request accompanied by court ordered subpoena.</i></p>	EDU1000  IUC-EDU-35-02	Retain while active (one year from submission date) plus three additional years and then destroy.  Note: General Counsel's office retains information when asked to verify existence of release form and/or court subpoena.
RGST08-14	P		<p><b><u>Residency Forms</u></b>            This series includes supporting documentation. Arranged alphabetically.</p>	EDU1010  IUC-EDU-10-01	Retain for six years after completion of processing. For international students, retain permanently.*
RGST08-15	E	V	<p><b><u>Student Records- Banner</u></b>            Integrated database containing academic progress records of current and past students. Also includes admission and registration information as well as other related administrative data.</p> <p><i>Note: System implemented in 2006.</i></p>	EDU1010  IUC-EDU-10-01	Retain student academic records in Banner permanently*
RGST08-16	P		<p><b><u>Selective Service System Compliance Verification Form</u></b>            Form completed by male students.  <i>Note: Information maintained by database coordinator.</i></p>	EDU1010  IUC-EDU-10-01	Retain for one year and then destroy.

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<b>Page</b>	5 of 7

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RGST08-17	P/E		<b><u>Transfer Credit Evaluations</u></b>	EDU1010 IUC-EDU-10-01	Transfer paper and electronic records to the respective college offices. Maintain electronic information in Banner permanently.*
<b>Registrar's Office Administrative and Institutional Reports</b>					
RGST18-18	E	H	<b><u>Catalogs-Institutional</u></b> It includes the undergraduate and graduate catalogs.  Note: Catalogs are now created/maintained in electronic format only. Program and catalog listings are archived to CXore Scholar, WSU's digital institutional repository, as soon as published.	EDU3000 IUC-EDU-30-01	Retain permanently*
RGST18-19	E	H	<b><u>Class Schedules (Institutional)</u></b> Schedule of classes offered each term by the institution. <b>Note:</b> Records date to 1964.  Note: Course descriptions and schedules are now created/maintained in electronic format only. Course descriptions and schedules are archived to Core Scholar, WSU's digital institutional repository, as soon as published.	EDU3000 IUC-EDU-30-01	Retain permanently*

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RGST08-20	P/E	C/H	<p><b><u>Committees</u></b>            Original minutes of meetings of the Undergraduate Student Petitions Committee (previously Undergraduate Petitions Council)</p> <p><i>Note: The Associate Registrar serves as secretary of the Undergraduate Student Petitions Committee.</i></p>	EDU1000 IUC-EDU-35-02	Retain permanently.*
RGST08-21	P/E	H	<p><b><u>Course Inventory</u></b>            Includes the course modification form.</p> <p><i>Note: Complete set in hard copy since 1967. Original signed forms added to binders.</i></p>	EDU3000 IUC-EDU-30-01	Retain permanently*
RGST10-22	P/E		<p><b><u>Graduation Lists</u></b></p>	EDU3000 IUC-EDU-30-01	Retain permanently.*
RGST08-23	P	C	<p><b><u>Personnel Files-Department*</u></b>            Staff personnel files, including student workers. These include performance evaluations, letters of recommendations, correspondence, resumes, copies of contracts, vacation and sick leave information.</p> <p><i>Note: Long-term information is held by Human Resources Office.</i></p>	PER3000 IUC-HR-20-27	Retain while active plus six years, then destroy. If subject to pending legal action, retain until final disposition.

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<b>Page</b>	7 of 7

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RGST08-24	P	C	<b><u>Personnel Files-Employee Selection</u></b> Includes vitae, letters, records of individuals who have applied for staff positions in the Registrar's office.	PER2000 IUC-HR-40-10	Retain for three years, then destroy.
RGST08-25	P/E	H	<b><u>Reports-Annual</u></b> Annual Report for the Registrar's office (established 1999).	ADM9910 IUC-ADM-00-01	Retain permanently* Transfer one copy to the University Archives annually.
RGST08-26	P	H	<b><u>Reports-Statistical</u></b> 1. 14-Day-Enrollment 2. Degree 3. Grade-Grade distribution 4. IPEDS  <i>Note 1: Complete hard copy set since Spring 1978.</i>	EDU3000 IUC-EDU-30-01	Retain permanently*
RGST08-27	P/E		<b><u>Banner-Student: Access Requests</u></b> Requests by University employees to access Banner-Student information system.	ADM9900 IUC-HR-20-21	Retain while active and then destroy.
RGST08-28	P/E	H	<b><u>Subject Files- Registrar/ Assistant Registrar</u></b> Includes correspondence, reports, minutes, memoranda, and informational files, including historical information on the development of the office of the Registrar.	ADM9910 IUC-ADM-00-01	Retain in the office for three years. Review for continuing administrative or historical value.*

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